

East Middle School



2017 - 2018

PARENT AND STUDENT HANDBOOK

East Middle School

Mesa County Valley School District #51

830 Gunnison Avenue, Grand Junction, CO 81501

Telephone (970)254-5020 Fax (970) 242-0513

<http://east.mesa.k12.co.us>



Like us on Facebook

EMS Cheetahs

Name: _____

Grade: _____

2017-2018 East Middle School Calendar



2017-2018 School Year

Adopted: May 24, 2016

SCHOOLS NOT IN SESSION

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	W	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	W	T	12
13	T	W	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	M	17
18	19	20	21	22	23	24
25	26	27	28			

September						
S	M	T	W	T	F	S
					EE	2
3	4	M	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	C	C	29	30

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	*	W	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	*	14
15	W	17	18	19	20	21
22	23	24	25	C	27	28
29	30	31				

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			25	26		
22	23	24	C	C	27	28
29	30					

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	M	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
		1	2	M	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	*	W	26
27	28	29	30	31		

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	*	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

<p>All Schools Teacher In-service August 11 & 14, 2017</p> <p>Teacher Work Days August 10 & 15, 2017 October 16, 2017 January 8, 2018 March 9, 2018 May 23, 2018</p> <p>Teacher EE Day September 1, 2017</p> <p>East Middle School Conferences Sept 27, 28 3-7 PM Oct 26 7AM - 3 PM Apr 25, 26 3-7 PM</p>	<p>Elem Planning & MS In-service (HS in Session) September 5, 2017 November 10, 2017</p> <p>Elem Conferences, MS In-service; (HS in Session) February 16, 2018</p> <p>Elem Conferences, MS In-service, HS Non-contact May 3, 2018</p> <p>Elem Planning, MS & HS Non-contact May 4, 2018</p>
---	---

Schools Not In Session	
September 4	Labor Day
November 20 - 24	Thanksgiving Break
December 25 - January 5	Winter Break
January 15	Martin Luther King, Jr. Day
February 19	Presidents' Day
March 12 - 16	Spring Break




T	Teacher In-service - All Schools
C	East Middle School Conferences
M	MS In-Service
W	Teacher Work Day - All Schools
EE	Teacher Educator Effectiveness - All Schools
*	Last Day of Quarter School in Session
	No School-Non Contract Days

Statistical Record Data	
Total number of contact days middle	166
Classes Begin	August 16, 2017
1st Quarter Ends	October 13, 2017
2nd Quarter Ends	December 22, 2017
3rd Quarter Ends	March 8, 2018
4th Quarter Ends	May 24, 2018
General Staff Information	
Middle School Principals' First Day	July 27, 2017
Teachers' First Day	August 10, 2017
Teachers' Last Day	May 23, 2018
Middle School Principals' Last Day	June 8, 2018

East Middle School Daily Schedule 2016-2017

6th Grade		7th Grade		8th Grade		Elective/Exploratory		
7:30	Advisory	7:30	Advisory	7:30	Advisory	7:30	Advisory	
8:05		8:05		8:05		8:05		
8:09	1 st Block	8:09	1st Block	8:09	8-1	8:09	8-1	
				8:52				8:52
				8:56	8-2	8:56	8-2	
		9:14		9:39				
		9:18		9:39				
9:37		2 nd Block		2nd Block	9:43	2nd Block	9:39	Plan
9:41								
	10:23						10:23	
	10:23		Lunch	10:48	3rd Block	10:23	Lunch	
				10:52				
	10:53					10:53		
11:09	Lunch		10:57	7-1		7-1	10:57	
11:09					11:40			
			11:40	7-2	11:44		7-2	
11:39			11:44					
11:43	3 rd Block		4 th Block		Lunch		Plan	
								12:27
								12:27
			12:27					
			12:31			12:27		
1:11	6-1		5th Block		5th Block	1:15	6-1	
1:15				1:36				1:15
				1:40				
1:58	6-2					1:58	6-2	
2:02						2:02		
2:45			2:45		2:45			

