

# EAGLEVIEW MIDDLE SCHOOL

## STUDENT HANDBOOK 2018-2019

Mr. Jamie Lester, Principal (6<sup>th</sup> grade)  
Mr. Troy Gedack, Assistant Principal (8<sup>th</sup> Grade)  
Ms. Anna Keilman, Assistant Principal (7<sup>th</sup> grade)  
Ms. Kylee Caraveo, Dean (6<sup>th</sup> grade)



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### **Eagleview Mission Statement**

“Eagleview Middle School, a Westside community of rigorous, innovative academics and vibrant exploratories, educates, and empowers all students to reach their full potential and become positive contributors to society through a safe, inclusive environment of engaging learning experiences, integrating arts and technology.”

### **School Mascot, Colors and Motto**

Eagleview's mascot is the EAGLE. Our school colors are burgundy and silver. We wear them proudly!  
Our motto is "Two Great Choices, One Great School." Your success is our goal for you.

### **The School Day/School Hours**

The school hours are 8:30am to 3:25pm. Students enter the building by the front, rear or west entrance at 8:15am. The posted building hours are 8:15am to 3:45pm. Students arriving before 8:15am are not allowed to be in the hallways, classrooms, or other areas of the building, without a written pass from a teacher or attending breakfast in the Cafetorium (starting at 7:45am). Students should leave immediately after school unless they are with a teacher, an administrator, or taking part in a supervised school activity. In the case of inclement weather, as defined by school administration, students will be allowed into the Cafetorium at 7:30am.

**This School Handbook/Planner Belongs to:**

Name \_\_\_\_\_

Team \_\_\_\_\_ Grade \_\_\_\_\_

# 2018-2019 EAGLEVIEW MIDDLE SCHOOL DAILY SCHEDULE

## 6<sup>th</sup> Grade

Period	All Period Day		Block Days		
			A Day ( T,TH)		B Day (W,F)
1	8:30-9:25	CORE 1			
2	9:30-10:25	CORE 2	Period 1/Core 1	8:30- 10:05	Period 2/Core 2
3	10:30-11:25	CORE 3	Period 3/Core 3	10:10-11:10	Period 4/Core 4
	11:30-11:55	LUNCH	Lunch	11:15-11:40	Lunch
4	12:00-12:55	CORE 4	Period 3/Core 3	11:45-12:20	Period 4/Core 4
5	1:00-1:45	Exploratory	LAB	12:25-1:10	LAB
6	1:50-2:35	Exploratory	Period 5/Exploratory	1:15-2:00	Period 5/Exploratory
	2:40-3:25	Eagle Time	Period 6/Exploratory	2:05-2:50	Period 6/Exploratory
			Eagle Time	2:55-3:25	Eagle Time

## 7<sup>th</sup> Grade

Period	All Period Day		Block Days		
			A Day (T,TH)		B Day (W,F)
1	8:30-9:25	CORE 1			
2	9:30-10:25	CORE 2	Period 1/Core 1	8:30- 10:05	Period 2/Core 2
3	10:30-11:15	Exploratory	Period 3/Exploratory	10:10-10:55	Period 3/Exploratory
4	11:20-12:05	Exploratory	Period 4/Exploratory	11:00-11:45	Period 4/Exploratory
	12:10-12:35	LUNCH	LUNCH	11:50-12:15	LUNCH
5	12:40-1:35	CORE 3	Period 5/Core 3	12:20-1:55	Period 6/Core 4
6	1:40-2:35	CORE 4	LAB	2:00-2:45	LAB
	2:40-3:25	Eagle Time	Eagle Time	2:50-3:25	Eagle Time

## 8<sup>th</sup> Grade

Period	All Period Days		Block Days		
			A Day (T,TH)		B Day (W,F)
1	8:30-9:15	Exploratory			
2	9:20-10:05	Exploratory	Period 1/Exploratory	8:30- 10:05	Period 2/Exploratory
3	10:10-11:05	CORE 1	Period 3/Core 1	10:10- 11:45	Period 4/Core 2
4	11:10-12:05	CORE 2	LAB	11:50-12:35	LAB
5	12:10-1:05	CORE 3	LUNCH	12:40-1:05	LUNCH
	1:10-1:35	LUNCH	Period 5/Core 3	1:10-2:45	Period 6/Core 4
6	1:40-2:35	CORE 4	Eagle Time	2:50- 3:25	Eagle Time
	2:40-3:25	Eagle Time			

