



This Planner Belongs to:

Name: _____

Locker #: _____

Phone: _____

Attach your schedule here

(Do NOT attach your locker # or combo)

The staff of Eagle Valley Middle School (EVMS) has developed this handbook in order to communicate the process and programs that support us as we strive to provide the outstanding educational environment our students deserve. Home and school cooperation is essential to providing a dynamic and productive education for our children as they progress through the middle school years.

A student handbook is available to every student to use for reference information, to keep track of assignments and events and for use as a hall pass in some grades. It is our hope this Student Handbook provides answers to many of the questions that may arise during the school year. You are invited to contact any staff member anytime you have concerns, questions, ideas or need further information.

Eagle Valley Middle School Staff 2018-2019

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1. SCHEDULE

Classes begin at 8:30 a.m. and end at 3:50 p.m. Monday through Friday. Students are not to enter the building before 8:00 a.m. or be in the building after 4:00 p.m. unless they have an appointment to meet with a teacher, are participating in an organized school activity, or arrangements have been made to do so. The daily schedule includes Anchors (homeroom), 6th, 7th and 8th grade have four core classes (math, language arts, science, social studies) and seminar. All grades have two specials classes (may include physical education, art, math 1, drama, AVID, or band).

All ESCD schools have Late Start on Wednesday each week. On Wednesday school begins one hour later than other days of the week. The school doors will still open at 8:00 a.m. and supervision provided for any students who MUST be dropped off at that time. However students who walk, ride their bikes or ride a bus should not arrive before 9:00 a.m. Classes will begin at 9:30 a.m. School will be dismissed at 3:50 p.m. as usual.

EVMS is a closed campus. Students will not be allowed to leave the school campus between the time of arrival and the close of school. A parent/guardian may make a written request for waiver of this policy to administration for unusual circumstances that would necessitate the student leaving the campus by him or herself.

2. ATTENDANCE POLICY

We believe that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. We recognize, however, that some absences are unavoidable. Parents and educators must work together to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to absences that can reasonably be considered unavoidable.

Tardies:

Students late to school in the morning must report to the main office immediately upon arrival. A student will be considered tardy if he/she is not in class and following classroom expectations when the 8:30 a.m. bell sounds. An 8:20 a.m. warning bell is provided to assist students in meeting this expectation. The starting bell will ring at 8:30 a.m. and classes will begin. Once students accumulate 5 unexcused tardies in one semester, they will be assigned to Extra Work Time (EWT) or a similar consequence. If a student continues to be tardy after the 5th time they will be assigned a consequence. This process will continue until the end of the semester at which time the procedure will start over. Students late to class during the course of the day may be subject to the same expectation listed above as well as classroom consequences as determined by grade level teachers/teams.

Excused Absences/Tardies:

It is the responsibility of the parents/guardians to notify the school office either by telephone or in writing when their child will be absent or tardy. Students may be required to present a written excuse from a parent/guardian on their return to school and will be required to present a written excuse if a telephone or personal contact with the parents/guardians has not been made. Students who are absent from school due to participation in a school-sponsored activity will be marked as Field Trip. Excused absences are defined as those absences caused by illness, injury, death in the family, or acts of God. Medical appointments are classified as excused absences and must be verified with a note from the parents/guardians. The school principal may require a statement of verification from a doctor if a child has missed more than three cumulative days of school in any one school year due to illness. Students who miss more than 10 cumulative days may be referred to truancy court (see ECS Policy JHB.) Students who are failing classes because of excessive absences may be assigned to Extra Work Time (EWT).

Pre-excused Absences:

Parents/guardians may request that their child be excused from school attendance for parent/guardian-directed activities. To allow for proper planning, the parent/guardian must make the request a minimum of **five school days in advance of the Absence to be considered excused**. Parent Directed Absence forms are available in the main office and on the EVMS website. *This is a district-wide policy*. At the discretion of the administration, emergencies may be excluded from this five-day advance request clause. Parents/guardians will then be notified of the student's current status in school and the potential impact of an absence. The parents/guardians will make the final decision as to whether or not to remove the child from school. Students are expected to complete all make-up work.