BEHAVIOR EXPECTATIONS *See note at top of page 5

<u>SR²</u>	Classroom	Common Areas	Community
<p>S afety</p> 	<ul style="list-style-type: none"> • Being safe and appropriate with materials • Hands, feet, and objects to self • Following directions quickly 	<ul style="list-style-type: none"> • Be aware of yours and others personal space and property • Walk and go directly to destination • Wait patiently, if needed 	<ul style="list-style-type: none"> • Stay in active communication with your safety net • Be aware of your surroundings • Make good choices • Report problems (includes online)
<p>R espect</p> 	<ul style="list-style-type: none"> • Follow individual classroom rules, including keeping it clean • Be appreciative to all members of your learning community • Make your words and actions true, necessary and kind • Use “school” language 	<ul style="list-style-type: none"> • Keeping the environment clean • Share the space with others • Make eye contact and be friendly 	<ul style="list-style-type: none"> • Keep language appropriate • Respect personal property
<p>R esponsibility</p> 	<ul style="list-style-type: none"> • Arrive prepared with materials and a focused mind • Be on time • Use tools appropriately, including technology 	<ul style="list-style-type: none"> • If you see a problem, report it • Included others in your activities • Return equipment promptly to the correct location • Leave things better than when you found them 	<ul style="list-style-type: none"> • Remember that you represent both your family and your school, wherever you are

****Because we value our learners and their input, we will engage them in helping us establish environmental expectations at the start of the 2017-2018 school year. School Board Policy and Governmental Regulations notwithstanding, we will send home with each student an agreed upon update to this handbook. Any policy not covered by that update will fall under the policy listed in this handbook.***

STUDENT-LED CONFERENCES

East Middle School will conduct Student-led conferences two times this year, with the expectation that every parent attend, to form the greatest possible support structure for our students. We will schedule each student with their family for a twenty minute conference during our fall and winter conferences. The first conference dates are September 27th and 28th from 3:00 – 7:00. The second occurrence of student-led conferences will take place on April 25th and 26th, during the same timeframe. During the conference, students will explain their progress toward and mastery of both academic and character learning targets. Students will justify their progress by leading their families through a portfolio of assignments culled from academic classes. The objectives of student-led conferences include; increasing student accountability and autonomy concerning academics and learning behaviors, honing student verbal communication and critical thinking skills, emphasizing the East Middle School student-centered philosophy, to build open relationships with families concerning student progress, to help students meet speaking standards, and to teach students how to persuade by substantiating claims with evidence. We expect all participants to do their part in ensuring that student-led conferences are as supportive as possible, for students to make academic and character gains, creating life-long learners!

DISRUPTIVE BEHAVIOR, BULLYING and TOBACCO

Disruptive Behavior

Colorado House Bill 1203, “Safe Schools Legislation”: Essentially, the law deals with providing a learning environment that is safe, disruption free, and conducive to learning in every way. Every teacher has a right to teach a class without interruption and every student should have the opportunity to receive an education without disruption.

(C.5) Declaration as a habitually disruptive student, which expulsion shall be mandatory. For purposes of this paragraph (C.5), “habitually disruptive student” means a child who caused a disruption in the classroom, on school grounds, on school vehicles, or at school activities or events more than three times during the school year, because of behavior which was initiated, willful, and overt on the part of the child and which required the attention of school personnel to deal with the disruption; except that no child shall be declared to be an “habitually disruptive student” prior to the development of a remedial discipline plan for such child in accordance with the conduct and discipline code so long as such definition is no less stringent than the definition in this paragraph (C.5).

Bullying

According to School Board Policy [JICDE](#):

The Board of Education recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on district property, at district or school-sanctioned activities and events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

Bullying is defined as any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including, but not limited to, any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or the need for special education services, whether such characteristic(s) are actual or perceived.