## GENERAL INFORMATION

The following information is provided to all Eagleview parents and students in an effort to clearly communicate information about Eagleview's expectations, services and instructional programs. Please note that all school rules/expectations, District policies and procedures apply to all school-sponsored activities that are on school property and in some cases, conduct that occurs off campus that has a direct impact on our students and/or staff, will receive appropriate disciplinary action as well.

**Announcements** Will be shared daily and will include school news, special recognitions, and information about school and team events. Scrolling announcements will be projected during lunch, and daily announcements are available on the school website.

**Assessments** All students at Eagleview Middle School are expected to participate in state and/or District 20 mandated assessments. Please review the school calendar and/or school newsletter to identify when specific assessments will be administered.

**Attendance** Daily attendance at school is a critical factor in school success. Students are expected to arrive at school each day on time, ready to learn. It is difficult to replace the learning that occurs in the classroom through the exchange of ideas with study outside the classroom. Excessive absences and/or tardiness, whether excused or unexcused, may have a negative effect on a student's learning and grades.

Colorado law requires every student who is age 6 by August 1 and under 17 to attend school a certain number of hours [C.R.S. §22-33-104(1)(a)]. Parents have a legal obligation to ensure that every child under their care and supervision receives adequate education and training [C.R.S. §22-33-104(5)(a)].

Per district policy [JE](#) and state law, excused absences are as follows:

1. Absences approved by the principal or designee.
2. Absences due to temporary illness or injury.
3. Absences for an extended period of time due to physical, mental or emotional disabilities.
4. Absences due to being in the custody of the court or law enforcement authorities.

**If the absence does not fall within one of these four categories, it will be considered *unexcused*.** Medical notes may be requested if a student has excessive absences. When a student fails to attend school on a regularly scheduled school day, and the absence has not been excused, the school will make a reasonable attempt to contact parents by telephone. When the student is

absent, the parent is to call 234-3440 during normal school operating times or leave a message on the answering machine after hours.

**State statute defines any student who has four unexcused absences in a month or ten unexcused absences in a school year as habitually truant.** [Administrative policy JE and C.R.S §22-33-107(3)(a)]. The school will first take steps to work with families to reduce truancy, but then we partner with local juvenile courts to intervene and address "habitual truancy." When a student has an excessive number of absences, whether excused or unexcused, they negatively impact the student's academic success. The principal may identify a student who is absent 10% of a quarter, even if the absences are excused, as "chronically absent." [Administrative policy [JH](#), Student Absences and Excuses]. School administrators may take legal action if parents and students fail to follow compulsory attendance laws [Administrative policy [JHB](#) on Truancy]. Planned absences of more than three days require completing a pre-arranged absence form, which must be picked up from the Attendance Office. Current grade, anticipated assignments with due dates, and teacher signatures will be obtained by the student who will then take the form home for parental review and signature. The grade level administrator will make a final decision once all of the initial steps have been followed.

All late arriving students must report to the Attendance Office for an Admit to Class Slip. When students arrive late to school, a parent must do one of the following: accompany their child into the building to check them in at the Attendance Office, write a note, or call ahead to state the reason for late arrive. ASD20 attendance policies will be used to determine if the late arrival is considered excused or unexcused. Any student checking in without parent contact is considered unexcused.

For safety and security reasons, students will only be released to the adult(s) listed as Guardian in Infinite Campus. The exception to this is prior approval from the Guardian by phone call or note, naming the person that will be signing out the student. If someone other than a Guardian will be picking up a student on a regular basis, a Guardian may submit a completed Pick-Up Authorization Form to the Attendance Office. Please note Emergency Contacts listed in Infinite Campus are not permitted to sign-out students without prior authorization from a Guardian. Emergency Contacts are only used in case of an emergency when a Guardian cannot be reached. **District 20 requires Photo ID to check a student out from school.**

**Messages and deliveries from parents are to be left in the attendance office** and will be delivered as the school day schedule and student runner availability permits. To allow time for delivery prior to the end of the school day, messages and drop off items must be received **prior to 2:30**. In order to limit disruptions to the classroom-learning environment, only school related drop off items, such as devices, glasses, and school supplies, will be accepted on an **occasional** basis. Non-essential items such as Starbucks, makeup, flowers, and locker decorations (including balloons) will be kept in the office until the end of the school day.