Unfortunately, it is becoming increasingly common for vacationing families to take students out of school for extended periods of time. Although we realize the value of family activities, we ask that this be avoided whenever possible. The experience of classroom activities cannot be duplicated for students who have missed them, and students often fall behind in their work. Therefore, we ask your cooperation in scheduling vacations during times when school is not in session. Please see the 2018-19 school calendar. Thank you in advance for your assistance.

Unexcused Absences:

Unexcused absences are defined as those absences that are not approved by the principal in advance and/or those absences that do not meet the definition of an excused absence. Students who have unexcused absences will be allowed to make up their work, but may not receive academic credit for that work. Expulsions will be counted as unexcused absences. Absences due to being suspended or expelled from school will have limited make-up opportunities as specified by state statute.

3. MAKE UP WORK

Students will be allowed one day to make up assignments for each day that they have missed. The maximum number of days students will have to complete make up work will be 10 days (for example, students who have been absent for three days will have three school days during which to make up the work missed; students who have been absent for fifteen days will have ten school days during which to make up the work missed). Staff members will also work with students and parents/guardians to develop reasonable expectations in order to meet curricular outcomes.

The student will be responsible for insuring make up work is completed in a timely and quality manner. It will be the responsibility of the student to request make up work and arrange for completion due dates. It should also be understood that there are things that happen in a classroom that are experiential and cannot be made up. Students and parents/guardians must accept the natural consequences of missing classes. If a student is absent from school, they can check Schoology after 4:00 p.m. each day to receive their missing assignments. If a worksheet or other material is needed, many times it can be downloaded from the Schoology. Please contact our registrar if you are not sure how to login into Schoology.

4. DISCIPLINE PROCEDURES

The staff and administration of EVMS believe that all students have a right to learn in an educational environment that supports and encourages appropriate behaviors. Please also refer to ECSD Policy JICDA, Code of Conduct.

The EVMS expectations are:

- Be respectful – respect yourself, your surroundings and others**
- Be responsible – make good, informed decisions**
- Be positive and productive**

When inappropriate behavior occurs there are three levels of intervention. Depending on the behavior any intervention or consequence could be enacted:

1. Classroom Intervention:

As consistent with District Policy, the disciplinary process is typically most successful when handled within the classroom by the teacher. This will incorporate a conference with the student resulting in a warning, reprimand or a consequence as appropriate. ***Consequence is given by the Teacher according to classroom rules.**

2. Behavior CONCERN Report: A written notice.

Should the behavior be of the severity or nature, that in the teacher's judgment more significant than a Classroom intervention, the teacher may choose to write a Behavior Concern Report. ***Consequence is given by the Teacher – 1st student calls home, 2nd Call home + Lunch detention, 3rd Call home + possible Parent meeting, Teachers and Administration – develop plan, 4th Follow-up on plan – may include starting the Referral process.**

3. Behavior REFERRAL Report:

Should the misbehaviors persist and the involvement of parents/guardians still does not bring about satisfactory compliance, OR when the behavior is such that the safety or welfare for the student or others is threatened or the teacher determines the behavior to be significant enough, the teacher will involve the building administration by writing a Behavior Referral Report for the student. ***Consequence is given by Administration - Student will call home.**

Whenever a Report is written the expectation is that it be signed by the parent/guardian and returned the next day to confirm that the parent/guardian has been informed.

5. SUSPENSION AND EXPULSION POLICIES – See ECSD policy JKD/JKE-E for details

Each case will be evaluated independently and investigated before a final decision is made concerning suspension or expulsion. Students who are suspended or expelled are not permitted to participate in after school activities during the term of their suspension/expulsion and will be required to complete a Behavior Analysis worksheet. Activity contracts and the ineligibility process may specify further regulations.