A student who engages in any act of bullying and/or a student who takes any retaliatory action against a student who reports in good faith an incident of bullying, shall be subject to appropriate disciplinary action including suspension, expulsion and/or removal from the classroom. However, the building principal may also consider other actions or interventions that may be appropriate in response to student bullying or to prevent its recurrence, including referral to law enforcement authorities. In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal’s designee shall take into consideration the severity and pattern, if any, of the bullying behavior, and other Board policies and regulations, if any, that address the type of conduct that may be involved.

Please consult the School Board Policy for more details.

Tobacco Products

In accordance School Board Policy [ADC](#):

The Board believes that tobacco smoke in the school and work environment is not conducive to good health. As an educational organization, the district should provide both effective educational programs and a positive example to students concerning the use of tobacco products.

In order to promote the general health, welfare and well-being of students and staff, smoking, chewing or any other use of any tobacco products by staff, students or members of the public is prohibited on all school property.

Possession of any tobacco product by a student is also prohibited on school property.

For purposes of this policy, the following definitions shall apply:

1. "School property" shall mean all property owned, leased, rented or otherwise used by the school district, including but not limited to the following:
 - a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage. The term shall not apply to buildings used primarily as residences, i.e., teacherages.
 - b. All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - c. All vehicles used by the district for transporting students, staff, visitors or other persons.

2. "Tobacco product" means: any product or substance that contains nicotine or tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff and chewing tobacco, but does not include any product that has been approved by the appropriate federal agency as a tobacco use cessation product; and

Any electronic device that can be used to deliver nicotine to the person inhaling from the device, including, but not limited to electronic cigarettes ("e-cigarettes"), cigars, cigarillos, or pipes.

3. "Use" shall mean lighting, chewing, inhaling, ingesting smoking or applying any tobacco product.

Disciplinary measures for students who violate this policy shall include in-house detention, revocation of privileges and exclusion from extracurricular activities. Repeated violations may result in suspension from school. In accordance with state law, no student shall be expelled solely for tobacco use.

STANDARD DISCIPLINARY PROCEDURES

A standard procedure for dealing with violations of the school's code of behavior has been developed to ensure fairness to students. ***Incidents are handled on an individual basis.*** For each offense during an academic year, there is a consequence ranging from a phone call home for minor offenses to suspension for major offenses. For very serious offenses, the school may make an immediate recommendation for expulsion.

DEFINITIONS

Detention

Detention is held every Tuesday, Thursday and Friday after school. Detention begins at 2:45 and ends at 3:30 p.m. Detention is held in a teacher's classroom. Students are required to bring school work to work on during this time. Transportation home will be provided by the parent. If a student misses detention without previously notifying the office, the detention will double and administrative action will be taken.

Expulsion (The maximum penalty for a disciplinary violation)

A student who is expelled from school in Mesa County Valley School District 51 will be expelled for one day to one calendar year. The Superintendent of Schools may order that alternative educational services be offered to special needs students, and a counselor is assigned to track expelled students within the system.

ISS (In School Suspension) Removal of a student from a class or classes for adjustment purposes

Credit for work performed can be granted and credited to a student's grade provided the student cooperates with the adjustment. ISS is not to exceed five days.

OSS (Out of School Suspension) Removal of a student from school for adjustment purposes

The student may not participate in or attend any school activities or practices, or be on any District 51 campus for any reason until officially readmitted to school. OSS is not to exceed five days without a hearing. The student and parent or guardian **must** attend a re-entry conference before the student can return to classes. Students shall be provided an opportunity to make up schoolwork during the period of suspension. Students will receive credit for make-up work, which is completed satisfactorily.

DRESS CODE POLICY

We appreciate students dressing appropriately for class. The image of the school and the individual pride of the students are evident in the manner in which students present themselves to the public.

Individual schools have guidelines dealing with standards of decency, cleanliness and good grooming. Students have the right to dress for individual expression and student satisfaction. However, when one's dress or grooming disrupts the learning process, the designated official has a responsibility to take action.