**AVID Program** (Advancement Via Individual Determination) AVID is a global nonprofit organization that operates with one guiding principle: Hold students accountable to the highest standards provide academic and social support, and they will rise to the challenge. AVID's kindergarten through higher education system brings research-based curriculum and strategies to students each day that develop critical thinking, literacy, and math skills across all content areas. AVID is not just another program...at its heart, AVID is a philosophy. AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

**Backpacks** Students are encouraged to use backpacks to carry books and supplies to and from school. However, for safety reasons students are not permitted to carry backpacks with them to class. Backpacks may not be left in hallways, Cafetorium, or outside classrooms. Exceptions will be granted on an individual basis and must be approved by a school administrator.

**Bicycles, Roller Blades, Skateboards or Scooters** These are acceptable means of transportation if safety rules are followed. Bicycles must be walked onto/off school grounds and all bicycles and skateboards must be locked in the racks provided. If blades or boards are stored, they must not infringe on normal locker function, nor may they be transported on buses. **Mopeds, motorcycles and motorized scooters are not permitted.** Any of the above items that are used inappropriately during the school day will be confiscated and parents will be contacted.

**Buses** Parents of students who will use Academy District 20 transportation are reminded that a fee for transportation services will be assessed for the 2018-19 school year beginning on the first day of school.

**Bus Pass** A Bus Pass is necessary for a student to ride a different bus than the one assigned by D20 Transportation and may be obtained from the Attendance Clerk. A written note from the parent, received at the

beginning of the day or a phone call from the parent by noon, requesting a change in Bus for that day, is required to receive a pass.

### **Billing/Payments**

- Students must have correct stickers for the school year on bus cards. Stickers will change after each semester. Either **bus card** or **student ID card** will be shown to driver per ride. Students who do not have said card will receive a phone call from driver to find out why student does not have card.
- Stickers can be received after paying existing fees and current school year semester bus fees.
- **Stickers** can be obtained from the District (1110 N. Chapel Hills Dr., 80920) or from Transportation Department (7408 Duryea Dr., 80920) or on Pay For it. (Payforit.net)
- Occasional riders may obtain a "Coupon book" from either the District, Schools, or Transportation after existing bus fees are paid. Coupon book is \$20. Bus ride is \$1 per ride, per day. Coupons will be given to driver. Coupons do not expire, and can be used by any student.

**In-district neighborhood students \$50 per student per semester (\$200/family per semester)**

**In-district choice students \$60 per student per semester (\$240/family per semester)**

**Out-of-district choice students \$70 per student per semester (\$280/family per semester)**

**Riding the Bus is a Privilege!** Academy School District Twenty's transportation program is designed to transport students to school and back in an efficient, safe and economical manner using the safety guidelines described on the District 20 Transportation website. *Inappropriate behaviors* in the bus or at the bus stop can result in loss of the privilege of riding the bus. Bus drivers will give bus rules to students. Violations of the rules will be handled by the district Transportation Department. Video cameras will be used on District 20 school buses as deemed necessary by the transportation department for the purpose of student management and to check the quality of transportation services. Such use will be oriented toward deterrence and/or correction of inappropriate or unsafe behavior, and to assure excellent customer service. Students will NOT be notified when a video camera is on board or in use on a district vehicle. When video recordings are produced, they shall be stored and secured to assure confidentiality. Video

recordings held for review of bus incidents will be maintained in their original form pending resolution. Upon resolution, videos will be released to be erased or maintained in accordance with established procedures that govern access, review and release of student records.

