

Dear Students and Parents,

Whether you are new to our school or are joining us again for another year, we welcome you! We have high expectations for all of our students and we understand that the more you know about your school and its guidelines, the more successful we all will be in ensuring students will receive the education needed for a bright future.

The middle school is designed to meet the needs of students making a transition from childhood to adolescence, from elementary school to high school. This period of transition can be challenging emotionally for everyone as we encounter a wide variation among pupils in social, intellectual and physical development.

Please read through this handbook together to be sure everyone understands the procedures and guidelines of our school. These will assist all of us in creating a safe, enriching environment for all members of the Eureka community to live, work and learn.

Have a great year!

-----TEAR HERE-----

Dear Parents and Students,

When you have read and discussed this handbook together, please complete this section and return it to your teacher. You need only complete one of these forms per family. Thank you for your cooperation.

We have read this handbook and are aware of the policies and rules it contains.

Parent:_____ Date:_____

Student:_____ Date:_____

Student:_____ Date:_____

Student:_____ Date:_____

ATTENDANCE PROCEDURES

Students are encouraged to attend school on a regular basis. Any absence from the classroom deprives you of the opportunity to take advantage of curriculum offerings. Being at school everyday is vital to your education. We do a variety of projects at school and your stress increases when you can't keep up. Guidelines for excused and unexcused absences are found in the Board of Trustees Attendance Policy #3122.

Whenever it is known that a student is going to be absent from school, parents are requested to contact the school to inform us of that fact. This will help us save time that would otherwise be spent contacting parents. State law requires that schools verify students' whereabouts whenever they are absent from school. A quick phone call or a note from brother or sister to inform us of the absence will help us satisfy this legal requirement, as well as make the office more efficient. If it is known that a student will be absent, make arrangements ahead of time and the office will make the necessary notations. The number for contacting the school to report absences is 297-5600.

Due to chronic attendance problems, by May 15th, if your child has been absent 25 days or more, they will not be permitted to attend special functions such as the 7th grade Montana History trip, 8th grade class trip, etc. Exceptions can be made in extreme circumstances but a Doctors note must be provided.

BEHAVIOR


Positive behavior is promoted at the middle school. Positive behaviors are recognized by school personnel to encourage productivity and support healthy self-esteem among the students. The middle school has three basic "school wide" rules.

BE RESPECTFUL

BE RESPONSIBLE

BE READY TO LEARN

Below is the Behavior Matrix which states in clear positive terms what behaviors are expected:

	Halls	Playground	Lunch Room	Assemblies
Respectful	Use appropriate levels of volume Volume: 2-3	Allow others to play games and be courteous to each other Volume:4-5	Use please and thank you's with servers Volume:2-3	Quiet Eye contact with presenter Hands and feet still Volume: 0-1
Responsible	Walk keeping your hands to yourself	Return Equipment Stay within boundaries Throw trash away	Pack it in Pack it out	Be discrete
Ready to Learn	Walk with the purpose to be on time	Hustle inside at the bell and prepare for class	Make time to eat a balanced meal	Listen and learn

In addition to the school-wide expectations each teacher will establish additional classroom rules. The teacher has the primary responsibility and authority for the consistent maintenance of discipline in the classroom, in the school building and on the grounds. Teachers maintain consequences for rule violations which may include behavior instruction and consultation, staying after class, forfeiting lunch recess, loss of classroom privileges and rewards, calls or notes home to parents. Students may not be

allowed to participate in extra-curricular activities, including sports, if their school conduct is determined by the teachers and principal to be in violation of the school-wide and specific classroom rules.

Students whose behavior continues to be distracting after classroom rules and consequences are applied will be sent to in-school suspension (ISS) to continue their day. Parents will be notified and repeat offenders will deal with more serious discipline measures.

BICYCLES

Bikes are to be parked when students arrive at school in the appropriate areas. Bikes are not to be ridden during school hours. We encourage the use of safety helmets. Skateboarding or rollerblading on school property is not allowed at any time. Therefore, students are asked not to bring these items to school.

BOOKS

Library books are purchased for student use. Students are encouraged to take books home and read them as well as use them in school. They should handle them with special care by keeping them away from younger children and not leaving them where pets can damage them. They should be returned promptly so others can use them. Textbooks are checked out to the students and we expect them to last for several years or until we are ready to replace them with new ones. Textbooks are very expensive and the cost of replacement can range from \$35 to \$75. Students will be assessed a charge at the end of the year for unduly damaged or lost text or library books. Book covers are available in the office, free of charge.