Students may be denied admission to a public school for the following reasons:

- Having been expelled from any school district in the preceding 12 months.
- Behavior in another school district during the preceding 12 months that is detrimental to the welfare or safety of other pupils or school personnel.
- Failure to meet the requirements of age set by the Board of Education.

Administrators have also been given the authority to suspend students out of school for up to 10 days for severe incidents and must be supervised during the day. An option is available for parents/guardians of out of school suspended students. The student may remain in school if the parent/guardian attends classes with the student for the length of the suspension. School boards may expel students for up to 12 months.

If a student over the age of 14 has been charged with a crime of violence, the court shall provide the school district with information regarding the charge. These crimes include possession or use of a deadly weapon, sale of a drug or controlled substance, robbery, and assault.

Credit for Work Completed While Suspended:

Suspended students shall be provided an opportunity to do schoolwork during the period of suspension, so the student is able to reintegrate into the educational program of the school following the period of suspension. Students will be allowed one day to make up tests/assignments for each day that they missed if they don't complete the schoolwork while in suspension. However, absences due to being suspended or expelled from school will have only limited make-up opportunities as specified by state statute.

6. Extra Work Time (EWT)

Extra Work Time may be assigned to students who violate the EVMS code of conduct, are failing multiple classes or are chronically tardy (5 or more unexcused tardies per semester), or students may sign up if they want to improve their grades.

- EWT is 3 hours long. Dates and times will be available at the start of the school year.
- Students must provide their own transportation to and from EWT.
- Students must bring schoolwork with them. In the case that a student has all of his or her work done and turned in, he or she must bring a silent reading book. Students who do not have school work or a silent reading book will be assigned work, which may include community service.
- **Students may be required to complete a Behavior or Attendance Analysis worksheet and have it approved by the proctor before beginning schoolwork.** (The worksheet will be sent home for parents/guardians to sign and must be returned on Monday or additional consequences will occur.)
- Students are not allowed to bring any food or drink except for water in a clear container.
- Students are not allowed to bring cell phones or electronics of any kind.
- Parents/Guardians must notify the school 24 hours in advance if their child will be unable to attend. Excused students will be reassigned to the next available session or have a different consequence. Students cannot be rescheduled more than once. Students who are unexcused from EWT may be assigned to In School Suspension.

7. TRANSPORTATION AND STUDENT CONDUCT ON SCHOOL BUSES

Many students ride bicycles and skateboards to and from school. Bikes and boards must be “**dismounted**” at the school property line as a safety precaution. **STUDENTS WHO RIDE THE BUS MUST TURN IN A BUS CONTRACT** and are not allowed to ride a bus that they are not assigned to unless it is preapproved by the Transportation department. The Transportation Office can be reached at 328-2743.

Student Conduct on School Buses:

The privilege of riding a school bus is contingent upon a student's good behavior and observance of established regulations for conduct both at bus stops and on board busses. The driver of a school bus shall be responsible for the safety of the students on his/her bus; both during the ride and while students are entering or leaving the vehicle. Therefore, it is the bus driver's duty to notify the Director of Transportation and the administration of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to his/her parents/guardians, the driver, the Director of Transportation, or a school administrator may withhold from the student the privilege of riding the school bus. The student also may be denied admission to school or be suspended or expelled, in accordance with established policies, for flagrant violation of school bus rider conduct regulations or conduct detrimental to the safe operation of the bus. **See bus contract for details.**

8. DISCRIMINATION & SEXUAL HARASSMENT

Any EVMS student who feels that they have been discriminated against because of their sex, ethnic origin, sexual identity, or for any reason which makes them feel uncomfortable, different, or "singled out" should report the matter to an administrator or other adult at EVMS with whom they feel safe so the issue can be resolved.