### **Cell Phones and other Electronic Devices**

Policy [JICJ](#) allows students to carry electronic communication devices approved by the building principal, but these devices must be turned off and put away during instructional time unless they are being used for instructional purposes and with approval of the teacher. During non-instructional time, school staff may restrict students' use of such devices if, in their judgment, use of the devices interferes with the educational environment. Violation of this policy may result in disciplinary action and confiscation of the electronic communication device. A conference between the parent/guardian, student and school personnel may be required in the event an electronic communication device is confiscated.

**Closed Campus** Students must stay on school grounds from the time of arrival until dismissal or until signed out by a parent or guardian. Students must be signed in and signed out in the Attendance Office. Parents must present a valid picture identification to check students out from school. Students may not leave school grounds and return to school to attend after school functions, including S.A.S.H.

### **Closings, Delays & Releases (Procedure EBCE-R)**

1. **School Cancellation:** If the decision is made to cancel school, local radio and television stations will be asked to announce that the District will be closed. Additionally, the district will send out phone and text messages indicating cancellations or delays. All decisions will be made around 5:30 am.

2. **Delayed Start:** If adverse weather conditions appear to be developing during the 5:30am decision time frame, the Superintendent may delay the start of schools for an appropriate time period. The procedure will be as follows:

- Local stations will be informed by 5:30am that the starting time for District 20 schools will be delayed. The decision relative to whether schools will be open or closed will be made prior to 7:30am. If the decision is to hold school, the delayed start will be honored and no additional radio or TV announcements will be made. If the decision is to cancel school, local radio and TV stations will be informed by 7:30am.

3. **Early Release:** If a school is in session and a storm develops during the day, a decision may be made to send students home early. The procedure will be as follows:

- On the days when the weather at 5:30am may not be bad enough to cancel school, but weather reports and other indications are that a storm may develop during the school hours, bus drivers will be notified that it is a "storm alert" day. Each driver will have this information by the time he or she completes the morning bus run.
- Between 10:00am and 10:30am, if the decision is to release early, each bus driver will be notified. School will be dismissed approximately two hours early, and bus drivers will make their regular runs in the usual sequence.
- Parents need to make arrangements to pick up your child if they are not riding the bus in a timely fashion.
- Parents should make arrangements so that their child will have a place to go if there is no one at home on early release days.

**Counseling** The middle school counselor helps to facilitate the mastery of key educational and social developmental tasks for students in grades six through eight. The counselor provides individual and group times for students to discuss concerns, explore options, and take responsibility for choices. The counselor collaborates with students, parents, teachers, and administrators to clarify which problems are typical to development and which require special attention. The counselor serves as a resource in explaining and understanding a student's strengths and abilities through test interpretations, classroom presentations, parenting classes, and committee memberships at building and district levels.

Counselors respect the inherent rights and responsibilities of parents, students, and endeavor to establish a cooperative relationship with both parent and student. The privacy rights of students must be respected; however, counselors shall inform parents of information that may jeopardize the health, safety, and welfare of the student. Such information will be shared with parents even if the student objects to the disclosure. If parents have any concerns regarding confidentiality or any counseling services, they are encouraged to contact their child's counselor or grade level administrator.

Parents have the right to refuse counseling services for their child. If parents do not want their child to access counseling services, they simply need to write a letter or stop by the school to sign a form, indicating that preference. It is the parent's responsibility to renew their wishes in regard to counseling services when the child's home school changes. Refusing counseling services will

not exclude students from meeting with a counselor for concerns about scheduling, academics, career/college advising or the classroom curricular component.

**Dances** School dances are held after school and are always optional. Transportation is NOT provided. We expect students to have rides arranged at the time the event is scheduled to end. Dances are open to Eagleview students only.

**Discipline** Students are free to make choices. During the middle school years, we expect them to make positive and productive choices, but in the event they do not, there will be consequences. Conduct expectations and consequences shall apply to behavior in the classroom, on school grounds, in school vehicles, going to or coming from school, or at school-sponsored activities and events. At all times, students shall be expected to conduct themselves in keeping with their age and level of maturity, and acting with respect for those in authority who are expected to maintain the environment. [JIC]

*Due Process:* At the time of a disciplinary proceeding, the program administrator or his/her designee will give the student notice of the anticipated action. The notice will contain the following information:

- a. A statement of the charges against the student.
- b. A statement of the basis of the allegation.  
(Specific names may be withheld if necessary to protect a witness.)