Clothing and accessories will not be allowed that are:

- Degrading to any race, creed, or sex
- Hazardous type of apparel
- Disruptive to the educational process
- Promoting drugs, sexual behavior or alcohol
- Showing undergarments
- Vulgar or morally suggestive, i.e., too provocative or extreme.
(Tank tops with a sleeve of less than three inches, mid-drift tops, and shorts, which are too short, are not appropriate school attire.)

Hats are not permitted in the school building.

Pajamas, slippers and skate shoes (heelies) are not considered appropriate school attire.

Shorts **will** be allowed if they are of an appropriate length (middle of thigh).

Dresses and tops should have necklines that do not expose private parts (no muscle shirts).

Shoes must be worn at all times. Students are prohibited from wearing chains at school.

Pants must not expose undergarments.

Belts should be the student's waist size and not longer.

Consequences for students finding themselves in violation of dress code policy will be: (1) student will correct the problem immediately at school, (2) the student will turn their shirt inside out or wear a shirt provided by the school (student will not be permitted to call home for new clothes). (3) The "disruption" standard will be enforced.

GANG POLICY

East Middle School is focused on creating a safe learning environment; one where all students feel comfortable and which has zero tolerance for gang-like or intimidating behavior. Students wearing altered or gang-related clothing, will be warned of its impropriety. The wearing of altered clothing or bandanas, gang-like graffiti, hazardous apparel, or any paraphernalia associated with gangs that could interfere with maintaining a safe school may result in suspension or expulsion as a result of repeated or serious violations. Items with the ICP logo or words or graphics associated with ICP are prohibited.

Association with trespassers on campus may result in school suspension. Flashing of hand signs is prohibited.

ELECTRONIC DEVICE POLICY

Student possession of cell phones at East Middle School is allowable subject to the following rules and regulations:

Though allowed, cell phones/electronic devices can be a distraction which can result in disciplinary action as needed by teachers and administration. With this in mind, the administration requests that if parents choose to allow their students to possess electronic devices at school, please establish an understanding with them that, during school hours, all electronic devices should remain turned off and in lockers. When instructed by teacher for use in learning activities, students may be allowed to have cell phones/electronic devices in the classroom.

The school reserves the right to define the educational value of any new electronic devices that may become available to the public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

Possession of electronic devices by a student is a privilege, which may be forfeited by any student not abiding by the terms of this policy. **This policy statement serves as a first warning**, detailing the rules and discipline, associated with East Middle School's cell phone/electronic device use policy.

The school will not be responsible for any electronic items when lost or stolen.

This policy will be enforced during all times of the school day.

Procedures for violation of this policy:

- 1st violation- The student will be required to surrender their device to the staff member
- 2nd violation- The student will be sent to the office with the electronic device to be turned in and picked up at the end of the day.
- 3rd violation- The parent will be notified and required to pick up the electronic device. A consequence may be assigned to the student.

For more information on this matter, refer to School Board Policy [JICJ](#).

BYOD POLICY

While the District uses filtering technology and protection measures to restrict access to inappropriate material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate and responsible use. Access to the DISTRICT 51 network is a privilege and administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly. For more information, review the District BYOD Policies and Procedures found on our website under the Parents/Community tab.

GUM, POP AND ENERGY DRINKS

Pop and energy drinks are not permitted during the school day. Gum is permitted as long as it does not interfere with teaching, learning, and does not litter the school campus. Gum is not permitted in Band, Choir, Orchestra, PE or the cafeteria. The school reserves the right to instill a no gum rule if gum becomes a problem. If a student violates the gum policy, a loss of privileges will result.

CAFETERIA EXPECTATIONS

At East Middle School we ask that you observe the following courtesies:

- Wait your turn in line
- Be courteous to other students in line and to the cafeteria staff
- Use please and thank you to cafeteria staff
- Do not take food or trash off the patio
- Pick up after yourself wherever you choose to sit and eat (food wrappers, trays, cartons, napkins)
- ***Students who do not pick up after themselves will be asked to help clean the lunchroom***
- All food and drink must be finished before entering class
- Students will seat no more than 5 at a table
- At the 2 minute warning bell, all classes are expected to pick up trash in the cafeteria and on the patio.