BREAKFAST/LUNCH PROGRAM

Eureka School District uses a computerized debit lunch program. This system allows parents to send one payment for all of their children, even if the children attend different schools within the district. Payments can be made any day from 7:30 am to 1:30 pm in the lunchroom, or can be mailed to PO Box 2000, Eureka, MT 59917. **Please pay in advance.** It is the parent's responsibility to keep current of their children's lunch accounts as well as for all meals their child consumes. Lunch accounts cannot exceed charges of more than 5 days. As soon as your child's account falls into the charge status, they will receive a reminder. After the 5th charge, the account will become delinquent and the child will receive an alternate meal. If the account is not brought current within 5 days of the child receiving the alternate meal, school personnel will make contact with the parent/guardian.

Parents who think they may be eligible for participation in the Free/Reduced Lunch Program can submit an application any time throughout the year at any school or the district office. Strict confidentiality is assured with this system. If you qualify, your application will be valid through the school year and must be resubmitted EVERY August.

If you have any questions, please contact the lunchroom at 297-5522.

BULLYING AND HAZING POLICY

In an effort to create a safe and comfortable learning environment, bullying and hazing behavior will not be tolerated. Engaging in any behavior which constitutes bullying or 'hazing' is a violation of the school discipline policy and may subject the student to discipline including suspension and expulsion.

Bullying is when a stronger more powerful person intentionally hurts or frightens another person again and again. Bullying includes physical bullying and verbal bullying, sexual harassment, and relational aggression.

'Hazing' means doing something - or making another student do something - that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization.

'Hazing' is a violation of school policy regardless of the time or place it occurs.

Upon receipt of a complaint or a report of bullying or hazing the school administration shall undertake an investigation. If a hazing or bullying violation is deemed to have occurred, appropriate disciplinary consequences shall be administered against the individual or individuals responsible.

BUS TRANSPORTATION

The school district furnishes transportation to school for students in accordance with state law. Competent, trained drivers are hired to drive the buses, which are kept carefully maintained. District transportation policies provide for established procedures when difficulties arise on the buses. Parents are encouraged to support the district in maintaining discipline on the buses. Distractions to the driver during travel time can be dangerous.

If it becomes necessary to suspend riding privileges, the 1st and 2nd incidents will result in principal and parent notification and 3 days suspension of bus riding privileges. The 3rd incident will result in riding privileges suspended.

Three minor diplomacy problems, or a major incident that could distract the driver and therefore jeopardize the safety of the bus, may result in suspension of riding privileges for a period of up to a full year. In such cases, the parents of the children become responsible of seeing that their children get to and from school safely. (Board Policy 3123)

Bus Rules:

1. **Follow your bus driver's directions the first time they are given.**
2. **Keep your hands, feet, and other objects to yourself.**
3. **Take your seat immediately and remain seated until you reach your stop.**
4. **Do not eat, drink, or litter on the bus.**
5. **Respect school property and the property of others.**

Consequences:

1. **Warning from your bus driver.**
2. **Conference with driver and a specific seat assignment for one week.**
3. **Driver will call your parents and assign you a seat for two weeks.**
4. **Sent to the office for a conference with the principal and your parents.**
5. **You will no longer be allowed to ride on the bus.**

IMPORTANT NOTE: Students are UNABLE to ride any bus EXCEPT the bus that takes them to and from their house. Any exceptions to this rule require prior arrangement by parent with the bus drivers.

CAFETERIA BEHAVIOR

Every student is expected to buy or bring lunch. While eating meals in the cafeteria, all students are expected to follow these guidelines:

- Practice good manners and socialize quietly
- Leave the table and surrounding area clean and orderly
- Return trays and utensils to wash area
- Put trash in proper containers

CHILD CUSTODY

The school district recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may review educational records and attend school functions or meetings regarding the student. Official notices and report cards will be sent to all parents/guardians of the student during the school year upon request. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school district will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

COMPLAINTS AGAINST THE SCHOOL DISTRICT PROGRAMS, POLICIES, OR PERSONNEL

From time to time, parents and/or community members may have a complaint against school programs, policies, or personnel. The following outline prescribes procedures to be used when someone wishes to complain about some aspect of the school. *The normal complaint route begins with the teacher. Parents are urged to contact them first in the event of a concern.* If no resolution is reached at this level and the parent elects to submit a complaint to the administration, the parent is asked to make an appointment with the principal. (Board Policy 4312)

CONCERTS/MUSIC PROGRAM

All Middle School students in grades 6th, 7th, and 8th will have a choice of participating in either band or choir and will be held accountable for the following:

Code of Conduct:

- I will be on time for rehearsals and performances.
- I will leave all food, gum, and beverages other than water outside of the music room.
- I will not disrupt the teaching and learning environment with inappropriate behavior.
- I will treat all school and privately owned equipment as if it were my own.