9. DRESS CODE

The following guidelines are given for the health and well-being of all students:

1. Clothing that distracts from the educational process will not be allowed.
2. Safe and appropriate footwear of some kind must be worn at all times.
3. Clothes must be clean and neat and must meet reasonable standards of health and hygiene.
4. Extremes are not permitted (bare chests or stomachs, vulgar or offensive printing including drugs and/or alcohol, excessively low pants, or excessively short shorts, dresses, or skirts, or low-cut shirts, visible undergarments).
5. Nothing that could damage school property may be worn.
6. No hats (including caps, ski hats, or hoods up) are to be worn inside the building unless there is medical or some other permission granted.

10. DRUG / ALCOHOL / TOBACCO / VAPING POLICY – See ECSD policy JICH for details

Eagle County Schools recognizes the importance of early intervention. It is the goal of the school staff to identify student drug and alcohol-related problems at the earliest possible time so that a proactive problem-solving approach can be taken. All decisions will focus on what is best for the long-term development of the student, adherence to Colorado law, and on the need of Eagle County Schools to maintain an orderly program for all students. Options available to the administrator include out-of-school suspension, in-school suspension, and/or counseling. The administrator may contact law enforcement officials.

11. ELECTRONIC DEVICES AT SCHOOL

The school will not assume responsibility for the loss of cell phones, electronics or any other valuable articles (including money), since protection against loss or theft is impossible to assure.

Cellular phones are only permitted for use before and after school. During school hours they must be turned off and stored in the student's locker. **Cell phones will be confiscated during school hours if they are on, in use, visible, or audible.** They will be returned to a parent who picks up the phone from the main office. Students are not allowed to retrieve their own phones from the office once it has been confiscated.

12. TECHNOLOGY USAGE

All students must turn in a Technology Use Contract before they use any district computer or sign a Personal Device Contract. The internet has links to material which may not be considered appropriate for reading or viewing in a school setting. Students agree not to vandalize any computer, the operating systems or software that they use. Student access privileges may be revoked; school disciplinary action and/or appropriate legal action may be taken if they do not use technology in a responsible manner. Use of chat channels or social networking is not acceptable, unless part of a class assignment or project. Use of the system for personal entertainment is not acceptable. Students agree to stay on task and stick to the assigned topic so as not to waste valuable on-line time. If students or parents are unsure of the Terms and Conditions for use of this system, please check with the teacher or administration.

13. ELIGIBILITY PROCEDURES FOR ACTIVITIES & ATHLETICS

Student involvement in after school activities is strongly encouraged as it contributes to the development of the overall individual. Students should realize that their behavior and academic performance during the regular school day could affect their participation in after school activities. **A student who receives a Behavior Referral may be ineligible to participate in activities, events or competitions.**

In order to participate in sports you must fill out and complete the Athletics Participation Forms Packet (available on the EVMS website and in the school office.) This packet includes Parent/Student Contact Info Form, Insurance Waiver, EVMS No Contact Rule & Athletics/Activity Contact and the Sport Physical Form to be filled out by a physician. Students may NOT participate in sports practice OR preseason camps with out a current sports physical from the doctors office. Sports physicals are current for one year from the date of completion.

Insurance:

Information on student insurance will be distributed to each student during registration or on the first day of school. Parents/guardians wishing to purchase the insurance are to send the form with their check made out to the company designated. The school does not carry insurance on students or student possessions.

14. FEES AND FINES

There is a \$15.00 technology fee per student for printing, tech equipment, any necessary repairs, and use of the network, a \$15.00 art fee per class, per semester for art supplies, a \$15 Band fee for the year, to cover the instruments, a \$35 activity fee per student, per grade

to go toward activities and field trips (however, some trips/activities may require additional fees) for the year, and a \$25.00 athletic fee per sport per year (*These are district-wide fees*). Families who are not able to pay the fees need only to speak with their teacher or contact the office. Fees can be paid in the main office by cash, check, or at myschoolbucks.com.