The student will be given an opportunity to have an informal hearing and to admit or deny the allegation(s) and to give his/her version of the events. The notice and informal hearing should precede any removal of the student from school. There need be no delay between the time notice is given and the time of the hearing. If a student writes a statement that will be used in an expulsion case, a parent will be notified and may be asked to be present and to sign the student statement. If the student's presence in school presents a danger, administration will not be required to give notice nor provide an informal hearing prior to removal from school. A post-suspension conference may be arranged before the student returns to school. All disciplinary action(s) will follow the stated expectations and guidelines set forth in D20 Policy JK. Consequences for inappropriate behavior include, but are not limited to:

- Peer Mediation/Restorative Justice process (RJ)
- Lunch Detention (LD)
- After School Detention (ASD)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Recommendation for Expulsion (EXP)

*Additional Inappropriate Choices* In addition to the behaviors that could lead to suspension or expulsion, the following are examples of behavior that will result in disciplinary action:

- Bullying/Harassment
- Possession of dangerous items (firecrackers, lighters, matches, etc.)
- Lying/falsifying information (verbal/written)
- Cheating/scholastic dishonesty
- Truancy (absent from school without parent or school permission)
- Use of profanity (written/verbal)
- Selling unauthorized items (food, candy, etc.)
- Staff or Peer Disrespect
- Throwing objects (rocks, balls, snowballs, projectiles, etc.)

Any behavior that causes, or could cause injury to another, damage to property, or disruption of the educational opportunity for others.

**Eagle Time** Eagle Time will remain at the end of the day, and will focus on executive functioning such as organizational skills, study skills, planning for homework completion, and strategies for test taking. Each week we will devote Tuesdays for instruction of the RULER curriculum adopted by the district two years ago. This curriculum focuses on educating students to identify emotions and to access a toolbox of strategies to help them navigate those emotions. Monday will be our school Access day.

**Fees** The following fees represent the fixed costs, per student, for participating in each activity throughout the school year.

Instrument Rental:	\$50.00 per semester
P.E. Locks:	\$ 5.00
Athletics (excluding football):	\$45.00 per season
Football:	\$65.00 per season
High Trails:	\$280.00

**Additional fees may occur throughout the year to cover field trips and other school activities. Please see school website for the complete list of fees.**

**Field Trips** Students must have signed permission slips and their field trip fees paid by the time designated by the sponsor, or they will not be allowed to attend the field trip. If the trip is scheduled for entire day, and the student is not going to attend, the team teachers will communicate to parents what the expectation for that student is.

**Fire/Lockdown/Tornado Drills** Drills are conducted on a monthly basis. Exit routes will be posted in each room and will be explained by teachers on the first day

of school and throughout the school year. Students shall remain silent, walk and listen to directions provided by district staff during all drills.

**Flag Displays** The building principal shall see that the United States flag is prominently and permanently displayed in each academic classroom when classes are in session. The United States and Colorado flags shall be displayed on a flagpole at all times during days while school is in session except during inclement weather. Flags shall be handled with respect at all times according to Policy IMDB.

**Guests** Students are not allowed to bring guests to EMS. However, parents and other guardians are encouraged to visit. Please contact the office and/or team teachers 24 hours prior to the planned date when parents desire to visit, as a courtesy to our classroom teachers. Parents must sign in at the front office and receive a visitor pass before proceeding to other parts of the building. Guests are reminded that they are not to disrupt the learning environment and are not to enter the team area or exploratory classrooms during the school day without permission from an administrator. If a parent/guest needs to meet with the team or specific teacher, contact the teacher and/or team to schedule a time.

**Handbook/Planner** It will be the student's responsibility to be well prepared for each class by having supplies that are necessary. Daily use of the student planner is recommended. Planner cost is \$5.00 each and for replacement of planners.