- I will respect everyone’s personal space and belongings.
- I will respect differences of opinion and beliefs even if I do not share those positions.

We set very high standards of behavior for our members. We strive to develop students not only as musicians, but also as young adults. Self-discipline, courtesy, and organizational skills are part of the music program. Our ‘Code of Conduct’ is designed to be simple, fair, and flexible, without compromising our high expectations.

Attendance:

The most valuable contribution a musician can make to the ensemble is his/her presence at rehearsal. Band and Choir are participation classes. If you are absent for **any** reason, you have missed out on participation for that day, which cannot be made up. Absences from rehearsals will not be recorded as excused or unexcused, but simply as an absence.

Concerts:

The Middle School Choir and Band will present four major concerts per year – one each in October, December, March, and May – corresponding with the grading quarters. Concert dates will be provided early in the school year, and **concert attendance is mandatory**.

Concert Attire:

- **FOR BOYS:** black trousers, a White button-up shirt with a collar, and black shoes.
- **FOR GIRLS:** black trousers or skirt, a White button-up shirt with collar, and black shoes.

If you are unable to obtain this wardrobe, please see your music teacher by October 1st so we can assist you with this. Any member not wearing the appropriate attire for performance will be graded accordingly.

Concert Attendance:

Concerts are **THE FINAL PROJECT** per quarter for band/choir. You will receive the concert dates well in advance so that appropriate scheduling can take place. The grade of ‘A’ will be issued in this area if the participant follows the Code of Conduct, is prompt for warm-ups, wears the appropriate concert attire, and participates fully in the concert experience with appropriate public behavior. Deductions from ‘A’ will be taken if you do not follow the Code of Conduct, are late for warm-ups, wear inappropriate concert attire, or do not participate actively or appropriately in the concert experience.

Concert Absences:

UNEXCUSED ABSENCES are absences from a concert that are **not** verified by a parent (**in person or via a phone call**) within 2 days following the concert. An **unexcused absence** from a concert will result in a grade of 'F' for the quarterly grade. **Unexcused absences do not get the option for make-up work.**

EXCUSED ABSENCES (illness, family emergency) are absences from a concert that **are** verified by a parent (**in person or via a phone call**) within 2 days following the concert. Excused absences may be made up within 2 weeks of the concert date.

It is the responsibility of the student to contact their music teacher to arrange for the make-up work.

Repertoire:

Concert programming will take into consideration the musical level and educational needs of the student, and will encompass a variety of forms and styles of music. While students will have opportunities to share their musical tastes and suggest musical selections, we must agree at this time that not every choir/band member will 'like' each and every song we prepare.

COUNSELING

Counseling is offered at the Eureka Middle School. Services available include individual and group counseling as well as classroom instruction addressing topics specific to middle school student development. The counselor is available to consult with parents/caregivers encouraging the inclusion of everyone involved in the success and well-being of their child. **(297-5632)**

Confidentiality is maintained between the counselor and the person (s) involved in counseling. An exception to confidentiality is information regarding harm to self or others. The sharing of this information with parents, school administration, and proper authorities would be necessary.

CURRICULUM OFFERINGS

The curriculum at Eureka Middle School is based on the guidelines established by the Office of Public Instruction located in Helena. In the 7th and 8th grade the core subjects of mathematics, science, English, social studies, and physical education are offered. Exploratory courses in art, shop, band, choir, foreign language, careers, home economics, and computers are offered as well. The classes are departmentalized and students move from room to room. The 5th & 6th grade is self-contained with some departmentalization among the 5th & 6th grade teachers.

DAILY SCHEDULE

Doors Open: The doors open daily at 8:10 a.m. for the students to enter the classrooms. Until that time the students are required to remain in designated areas.

Classes Begin: The bells rings at 8:15 a.m. This gives the students time to go to their lockers, get their books, and visit briefly with friends before classes begin.

Lunch: Lunch begins for the 5th grade at 11:40 a.m. Sixth grade begins at 11:45 a.m., seventh at 11:55 a.m. and eighth grade students at noon. Middle school students may be assigned tables in which to sit. Lunchroom monitors are hired by the District to supervise students as they eat. In nice weather, middle school students are allowed to take a “go plate” and eat at the designated picnic tables by the building. This is a privilege that can be revoked if trash or behavior becomes a problem. Playground supervisors are in charge of the students during noon recess and the students are expected to follow school rules.