15. TEXTBOOK RETURN POLICY

State law allows our Board of Education to require the replacement of damaged textbooks and the return of loaned textbooks. School representatives have been directed to withhold transcripts and grades of any student who fails to return or replace any textbook at the completion of the school year. A reasonable effort is made to obtain payment for lost or damaged books. If it is determined that a student is unable to pay, payment through other methods such as payment plans for service may be implemented. If a student has failed to return or replace any textbook prior to the date of Continuation, the student may not participate in the final ceremony.

16. EMERGENCY SCHOOL CLOSING

Local radio stations will carry announcements of school closings as soon as they are available, as well as on the school district website. www.eagleschools.net.

17. FIELD TRIPS

Parent/guardian permission forms for all students must be signed and on file in the school office prior to leaving on the field trip. No student will be denied a field trip experience because he/she is not able to pay any associated fee(s).

18. HALL PASSES

The use of hall passes is practiced throughout EVMS in order to monitor students who are out of the classroom. Students are responsible for always carrying an official hall pass when in the hallways and not under direct supervision of a teacher.

19. HEALTH SERVICES

First Aid:

If a student is injured and first aid of any sort is required, parents/guardians may be telephoned or be contacted in an appropriate manner. Parents/guardians typically will not be contacted for scratches/cuts that require a simple bandage, but will be contacted if the severity of the injury warrants. If the injury is severe or if there appears to be severe pain, the administrator or their designee will call for an ambulance or a doctor. An accident report form will be completed for all accidents that occur on the school premises that necessitate an adult's attention.

Medication:

The School Health Assistant is not allowed to provide any over the counter medications.

1. If the child is to receive over-the-counter medication the medication **must** be sent to school in a manufacturer's labeled bottle and **must** be accompanied by a letter signed by a physician authorizing school personnel to dispense the medicine. The letter must include the amount and time it is to be given.
2. If the medication is prescribed, a completed medication form signed by the parents/guardians must accompany the medication. The medication must be in a pharmacy bottle labeled with:
 - a. Current date
 - b. Student's name
 - c. Name of medication
 - d. Directions
 - e. Licensed Colorado prescriber's name
3. Written parent/guardian permission stating dosage and directions should be on file in the school nurse's office. Medications must be securely kept in a locked place in the office. No medication should be in a student's possession at school. With parent/guardian permission and physician's authorization, a student with asthma may carry their inhaler or a student with severe allergies may carry an EpiPen. In either case it is important for the school to be aware of such medical conditions.

Immunizations:

It is the policy of Eagle County Schools that all students have the proper immunization records. The immunization record is to be filed with the school nurse upon entry. Per the Colorado Immunization Law, all students must have had two measles doses, two mumps doses, two rubella (MMR), one Tetanus, Diphtheria and Pertussis (TDaP), three Hepatitis B, 2 Varicella (Chicken Pox), and 4 Polios before entering school for the year.

Communicable Disease Procedures:

While risk of one student infecting another is very low, the procedures for reducing the potential for transmission of blood borne infectious agents should include the following:

- The bleeding must be stopped, the open wound covered, and if there is excessive amount of blood on the clothes, they must be changed before the student returns to class.

- Gloves or other precautions are to be routinely used to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
- immediately wash hands and other skin surfaces if in contact with blood and other body fluids.
- Clean all contaminated surfaces and equipment with an appropriate disinfectant before use continues.
- Anyone with bleeding or oozing skin conditions should refrain from contact with others' blood and body fluids.

20. GRADE REPORTS AND POWERSCHOOL

Final grades are stored at the end of each semester in PowerSchool and may be accessed by logging in to PowerSchool. Access to PowerSchool is available 24/7. Please call the main office if you have misplaced or forgotten your password or need help accessing PowerSchool.