### **Homework Policy:**

#### *The purpose of homework:*

Homework is considered a supplementary component for the learning process and is assigned for a variety of reasons. However all homework assignments should fit under one of the following reasons:

1. *Practice:* Students must attain independence in a learned skill. This kind of homework increases speed and accuracy. Practice also allows students to check their understanding and progress without being penalized for incorrect answers and allows for reflection of a topic.
2. *Preparation:* When students make connections in their learning, they retain information for a longer time. This type of homework would ask students to reflect on previous learning or think about what they would like to learn about a new topic.
3. *Extension:* These kinds of assignments allow students to express new learning in creative and varied ways. This may include long-term projects. Unlike practice homework, long-term projects are often graded for correctness and will be accompanied by a rubric to clearly explain the expectations of the project.

4. *Study:* Students may be asked to review key information contained in notes and assignments. This kind of study helps students to put information in their long-term memory.

#### *Teacher Responsibilities:*

1. Schedule daily, weekly, and/or long-term assignments that are meaningful and useful to support the student's total learning experience and aligned to the Homework Policy and Guidelines.
2. Provide written communication to parents or guardians regarding homework expectations.
3. Assist students in developing routines to support academic responsibilities such as: using daily planner, accessing grades on Infinite Campus, and SOAR expectations.
4. Work as a team to coordinate team assignments like projects, assessments and homework to ensure a reasonable workload for students.

#### *Student Responsibilities:*

1. Make sure you understand assignments before leaving school.
2. Take home all necessary homework and material you will need to complete your homework.
3. Have organized means of keeping and carrying homework to and from school.
4. Do your homework as carefully and neatly as in-school work.
5. Complete homework on time and budget time for long-term projects.

#### *Parent Responsibilities:*

1. Assist your student in developing good study habits and provide a specific time and place for study, free of distractions.
2. Develop a routine to ensure that your student can meet his or her homework responsibilities outlined above. However, if students are not done with their homework at a reasonable time, please stop them and let them go to bed. A well-rested child will be more prepared for the next day of learning.
3. Promptly communicate concerns or questions regarding homework to your child's teacher. If your child is consistently taking an excessive amount of time on their homework, adjustments may need to be made to make the homework more appropriate.
4. Please encourage, motivate and prompt your child while they are doing their homework but do not sit with them the entire time and do it with them. Students need to practice independently and apply what they have learned in class. Instead help your child understand their knowledge by asking them what steps they find easy and difficult, what they plan to do to improve speed and accuracy, or ask what knowledge they are using to complete their work.

*Homework percentage:* At most, homework is 20% of a student's grade.

*Late work:* At most, late work will be deducted 20% until the end of the unit or assessment, which will be communicated by the teacher to students and parents. After the designated time the assignment may no longer be turned in for credit.

**Honor Roll** Eagleview recognizes three honor rolls, which are based on performance for **all four quarters**:

- Principal's Honor Roll - 4.0 quarterly GPA
- Merit Honor Roll - 3.50-3.9 quarterly GPA
- Honorable Mention - 3.0-3.49 quarterly GPA

Individual awards are given at the end of the year for academic achievement. Students are recognized for their respective honor roll based on performance for all four quarters.

Remember...

1. All subjects are considered part of the grade, so Industrial Arts counts the same as Language Arts.
2. Students must make an Honor Roll all four quarters at Eagleview to be eligible.

**Illness, Injury and Medication** The school health office is available to students if they are ill, injured or have a health concern. Students must have a pass from a teacher to come to the health office except in the case of an emergency. Any student who is too ill to remain in school must call parents from the health office. Students who are too ill to complete the school day will not be allowed to walk home. When possible, please try to administer medications at home. If students need to take medicine at school, the following policy applies:

- Prescription medications must come in the most recent bottle dispensed by the pharmacy. The bottle label must include the following information: student's name, prescribing doctor's name, name of the drug, dosage, the time to be administered, and prescription date.
- Medication is administered to students only upon the specific written request of the student's parent or guardian and with written permission from the student's physician or dentist Policy JLCD. The parental request shall include a release of claims against the District arising out of the administration of the medication.
- Over the counter medications such as Tylenol and cold medications must be brought to school by a parent in the bottle or box in which they were purchased. The student's name must be written on the

container, and the container must be kept in the health office.