Eureka Middle School will only allow students to leave the campus to go to their own home to eat. Any students that eat at home must first have turned in to the office a parent permission form signed by the student’s parents or legal guardians. No other students will be allowed to leave during the lunch break. All other students must stay on campus during their lunch breaks. Lunches may only be eaten in the designated areas.

DANCES

To help the students develop appropriate social skills, and to have some fun dances and other social activities are scheduled throughout the school year.

- All dances will be held in the Middle School Gym from 7:30 to 10:00 pm.
- Students will not be permitted to re-enter a dance after they leave. If students leave early, their parents will be called.
- No entry will be allowed one hour after the start of the dance.
- Two teachers and a minimum of four parent chaperones are required. If chaperones are not available, the dance will be cancelled.
- The dances are open to 7th, 8th graders only. Trego and Fortine students may be invited, with ***advance permission, and with a School Chaperone***. Sixth graders may attend the final dance of the year, the “Hello 6th, Goodbye 8th” dance held the Friday before 8th grade graduation.
- All students attending the dance are to help clean up before they leave.
- Proper dance etiquette will be observed.
- All school rules will be observed during the dance. If students cannot follow the rules, they will be taken to the office and parents will be called.

- We ask parents to be prompt in picking up their children after the dance. We do not allow students to walk home in the dark.
- Students must attend school on the day of the dance.

DISCIPLINE

“Teachers have the right to teach.
Students have the right to learn.”

Students are expected to demonstrate self-discipline at all times. High expectations are set to aid students in developing good relations with peers and staff and to help them grow socially and emotionally. Students are expected to be polite to others, keep their hands and feet to themselves, to respect other people’s rights, to follow classroom, playground, and bus rules, and to be good citizens while at school. Appropriate actions from teachers, office staff, bus drivers, and administration will be taken when necessary to help students in their relations with others. These expectations remain in effect when students are in attendance at school activities such as sports, social events, concerts, and plays.

The school district has a standardized procedure for dealing with the most severe behaviors at the middle school level. Parents are notified, disciplinary reports are filed, and reports are sent home. Some of the behaviors considered serious enough to warrant a referral to the principal are:

- Fighting
- Defiance of school authority
- Destroying or defacing school/private property
- Harassing or threatening other students
- Truancy
- Profanity/obscene gestures
- Displaying obscene materials or making an obscene gesture
- Using a usually harmless instrument in a potentially lethal manner
- Stealing
- Disruptive behavior
- Public displays of affection
- Cheating/forgery
- Tardiness
- Committing a criminal/illegal act, possession of harmful objects
- Possession, using, selling tobacco, alcohol, narcotics, paraphernalia

Consequences for these behaviors include detention, behavioral contract, school service, in-school suspensions, out-of-school suspensions, and expulsion. Administration had

discretion to determine disciplinary action. Below is a progression of possible consequences depending on the violation

- One day of in-school suspension. Parents and student meet with counselor and principal to review behaviors and develop a behavior contract.
- Two days of in-school suspension. Parent/student/counselor/principal meeting. Attendance at school events revoked, unless accompanied by a parent.
- Indefinite in-school suspension. Superintendent notified. Parent meeting with counselor, principal, and superintendent.
- Indefinite out-of-school suspension pending an expulsion hearing and review of behavior.

During in-school suspension, students will be working on their classroom assignments in a time-out area. Students will receive credit for their work.

DRESS GUIDELINES

In an effort to maintain a safe and comfortable learning environment inappropriate clothing will not be allowed while at school. We encourage parents to assist their student in meeting the outlined dress code described.

Inappropriate clothing includes garments that are revealing and clothing labeled with alcohol or drug logos and/or inappropriate comments. Appropriate dress is determined by reasonable coverage of the body. Shirts must cover cleavage, waist, back and shoulders. Spaghetti straps are not allowed and tank top straps must to be at least 3 fingers wide. Shorts and skirt length need to reach the end of a person's fingertips when the arms are fully extended along side the body. Teachers suspecting inappropriate dress will make a referral to either the principal or school counselor. If clothing is deemed inappropriate the student will contact parents/guardians and/or arrangements will be made for covering, or changing into school appropriate clothing.

Students are asked to remove headgear when entering the building.