SKATEBOARDS, BICYCLES, SCOOTERS and ROLLER BLADES

Skateboarding, rollerblading and cycling are not allowed on campus before, during, or after school. Bicycles, scooters, skateboards, and roller blades, may be used after the student leaves the campus. When heading east off campus, the student must pass the backstop before riding. When heading west, the student must be past the school grounds before riding.

LOCKERS

Every student will be assigned a locker for his/her use. Students are to keep the combination **confidential**. Lockers are not to be shared or traded. Locks are to be kept free of anything that would jam or keep the lock from locking. Backpacks are to be kept in lockers and will not be allowed in the classrooms. **Students may be fined for damaged and/or vandalized lockers.** Lockers are school property and subject to searches at administration's discretion. At the end of the year all students will be required to complete a checkout process acknowledging the state of the locker.

VISITORS

Upon entering the building, all visitors must report to the Main Office with identification. All visitors must wear a visitor pass. Student visitor passes will not be issued. Students from District 51 Schools may not visit when school is in session. Parents are always welcome to visit at any time (*24 hour notice is requested if parents wish to shadow their student in the classroom*).

DISCIPLINARY ACTION

Incidents are handled on an individual basis. The following are examples of possible and/or mandatory disciplinary actions that may be taken.

Offense	Discipline if 1st Offense	Discipline if 2nd Offense	Discipline if Additional Offense
Under the influence of any controlled substance, alcohol drink, or intoxicant of any kind	3 – 5 day OSS and referral to other appropriate program; parent conference; police notification.	5 day OSS and recommendation to Middle School Director for expulsion for up to one calendar year. Police notification	5 day OSS and recommendation to Middle School Director for expulsion for up to one calendar year. Police notification
Possession and/or use of any controlled substance, alcoholic drink, or intoxicant	3 – 5 day OSS; parent conference and referral to other appropriate program; police notification	5 day OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification	5 day OSS and recommendation to Middle School Director for expulsion for up to one calendar year. Police notification
Distribution of any controlled substance, alcoholic drink, or intoxicant	5 days OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification	5 days OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification	5 days OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification
Possession of concealed weapon or use of any type of weapon	<i>Strong and immediate action due to potential seriousness of offense</i> 5 days OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification; threat assessment	<i>Strong and immediate action due to potential seriousness of offense</i> 5 days OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification; threat assessment	<i>Strong and immediate action due to potential seriousness of offense</i> 5 days OSS and recommendation to Middle-School Director for expulsion for up to one calendar year. Police notification; threat assessment
Overt or Passive Defiance-Insubordination; Disrespect for Authority, Disruptive Behavior	Conference, warning, detention and/or possible suspension; parent contact or conference	Remediation, ISS/OSS with parent conference, based on degree of incident	Up to a 5 day suspension and/or recommendation for expulsion
Truancy or excessive tardies	Attendance contract; parent contact; detention time for class(es) missed	Parent conference, referral to attendance advocate	Referral to school district attendance officer; truancy proceedings
Theft or possession of stolen property	Detention, ISS, restitution; required parent contact; police notification	1-3 day ISS/OSS; restitution; police notification; required parent conference	3 day OSS and/or referral for expulsion; police notification