- A District Medication Consent Form completed by the parent or guardian and the health care provider must accompany each medication, including over-the-counter medications such as Tylenol, Advil, and allergy medications. This form must include: the student's name, name of medication, amount of medication to be administered, time medication is to be administered, and permission for the school to administer the medication.

**No medication will be administered if it comes in a baggie, plain bottle, envelope, etc.** The parent will be called and the medication will not be administered.

**Immunization** Students are required to have additional immunizations or a signed waiver prior to enrolling in seventh grade or eighth grade if new to the district. Proof of immunization must be submitted prior to the first day of school or admission will be denied.

**Infinite Campus (Parent Portal)** Eagleview parents may access up-to-date information about their child's grades, attendance, test scores, homework assignments, and much more. Infinite Campus is available only to the parents and guardians of students enrolled at Eagleview Middle School. In addition to providing up-to-date student information, it also helps speed the flow of communication among students, teachers, and parents. Infinite Campus is now available as a free app through Google Play or Apple App Store. The district code is GDZLLZ. **Gradebooks are updated by Monday of each week.**

**Insurance** Optional student accident insurance is offered at the parent's expense. Forms are available in each school building. It is the parent's responsibility to choose the coverage they desire and to mail in the enrollment forms. Students who are injured at school or at a school sponsored activity are not covered by district insurance.

**Intramurals and Athletics** Eagleview will be offering the following sports to all seventh and eighth graders: cross country, football, girls' softball, volleyball, wrestling, girls' basketball, boys' basketball, track and tennis. Sixth grade students will have the opportunity to participate in intramural cross-country only. We will have sign-ups for the various sports and will let students know about sign-ups through the morning announcements. To be eligible to participate in interscholastic athletics, students must take part in the intramural activity for that sport when it is offered. All seventh and eighth grade intramurals will take place after school. Students will need to have a current



physical on file in the office before they may attend any practices. There is a fee to participate in each sport.

**Library Media and Technology Center** The LMTC is open daily from 8:15 am to 3:40pm. Students may check out up to four books for 2 weeks, and they may renew books in the LMTC (or online) unless the books are on hold to another student. Teachers will distribute notices of overdue books and fines to students on a weekly basis. After a book is 14 days overdue, a flat \$2.00 fee will be assessed. Magazines are available for checkout for 3 days with no renewal. Fines of 25 cents per day (\$2.00 maximum) will be charged if the magazine has an overdue status. Web research plays an integral role in student learning in the Eagleview library. Students can access the school's subscription databases (GALE, World Book Online, CultureGrams, Cavendish Square, Discovery Education and more) from home for research projects and general information. Students may print from their printing account in the LMTC. The LMTC staff seeks to serve the information needs of all students, and will work with students to promote respectful and responsible use of library materials, technology, and the facility.

**Lockers** A locker is provided for convenience and storage of school materials for each student. Students are not to share a locker with another student or give out locker combinations to anyone. Locker problems should be reported to the student office only AFTER the student has reported to a teacher and obtained a hall pass. Lockers are to be kept neat and orderly. Posters and signs are permitted on the inside of lockers but must be attached with magnets, putty or masking tape only. Only plastic, magnetized mirrors are permitted. If the locker is abused (e.g. kicked, slammed, scratched, etc.) the student will be liable for damage and may lose the privilege of using a locker. It is the student's responsibility to ensure that lockers are locked both in hallways and in P.E. The school is NOT responsible for lost, stolen or damaged personal items. The school will not be responsible for items left in lockers after the announced clean-out dates. In accordance with Policy JIH, the school has the right to open any locker at any time. School lockers are school district property – not student property.

**Lost and Found** It is suggested that all personal items be labeled with the student's name. "Found" articles should be turned in to "Lost and Found" near the counseling center. Unclaimed items and items left in lockers will be given to a charitable organization at the end of each quarter.

**Make-up Work** In the case of an excused absence, students will be given one day for each day that they

were absent to make up work. Due dates for work from prearranged absences will be arranged when the prearranged absence form is completed with the grade level administrator (available online). Make-up work shall be provided for any class in which a student has an excused absence, unless the absence is due to the student's expulsion from school. It is the responsibility of the student to pick up any make-up assignments permitted on the day returning to class.