Students are expected to dress adequately for cold weather as they are often outside during the school day such as during recesses and on occasion during P.E. (School Board Policy 3224)

EDUCATIONAL FEE/FINES

Students are responsible for school issued material assigned to them. Items such as textbooks, library books and calculators are often issued to students. Returning these items in satisfactory condition is the student's responsibility. If an item is lost or damaged the student will be required to pay for it.

Some classes have additional educational fees required. If this is the case the teacher will send a letter home explaining the fee. If there is a problem with paying the fee please feel free to contact the Principal and they will come up with another payment option.

EXCUSED NON-PARTICIPATION IN P.E.

The physical education program is an important part of the elementary education experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period of time (up to three days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities for 7th and 8th grade students include football for boys, basketball for both boys and girls, volleyball for girls, and track for girls and boys. The 6th grade students may participate in girls or boys track and both 5th and 6th grade are able to participate in boys and girls basketball.

Participation is open to all students at these grade levels. Competent coaches are hired by the District and instruct students in the fundamental of each sport and every effort is made to insure safe participation for each participant. Appropriate physical conditioning for each sport is considered a part of the program to minimize the risk of injury.

Students must have a yearly physical prior to participation, as well as health insurance. Physicals are good for the academic school year and do not carry over to the next academic year.

Eligibility Policy:

In order to participate in sports programs students must have all passing grades from the previous quarter:

- **Quarter 1 determines eligibility for winter activities. (BBB, CH)**
- **Quarter 2 determines eligibility for 3rd quarter activities. (GBB, CH)**
- **Quarter 3 determines eligibility for spring activities. (TR)**
- **We do allow students to come in with a fresh start at the beginning of the next school year; Quarter 4 grades do not determine eligibility for the next year.**

At Eureka Middle School we also enforce a weekly eligibility policy. Grades are averaged each week by the teachers and a list is generated for the purpose of eligibility.

Any student who has been declared ineligible (having a “D” or lower in their current class) must attend noon tutoring each day that week in order to participate. If a student fails to attend noon tutoring each day they will be removed from participation for the week. A week consists of Monday through Sunday.

In addition to the above mentioned grading standards, a student’s conduct and deportment must meet acceptable standards as determined by the school staff to remain eligible for sports and extra-curricular activities.

If a student is assigned to any in-school suspension or out-of--school suspension for the day, he or she is considered ineligible to participate in all extracurricular activities for that day, including practice sessions, competitions with other schools, and attendance at the events.

IF A STUDENT MISSES SCHOOL THEY MAY NOT PRACTICE, IF IT IS A PRE-APPROVED DOCTORS APPOINTMENT AN EXCEPTION WILL BE MADE.

FIELD TRIPS

Field trips of various types are a part of the curriculum and serve a valuable service in that students actually get to see first hand the things they have been studying in the classroom. Field trips can also serve as a motivator for student learning. Parents may be asked to help monitor field trips. Students are expected to be on their best behavior on field trips because of the added supervision problems that accompany this type of event. Should problems arise, disciplinary measures may include denial of the privilege to participate in similar events. If students are denied the privilege of attending a field trip or parents elect to not have their child attend, **students are expected to be in school and working on appropriate studies on the day of the event.**

Trips that are part of a particular curriculum have criteria for attending set by the teacher responsible for the trip (examples: Montana History trip, Forest Service trips, Hooked on Fishing).

Criteria for the Montana History Trip is as follows:

Students cannot obtain more than 8 points, if they do they will not be allowed to attend.

Points are earned in the following areas:

- Each grade of a D is ½ point
- Each grade of a F is 1 point
- An office referral is 1 point
- Misbehaving for a substitute teacher is ½ point

The 8th grade Silverwood trip is not a curricular based field trip; therefore the privilege to attend is based on the following criteria:

- Students cannot miss more than 25 days for the year
- Receive no failing grades on a report card for the year.
- Discipline issues are assessed by the Principal to determine eligibility

FOOD, BEVERAGES & GIFTS

If treats are sent to celebrate birthdays, please make arrangements with the classroom teacher prior to the event. We encourage parents to provide healthy snacks. Gifts, especially balloons, are very distracting and may be kept in the office until the end of the school day. We encourage parents and friends to have balloons delivered at home.

The beverage machine at the school is limited to purchases at noon and after school. All students using the machines at any other time must have a note from the teacher. Eureka Middle School **does not allow energy drinks at any time.**

GRADES

Letter grades will be earned according to the following guideline:

- A Superior: 90-100%** Work is superior in nature, ideas are fully developed, with evidence of superior understanding of the material being presented.
- B Above Average: 80-89%** Work is above average and complete. A higher than average understanding of the ideas is represented. Some room for further development of ideas exists.
- C Average: 70-79%** Work is average in completion with some context errors that demonstrate an incomplete understanding and application of the concepts.
- D/F Near Failing/Failing: 60-69%** Work does not meet completion standards and demonstrates little or no understanding or application of the concepts.