21. COUNSELING SERVICES

Counseling services are provided to our students to promote and support the child's development (academic, social, and emotional), to assist all students in their adjustment at school, and to help them with emotional and/or personal concerns that may develop. All records regarding a student's counseling are kept confidential except as required by law and are not included with other student records.

School Counselors do their best to make a student feel they have a safe, confidential space. While meeting with a student they work by the understanding that what is said in the counseling office stays in the counseling office, unless someone is hurting the student, the student wants to hurt someone else, the student wants to hurt themselves, or other safety issues are present. If these exceptions arise, the administration is notified, and parents/guardians will be contacted immediately. The counselor will take the necessary steps to insure the safety of all students. If the counselor ever feels that parent/guardian involvement is necessary, they will be contacted.

Please contact the School Counselor if you have any questions, would like to discuss concerns regarding your child, or if your child would benefit from small group or meeting with the counselor on an individual basis. If you wish to be contacted before any meetings take place with your student, please address this with the counselor at the beginning of the year.

The counselor also provides classes to students on maturation and other age appropriate topics related to the students' social and emotional well-being.

22. SAFE2TELL

Safe2Tell® was created as a statewide anonymous reporting tool available 24 hours a day to accept calls or web reports whenever a Colorado youth or concerned adult perceives a threat to their safety or the safety of others. Anonymity is key. Both state law and the procedures established by Safe2Tell® guarantee the anonymity of every report. Calls are answered at a Colorado State Patrol communication center. When action is needed, information is immediately forwarded to local school officials and law enforcement agencies, as appropriate. Safe2Tell® then goes the extra step by following up with the school and law enforcement agencies which received the report to ensure that it was investigated, that action was taken and that the outcome was tracked. The assurance that calls cannot be traced and that appropriate action will be taken is helping persuade young people to move away from a code of silence and to take a stand. Safe2Tell® is creating positive peer pressure and empowering young people to keep their community safe.

An anonymous report can be made at: <http://safe2tell.org/submit-a-tip/> or by calling: 877-542-7233 SAFE (877-542-7233). This information may also be found on the back of each students school I.D.

23. PARENT CONFERENCES

Teachers have office hours/planning time set aside each day and parents/guardians are encouraged to contact teachers as deemed appropriate. Student led conferences are presented in the fall. Parent/Teacher conferences also take place in the spring. Anytime a parent desires to meet with a teacher they need only to contact the teacher, team leader or administration to arrange a meeting.

24. HOMEWORK POLICY AND EXTRA HOMEWORK TIME AT SCHOOL

It is the district and school belief that homework assignments should meet individual needs, be of reasonable length, and receive follow-up recognition and/or evaluation. Homework should also serve to appropriately challenge each student. Homework is intended to complete unfinished classroom assignments, accomplish independent work on research and action projects, help students develop and improve effective study habits, provide drill and practice in order to strengthen skills introduced in the classroom, and enrich and extend the enjoyable aspects of learning.

Teachers and teams each have homework procedures in place and will communicate their expectations to parents and students at the beginning of each school year or as requested.

Extra Homework Time at School:

PowerHours homework help is provided before and after school two days per week. This program is run by the Youth Foundation so please contact the main office for more information on this program as it requires online registration and a fee. There is also Extra Work Time (EWT) on certain Saturdays during the year. A schedule for EWT will be established at the start of each school year. If your child continues to need help with homework please contact their teacher to explore available options.

25. ACCESSING HOMEWORK ON SCHOOLGY

Have your student log onto their Schoology Account like they do in school at www.schoology.com. Most schoolwork will be posted after 4:00 p.m. If your student is not finding what they need we encourage them to email their teacher(s) directly to request the missing work. Parents may also have their own access to Schoology however, please know that the parental view is not always the same as student view therefore, when looking for homework we recommend using your student's login and view in Schoology. If you do not have this login information please contact the school office. If you do not have access to the Internet, your student may call the front office to discuss options for getting any missing assignments.