Offense	Discipline if 1st Offense	Discipline if 2nd Offense	Discipline if Additional Offense
Vandalism or destruction of property, e.g. graffiti	Detention, ISS, restitution; required parent contact; police notification	ISS; restitution, police notification	OSS; restitution, recommend expulsion to the Middle School Director
No Public Display of Affection- This includes hand-holding.	Parent contact; warning; detention	Parent Contact; detention or suspension	
Sexual Harassment/ Harassment/Taunting/Teasing /Bullying	1 to 5-day suspension; parent conference; referral to other appropriate program; contract	Possible 5-day suspension; police notification	5-day suspension and/or recommendation for expulsion; police notification
Bomb threat; arson; or false fire alarm	5-day suspension; restitution; police notification; required parent conference	5-day suspension and/or recommendation for expulsion	
Missed Detention	Detention doubles or ISS (In School Suspension)	1-day suspension for each day of detention not completed within allotted time frame; in-school suspension	
Serious verbal and written threats that could cause bodily or emotional harm	3-5 day OSS; parent conference, police notification, threat assessment	5 day OSS and recommended expulsion, threat assessment	
Excessive horseplay	Detention; or other loss of privileges	ISS and parent notification	3-5 day ISS/OSS and parent notification
Forgery, Plagiarism, Cheating/Violating User Agreement	Loss of credit for assignment or the student may have to redo; detention; parent notification; loss of internet privileges	Possible suspension; parent contact	
Detrimental Behavior	Detention; loss of privileges; 1-3-day ISS	3 to 5-day ISS/OSS	3 to 5-day suspension and referral to law enforcement and/or recommendation for expulsion
Fighting	3 day ISS/OSS; referral to law enforcement	3 to 5 day OSS; referral to law enforcement	3 to 5 day suspension, referral to law enforcement and/or recommendation for expulsion

ATTENDANCE POLICIES

Rationale

There is a direct relationship between success and class attendance. Students having good attendance achieve better grades, are more responsible, and gain more from the school experience than those who have poor attendance. It is expected students will attend school regularly, and will be on time for classes in order to maximize the benefits they can expect from school.

Procedures when absent from school

Parents of students who are absent from school are asked to assume either of these responsibilities:

1. Telephone the Attendance Office (254-5020) between 7:00 a.m. and 3:30 p.m., the day of the absence or tardy and inform the school of the reason for the absence or tardy. If a call is not received by the Attendance Office, the absence will be considered unexcused.
2. Or, upon returning to school, he/she is to bring a note, signed and dated by the parent or guardian, stating the date(s) of school missed and the reason for the absence or tardiness. The student will not be allowed to use the office phone to clear absences upon his/her return.

Excused and unexcused admits

In an attempt to clarify exactly what is an excused absence as opposed to what is an unexcused absence, the guidelines listed in the Colorado State Law will be used.

According to the Colorado School Attendance Law (22-23-104), the following conditions excuse a student from compulsory school attendance:

1. Temporary illness or injury or an absence approved by school administrator (doctor's appointments, field trips, prearranged absences, etc., fall into this category).
2. Absences for an extended period of time due to physical, emotional or mental disability.
3. In custody of the court system or a law enforcement authority.
4. Student participation in a religious observance approved by the School District.

Note

- Oversleeping, babysitting, car problems, missing the school bus or your ride are not excused absences or tardies.
- The administration has the authority by law to approve or disapprove student absences. If an absence does not fall into one of these four categories, it will be considered by the Attendance Office to be unexcused.

Tardies

Learning begins from the time the first bell rings in the morning to the last bell of the day. It is important students are in class on time. If a student earns a fourth unexcused tardy in a class during a nine-week grading period, the student will be required to make up that time in detention.

Unexcused absences

Within (10) days after accruing (4) unexcused absences or a total of (10) absences, a conference with the student, parent, administration, and/or staff will be conducted to formulate an Attendance Contract to improve attendance.

Leaving during the school day

A student leaving school during the school day for any reason must be signed out by their parent or guardian with the Attendance Office or the absence will be unexcused.

Make-up work

It is the student's responsibility to make up any work that has been missed because of an excused absence or tardy. Work should be completed as soon as possible so that students do not fall behind in assignments. The student will have 2 days to make up his/her missing work in the event of an excused absence. Make-up work for students who are ill will be gathered, upon parent request, after three or more consecutive absences. To insure that make-up work is ready, please call the office. Requests for make-up work will be made available the following day. Students who are suspended will receive credit for make-up work that is completed satisfactorily.