D and F Policy for grades 5,6,and 7:

At the end of each quarter, grades will be reviewed. Each grade of **D** will result in a $\frac{1}{2}$ **point**. (1/2 point will **not** be applied if the **D** is a grade that has been raised from a previous **F**). Each grade of **F** will result in **1 point**. Grades will accumulate throughout the school year. Consequences for accumulated points follow:

- **One Point accumulated**
 - a warning and a reminder of the D & F policy will be given to the student

- **Two Points accumulated**
 - Parents notified
 - ½ day of ISS (in school suspension)

- **Three Points accumulated**
 - Parents notified
 - 1 day of ISS

- **Four Points accumulated**
 - Parents notified
 - 2 days of ISS

- **Five Points accumulated**
 - Parents notified
 - Mandatory summer program completion to move to the next grade level
 - If student does not complete the summer program successfully they will be considered for retention.

- **8th grade students: Must earn 26 credits in order to graduate the 8th grade.**
 - Credits are earned for each class passed per quarter during 8th grade. There are a total of 28 credits possible, if students do not have 26 credits earned at the end of the year they will have to attend summer school to earn credits up to 26 credits to advance to 9th grade.
 - In summer school 40 hours equals one credit. For each credit needed 40 hours must be served.

HALL PASSES

Any student who wishes to enter or leave a classroom or office during the class period **MUST HAVE A PASS ISSUED BY A FACULTY MEMBER!** Students interested in seeing the counselor during class time will have a pass issued from Ms. Fowler or the Alta Care staff.

HATS AT SCHOOL

Due to the fact that hats in the building and classroom can cause a distraction to the educational environment we ask that all people please remove their hats upon entering our building. Exceptions for special occasion can be made with administration approval.

HOMEWORK

Homework is an integral part of school and is encouraged because it does help students form consistent work habits, can improve learning and develops a high sense of responsibility. Parents are encouraged to help the student complete assignments by providing a comfortable environment for their child to study in, and also to supervise the work. Establishing a set time each day for homework will help form a routine that quickly becomes a regular part of the day for the student. This time can profitably be spent reading or studying even if there is no assignment that needs completing.

In the event an extended absence is planned, parents are requested to contact the school far enough in advance to enable the students to get all assignments and complete some or all of the work if possible prior to the absence. It is also a good idea to ascertain at this time whether the absence will be excused or unexcused under the Eureka School Board Attendance Policy #3122.

Students may make up work missed for excused absences and have one day for each day absent to complete the work. The option to make up work for unexcused absences is at the teacher's discretion. Students who are out of school due to suspension must have homework completed and turned in on the day of his/her return to school in order to get credit. It is the student's responsibility to request make-up work.

Late work policy: Due to the variation in grade level and subject area in the middle school, late work policies are determined by individual teachers for their classrooms. These policies are approved and supported by administration.

HONOR ROLL

In keeping with the philosophy of the school system and its commitment to excellence in education, academic achievement in the Middle School is recognized through an honor roll for grades 5, 6, 7, and 8. The Middle School honor roll is established quarterly and is based on a straight A, or A/B basis.

LICE INFESTATION POLICY

Lice infestation is a communicable public health disease and no student who is infected by lice will be allowed to attend school.

Any student infected by lice may not return to school until they have documented treatment and are nit free. That is to state, all nits (larva/egg sacs) have been removed from the student's head. Any student not in compliance with this policy will be sent home and may not return to school until they are "nit-free".

LOCKER AND PERSONAL SEARCH

Students are generally assigned a locker and a combination lock at the beginning of the school year. Students are not to move to another locker or switch locks. Students are required to use school-issued locks only. If there is a locker problem, students are to bring their concerns to the office. Locks are to be turned in at the end of the school year. Lost locks will be assessed a replacement fee to the student.

School officials have broad powers to search student lockers and backpacks by reason of their duty to protect other students and maintain discipline and control. Principals and other school officials may search lockers if they have some reason to suspect that they contain anything that poses a danger to others or is a violation of law or school rules. School administrators do not need “probable cause” to search as required by law enforcement officers.