26. ACADEMIC TEA

During the second semester, students who have earned a cumulative grade point average of 3.5-3.7, 3.8-3.9, and 4.0 for the first three quarters are honored at the Academic Tea ceremony in the spring. Other means of special recognition for grades and achievements take place throughout the year as determined by the teacher teams or administration.

27. RETENTION POLICY

The District believes that early identification of students who are not making adequate progress toward achieving standards and effective intervention are crucial. In accordance with the Board's policy on grading and assessment systems, teachers shall assess the teaching and learning process on a continual basis. Teachers shall identify students early in the school year who are not making adequate progress toward achieving state and district content standards.

The philosophy of the Eagle County Schools is to be sensitive to individual student needs, to identify deficiencies early, to implement effect corrective actions, to enlist parental support, to help students learn to be responsible and accountable, and to retain students only in appropriate instances. The purpose of this policy is to ensure that steps are taken early to correct the student's educational difficulties.

Retention or acceleration of students should be made only when it will benefit the student. There are District procedures and protocols for both processes. If retention is to occur, it should occur early in the student's educational career. Retention at grade levels past the first grade should be done only when there is clear evidence that the additional year at the present grade level will benefit the student.

Consideration for retention should include, but not be limited to, the following:

1. Instances where the student evidences below average maturity in the physical, emotional, and/or cognitive areas of development. (These should be used on a very limited basis.)
2. Instances where the student is younger than the average age of his/her classmates.
3. Instances where the student evidences below average acquisition of skills, attention span, and/or related time on task; cooperativeness in acceptance of and completion of tasks may also be considered.
4. Instances where the student evidences excessive absences from school - 20 or more cumulative days during a school year. Current state law (C.R.S. 22-33-104) states the requirement of the minimum hours of school attendance. The general health of the student should be considered in relation to the absenteeism.
5. Instances where there is parental support for the decision to retain the student.

The EVMS Retention Process:

Students who have earned three D's or F's in core classes at the end of the first semester, which puts the student at risk of failing the class for the year, will be considered for retention. If a teacher forms a professional opinion that a student could possibly be retained, the teacher will make that possibility known to the building administration before the end of the first semester. All students considered for retention will be discussed at a team meeting attended by the teacher(s), the principal, and other appropriate personnel. The academic team teachers would already have been in contact with the parents/guardians to discuss the student's educational difficulties.

After mid-year, the principal or their designee will contact the parents/guardians of students who have earned three D's or F's in core classes, are at risk of failing the class for the year, and have been determined by the academic team to be candidates for retention. The purpose of the contact will be to make the parents/guardians aware of the student's educational problems and the possible consideration of retention.

A meeting for each potential retaineer will be held before the end March. The parents/guardians and the student must be present, with the appropriate staff members. At this meeting, an educational plan will be formulated detailing if and how the student may eliminate the need for retention. The team will monitor the progress of each student considered for retention. Additional conferences will be held with the student, parents/guardians, staff, and principal, as needed to monitor the student's progress.

The final decision regarding the retention of a student will rest with the principal and will be communicated to the student and parents on the last day of school. There will be no conditional retentions or promotions.

28. LIBRARY/MEDIA CENTER PROCEDURES

The purpose of the Library/Media Center is to help the students become independent, life-long learners and users of the library/media center. Students will be exposed to a variety of mediums and skills in utilizing the library/media center. Books may be checked out for a two-week loan period and may be renewed for two weeks. No fines are charged for overdue materials but will be charged for lost or damaged items borrowed from the media center. Students will be personally notified of overdue items periodically throughout the school year.

29. LOCKERS

Lockers are assigned to students at the beginning of the year. To safeguard possessions **students should keep their combinations private**. It is each student's responsibility to keep the locker in good condition, and if any problems come up students should report them to the office. The administration reserves the right to search lockers, if necessary, to maintain the integrity of the school environment and to protect other students. No more than one student to a locker is permitted unless directed by a teacher, and students must use the locker assigned to them.