LIBRARY

Fines and Charges

There shall be no fees for the use of the school library/media center. Books shall be provided to students on a loan basis; no rental fee will be assessed for library books used in the classroom or for reference.

Charges will be assessed to those who checkout materials (or their parents or guardians) if necessary for overdue, destroyed, damaged, or defaced materials. Students and their parents or guardians shall be assessed charges as follows:

Books - The charge for a lost book is \$25.00 regardless of the price of the book.

Damaged Materials and Equipment

The charge for materials with minor damage will be made at the discretion of the librarian with a maximum charge of \$5.00. If rebinding is necessary, the rebinding charge will be included as well.

Overdue Materials

All materials: \$.10 per day

The maximum charge for overdue materials will be \$5.00 or one-half the cost of the materials, whichever is less. No overdue fines will be charged if the library materials are due during an excused absence. The student must validate with the librarian/library secretary his or her excused absence.

NOTE: Students and their parents or guardians will be billed for unpaid school debts at the conclusion of the school year or upon withdrawal from school attendance. Any charge due to any school in the system not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts owed to the school system and not to a particular school.

Electronic Equipment:

The library also makes electronic equipment available for check-out such as e-readers, cameras and video cameras. Students are responsible for making sure that equipment is returned in the same condition that it was when borrowed. Students will be charged for repair or replacement costs if equipment is damaged.

COUNSELING SERVICES

- o Teresa Sheffield-7th & 8th Grade
- o Dacia Ritterbush-Challenge & 6th Grade

All counseling services are offered as part of the school mission at East Middle School, to help students develop academic, social/emotional, and career skills so that they may become successful global citizens.

Middle school counselors are professional educators with a mental health perspective who understand and respond to the challenges presented by today's diverse student population. Counselors do not work in isolation; rather they are integral to the total educational program. They provide proactive leadership that engages all stakeholders in the delivery of programs and services to help students achieve success in school. School counselors align with the school's mission to support the academic achievement of all students as they prepare for the ever-changing world of the 21st century.

APPOINTMENT PROCEDURE

Request for counselor assistance can be initiated by:

- Students may request an appointment from the main office.
- Staff and Parent requests
- Counselor request

SCHEDULE CHANGES

All schedules must be officially changed in the counseling office and a new schedule given to the student before the student is allowed to go to their new class.

A schedule change form will be available from the elective teacher or in the main office. The form must be completed and returned to the counseling office within the first week of each quarter.

Schedule changes can be made at any time throughout the year when it is felt that a change of schedule will benefit the student involved. No parent requested schedule change will be made without first consulting the affected teachers.

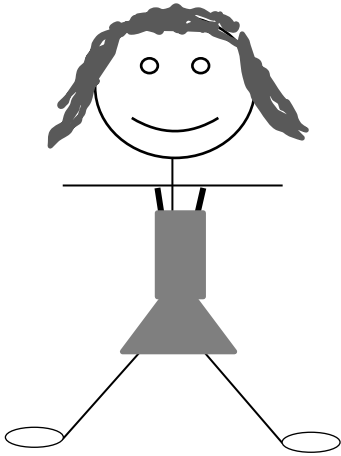
All staff members affected by the schedule change must be included in the process when a request is made by an individual or team.

Elective period changes may occur by contacting either parent or teachers involved in the student's change of classes. Make sure that the counseling office is aware of ALL SCHEDULE CHANGES. All schedule changes must be completed on a schedule request form and returned to a counselor ASAP. In order to have accurate records for attendance, report cards, STARS, CMAS, etc. it is important you turn in schedule changes promptly.