*Keep your locker combination private.
Keep your locker locked.*

LOST AND FOUND

The school keeps a lost and found table in the multi-purpose room. A large number of items are misplaced by students each day during school and end up on our table. If your child has lost something, please encourage them to check this area, or you may choose to come in and check. Many valuable items such as coats, shirts, hats, shoes, and thermos containers are left there at the end of each year. We have no way of knowing whom these belong to and periodically must clear them out to make way for the latest accumulation. We donate these items to charity.

MAINTENANCE ANNOUNCEMENT

As federally mandated asbestos inspection is completed in all public school buildings, management plans are on file at the school. Within five working days of the request, community members may see the files during regular working hours.

MEDICATION AT SCHOOL

Under normal circumstances, prescribed medication should be dispensed before and after school hours under supervision of the parent or guardian. If the medication must be dispensed during school hours the parent must deliver the medication to the office in its prescribed container. All medication is to be kept at the office. Students are not to carry any medications or store them in their lockers. (Board Policy 3416)

NONDISCRIMINATION POLICY

No student attending the Eureka Public Schools shall be excluded from participation in, be denied the benefits of, or be subject to discrimination in any place of instruction program or activity on the basis of race, color, religion, national origin, sex, handicap, marital, or parental status. If you feel you have been the subject of discrimination, contact a school administrator.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are an important part of school activities. Parents are encouraged to communicate with the school often and to set-up conferences with teachers and counselor to discuss their child's progress. Regular parent/teacher conferences are held. Please refer to the enclosed school calendar. At this time, each student's parents meet with the middle school staff for the purpose of discussing their child's progress.

PERSONAL DISPLAYS OF AFFECTION

All persons are expected to maintain high standards of courtesy, decency, clean language, honesty, neat appearance, and wholesome relationships with others. Personal displays of affection (PDA's) including handholding, kissing, hugging, etc. are considered inappropriate for school and are expressly forbidden. Students who do not conduct themselves according to the common standards of the workplace will be subject to disciplinary action.

PERSONAL ITEMS AT SCHOOL

Items such as **Walkmans, Ipods/MP3 players, Gameboys, etc.**, are not allowed to be used at school. The school cannot be held responsible for personal items brought from home. Money at school for purposes other than lunches or payment of fees is also not recommended. There are times when lockers and locker rooms cannot be monitored to prevent theft, which occurs occasionally. Every effort is made to prevent theft, and every effort is made to find the responsible party, but determining whom this individual is may not always be possible, especially if the locker has been left unlocked by the student. Skateboarding or rollerblading on school property is not allowed at any time. Therefore, students are asked not to bring these items to school.

PETS AT SCHOOL

Animals may not be brought on school property without expressed permission from the principal.

PHONE USE

Students are allowed to use the school phone for emergencies only. They are asked to take care of travel arrangements and after-school plans outside of the school day. Phone use at noon at the end of the school day is not allowed unless the situation is deemed critical by office staff.

Students may possess cell phones for use *before* and *after* the school day. Using cell phones during the school day is prohibited unless the classroom teacher designates an educational usage in the classroom. Use is interpreted as using any cell phone function or feature, not just sending or receiving telephone calls. Cell phones must be turned off upon entering the school building and may not be turned on again until the student leaves the building at the end of the school day. Cell phones must be kept out of sight, and the student bears total responsibility for safeguarding this and any other device in his/her possession.

Consequences for cell phone use are as follows:

- **1st offense: phone taken for day**
- **2nd offense: phone taken and parents pick phone up at school**
- **3rd offense: phone taken and not returned until end of the year**

PLAYGROUND REMINDERS

- 3 R's: Be Respectful, Responsible, and Ready to Learn
- Return all playground equipment when the bell rings
- When the bell rings, head for the doors in a safe manner, and lower your voice as you enter the building.

PLAYGROUND RULES

1. Use positive language.
2. Treat people kindly and respectfully.
3. Please keep your hands, feet and other objects to yourself.
4. Stay within assigned play area.
5. Place all trash and/or lunch items in the trashcans as you leave the area.

REPORT CARDS/MIDTERM REPORTS

Due to the ongoing increase of postage, Report Cards and Midterms will no longer be mailed home, but handed out to all students. Please refer to the enclosed school calendar for dates.

SCHOOL VISITORS

We're always delighted to have you visit the schools; it gives us a chance to get to know you better and to share information about school programs and operations. Each time you visit, please stop by the school office to sign in and let us know you're here. It is very important for us to know who is on campus to maintain student safety and security, and to prevent the school routine from being interrupted. School buildings and grounds are smoke-free at all times.