30. LOST AND FOUND

Students are to assume direct responsibility for all personal items and for items issued to them by the school. Please mark items, such as coats and other personal belongings with a nametag. Be aware that textbooks, locks, athletic uniforms, etc. must be paid for if lost. A lost and found area is located near the cafeteria. Articles not claimed each semester would be given to charity.

31. LUNCH AND RECESS

Lunch is \$3.25 and will be served every school day. Students should bring their lunch checks into the office before 8:30 a.m. or use lunch accounts set up on www.myschoolbucks.com. Students are not allowed to charge more than \$8 to their lunch accounts and must pay off all debts by the end of every semester or sooner. Students are expected to abide by the same expectations at lunch as they do throughout the rest of the day.

32. PARENT/TEACHER ORGANIZATION

PTO meetings are held once a month. Notices of meetings are typically made via school emails and on the EVMS Facebook page. Parents can call 328-6224 and ask for the next meeting time. Reminders will also be emailed and posted on the EVMS Facebook page. All parents/guardians and teachers are invited to attend without cost or obligation in order to become better informed about programs and activities at EVMS as well as to share ideas and concerns. Parents are encouraged to contact the PTO president and/or the administration for information, to share ideas or discuss concerns.

33. SCHOOL ACCOUNTABILITY COMMITTEE

The school accountability committee serves as a sounding board and advisory group to the school's administration in matters related to our yearly goals. The school accountability committee works cooperatively with the school's administration and staff to develop and approve the annual School Improvement Process. It is also the charge of the school accountability committee to promote the implementation of this process. Accountability committee meetings are held in conjunction with Parent Teacher Organization (PTO) meetings. Each school also provides two parent volunteers to be members of the district accountability committee. Information on volunteering for district accountability is provided at the first PTO meeting of the year.

34. VISITORS TO THE SCHOOL

Parents and patrons are encouraged to visit EVMS at any time. In order to assure that no unauthorized persons enter buildings, all visitors should report to the school office when entering and obtain a visitor's badge before visiting elsewhere in the building.

A student who is interested in attending EVMS may attend classes for part of the day or all of the day. Prospective students and their parents must make satisfactory arrangements with a building administrator at least one day in advance of the proposed visit. Visiting students will not be accorded any special privileges and must abide with the rules, which govern the student body.

35. WITHDRAWAL FROM SCHOOL AND TRANSFER OF RECORDS

Official notification is necessary when a student transfers to another school during the school year. Students must obtain a check out sheet from the main office. This sheet is to be signed by the parent, cafeteria manager, registrar and the librarian as books and materials are returned. Student's cumulative records are forwarded to their new school when a release of records form is received from the requesting school and all EVMS materials are turned in and fees are paid.

36. SECTION 504 AND EQUAL OPPORTUNITY NOTICES

Section 504. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against persons with a disability in any program receiving federal financial assistance. Please contact the school to discuss this option.

The school district has the responsibility to provide adjustments and accommodations to eligible individuals with disabilities. Eagle County Schools acknowledges its responsibility under Section 504/ADA to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school district. There are District procedures and protocols for this process. Please check with the main office for details.

Equal Opportunity. Eagle County School District Re50J is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, Title XI, section 504, and ADA may be referred to the Superintendent, Eagle County Schools, P.O. Box 740, Eagle, CO 81631, (970) 328-6321.

El Distrito Escolar del Condado de Eagle Re50J es una institucion educacional de oportunidad de igualdad y no discrimina ilcitadamente sobre la base de raza, color, origen nacional, sexo, o discapacidad en admision o acceso a , o trato de empleo en, en sus actividades educacionales. Preguntas pertenecientes al Titulo VI, Titulo XI, Seccion 504 y ADA pueden ser referidas al Superintendente, Eagle County Schools, P.O. Box 740, Eagle, CO 81631, (970) 328-6321.