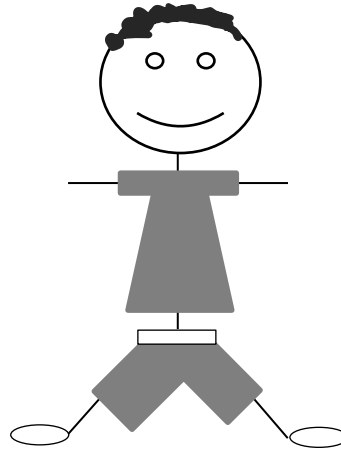
REGISTERING AND SCHEDULING

The counselors will be responsible for registering and scheduling new students enrolling at East Middle School. Schedule changes are also the counselor's responsibility.

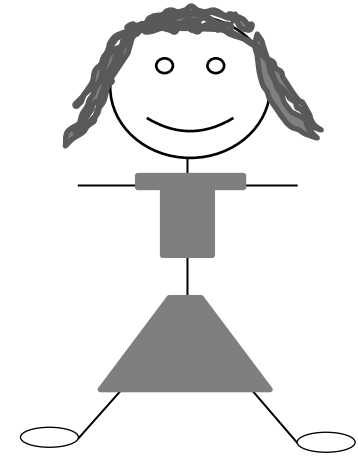
East Middle School Dress Code Guidelines



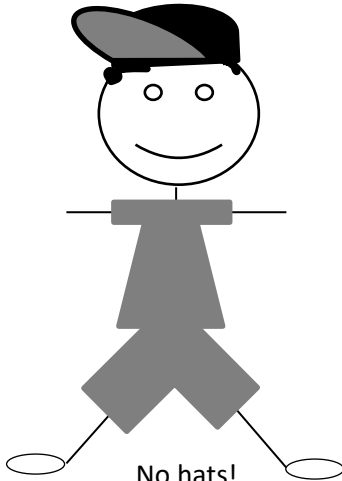
No spaghetti straps/ teeny tank tops! If your bra shows the straps are too small. Shorts and skirts which are deemed too short are not appropriate school attire. No short shorts or mini-skirts.



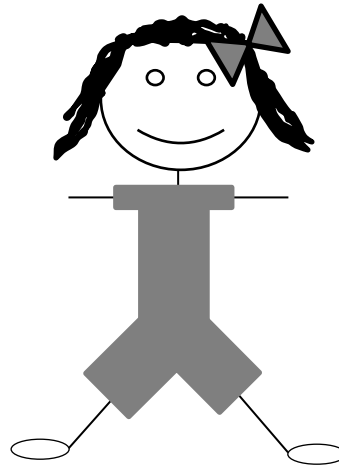
Please keep your pants pulled up. No visible underwear (boys or girls!)



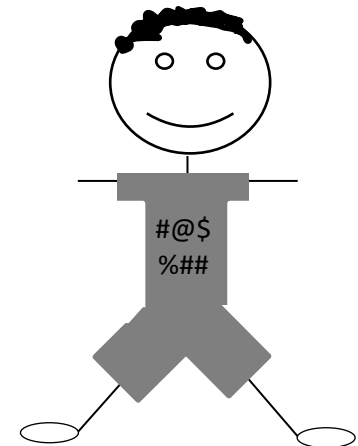
No bare midriffs. Your shirt should come to the top of your pants or skirt.



No hats!
Don't even carry them around. You can't wear them inside the building during school hours.



Dress for school!
You are here to work and learn.
Dress appropriately, with personal and school PRIDE.



No clothing that promotes drugs, alcohol or illegal activities. Students who wear clothing with vulgar or morally suggestive themes will be asked to turn their shirt inside out.

Shoes must be worn at all times. Slippers don't count as shoes, leave them at home with your pajamas.
Dresses and tops should have necklines that do not expose private parts.
No spikes or chains of any kind



East Middle School

P.R.I.D.E.

2017-2018 School-Wide Expectations Student Handbook Signature Form

Student Name (Please Print)

Grade

**I the undersigned, have read and understand the
East Middle School 2017-2018
School-Wide Expectations and Student Handbook.**

Student Signature

Date

Parent Signature

Date

Please sign and return to your homeroom teacher.