SEXUAL HARASSMENT POLICY

All students have rights and responsibilities regarding appropriate behavior in school programs and activities: you have the right to an education free of sexual harassment, and you have responsibilities to stop harassment and report it when you witness it.

Sexual harassment is unwanted behavior that is sexual or directed at someone based on the person's gender. Examples include unwanted sexual comments, slurs, rumors, notes or visuals, groping, grabbing, strap-snapping, gestures, threats or attempted or actual assault.

Sexual harassment is illegal and a violation of the policies of this school district and will not be tolerated. Violators will be dealt with seriously and discipline may range from warnings, suspension, up to and including expulsion

Retaliation against anyone involved in a report or complaint or harassment will not be tolerated and will be disciplined. If you have any questions or need to report a problem, contact either of the following:

Mr. Trevor Utter	Middle School Principal	297-5603
Ms. Karen Fowler	Middle School Counselor	297-5632

STUDENT SUPERVISION

Supervision of students begins at 8:00 am. Although the building is accessible before that time (7:30 am) to accommodate early arrivals, it is best if those students who are capable of arrival after 8:00 a.m. or later do so. Every effort will be made to accommodate those students, who for a variety of legitimate reasons, must arrive early. As noted, supervision does not begin until 8:00 a.m., and the expectation for this privilege of early arrival to continue is strict adherence to school rules. All students must

proceed to their designated area at 8:00 a.m. *Students should also leave the building at 3:30 p.m. unless they are under direct supervision for activities/sports and/or special help.*

SUBSTITUTE TEACHERS

Students are expected to perform equally as well for substitute teachers as they would for their regular teachers. The following are consequences for less than respectful behavior

Substitute teachers will record names of individuals who choose to be disrespectful.

Substitute teachers will write the names of disrespectful students on the board and those students will receive a noon detention for their behavior.

If a student continues to be disrespectful a check will be written next to their name. They will receive one day of ISS in addition to the above noon detention.

If a student receives two checks next to their name it will result in immediate removal of the student from the classroom, the remainder of the day in ISS, and an additional day of ISS the next day. There will be a meeting with the parents before they return to the classroom.

TARDY POLICY

Tardiness in the classroom interrupts student learning, therefore, as an effort to control student tardiness, the following procedures will be implemented. Teachers have the discretion to handle tardies within the classroom until it becomes a chronic problem that is referred to the office. At this time, a tardy plan will be written for that individual student. Generally, the plan is as follows:

- 4 tardies per quarter warning
- When a student receives their 5th tardy for a quarter a lunch detention is assigned for each tardy past five. If this does not fix the problem an individual plan is set.

TECHNOLOGY CODE OF CONDUCT: ACCEPTABLE USE POLICY

It is the intent of the Eureka Public Schools to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of

Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Eureka Public Schools believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Websites. In the event anyone requests permission

for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

Notification of Family Educational Rights and Privacy Act (FERPA)

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their on/daughter; also, students eighteen years and older have access to their own records. Arrangement for such reviews should be made through the school principal. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a cost of ten cents per page.

The federal law, Family Education Rights and Privacy Act of 1974, states that:

1. Parents (or non-dependent students eighteen and older) must give written consent before release of "supplemental" or "confidential" information about their student (or themselves).
2. "Standard" or "regular" school records may be forwarded by the school or school district upon request and without parent/student consent.
3. "Directory information" about a student may be released to the public without parent/non-dependent student consent unless that parent gives the school district written notice to the contrary using [FERPA Student Opt-out Form](#), available from school secretary. "Directory information" includes any one or all of the following: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, photograph or other digital image, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, and most recent educational agency or institution attended.

Eureka School District does not provide directory information to private parties for commercial use; however, the district does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow the Eureka School District to include this type of information from your child's education records in certain school publications. Examples include: the annual yearbook, honor roll or other recognition lists, school websites, graduation programs, a playbill showing your student's role in a drama production or concert, and sports activity sheets. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement.

TOBACCO FREE POLICY

For the protection of public health, to set a good example for children, as well as abide by state law, the use of tobacco on school grounds and other district property is prohibited. Parents and other visitors are asked to refrain from smoking or chewing tobacco while on school property or at school-sponsored events such as field trips, concerts, and sporting events.

TRANSFERS

Parents of students withdrawing from school should contact the office at least two days prior to the last day of attendance. This allows time for the check out process, return of books, etc. All accounts with the school should be settled prior to the transfer.

WEAPONS

No weapons of any kind are allowed at school. This includes but is not limited to pocket knives of any kind. If a weapon is found on a student, school suspension will follow. In a severe case, expulsion will be pursued.