**Meals** Hot lunch, salads, à la carte items, snacks, and drinks are available. À la carte and snack items are priced individually. Lunches may be purchased in the Cafetorium for \$2.70, entrée only is \$2.40, and adult lunches are \$3.55. Breakfast will be available from 7:45am to 8:25am at a cost of \$1.55. Families can deposit any amount into their computerized lunch account. Using a confidential ID number, students can purchase lunches. Parents may use PayForIt.net, a prepayment system to pay for student lunches online. Sack lunches may also be brought from home. Checks are payable to "Academy School District #20." Please note student's name on your check. Free and reduced lunches are available to eligible students. Applications may be picked up in the counseling office.

**National Junior Honor Society** The National Junior Honor Society is open to any eighth grade student who has achieved a grade point average of at least 3.8 based upon four quarters of sixth grade and the first two of seventh grade. Students who qualify academically must also demonstrate characteristics in the following areas: Honor, Service, Leadership, and Character. Selections are made at the end of the seventh grade year.

**Passes** Except during passing periods, students are not permitted to leave class without an official pass.

**Positive Behavior Support (PBIS)** At Eagleview, we believe that students learn best in an environment that is safe and free from unnecessary disruption. We expect students to be responsible and accountable for their choices; exhibit care and concern for people and property; respect themselves and one another; and contribute in a positive way to their school and community. Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Eagleview's PBIS acronym is S.O.A.R., which stands for safety, ownership, active engagement and respect. Students are rewarded using tickets and frequent recognition for exhibiting S.O.A.R. traits and can redeem tickets at the SOAR store.

**Reporting Student Progress** The primary purpose of evaluation and grading of student performance is to communicate to students and parents how students are performing within a specific period of time. Eagleview will use the following grading scale:

- A – Above Grade level (89.5-100)
- B – On grade level (79.5-89)
- C – Approaching grade level (69.5-79)
- D – Below Grade level (59.5-69)
- M – Missing Assignment
- P/F – Pass/Fail
- I – Incomplete (to be made up)
- NC – No Credit

If students fail a class, they may need to go to summer school, or receive tutoring as arranged by parents. Student academic progress may be obtained at any time by accessing Infinite Campus. Report cards will be available online after the end of each quarter. Some teachers and teams use Standards Based Grading and will communicate what that looks like with their parents. Teachers will also be available to conference with parents and students as needed.

**Response to Intervention (RtI)** RtI is the practice of providing high quality instructional intervention matched to student needs. RtI provides a tiered system of intervention beginning at the classroom level and provides level of support based on the needs of students. EMS has a building level team that evaluates students who need additional support in and out of the classroom.

**School Pictures** Pictures will be taken during Taking Flight in the Auxiliary Gym on the following date:

- Individual Pictures – August 8, 2018

**Special Education Programs** Eagleview Middle School has a variety of special education programs to support students with Individual Education Plans (IEP) and to provide support for students with 504 plans. The resource program is designed to support students with academic, organizational and social needs in order to enhance the ongoing development of academic achievement and student responsibility. One of Academy District Twenty's programs for students with Serious Emotional Disabilities (AN) is located at Eagleview. Students from D20 middle schools with significant emotional needs may be staffed into the Eagleview program.

**Student Dress - Policy JICA** A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school safety.

The Board recognizes that students have a right to express themselves through dress and personal appearance, and that student dress has an effect on behavior, work quality, and school pride. Students are not permitted to wear apparel that is disruptive or potentially disruptive to the classroom environment, or to the maintenance of a safe and orderly school. Certain clothing or appearance could be designated as disruptive if it advocates drug use, violence, or unlawful activity.

The following shall not be worn in school buildings, on school grounds, or at school activities:

1. Any clothing, paraphernalia, grooming, jewelry, accessories or body adornments that are disruptive, or potentially disruptive to the educational environment as determined by an administrator; including but not limited to items that:
  - refer to drug, tobacco or alcohol;
  - are obscene, profane, vulgar or defamatory in design or message;
  - advocate drug use, violence or disruptive behavior;
  - refer to sexual orientation;
  - have removable chains on pants, shirts or jackets;
  - contain gang symbols; including bandannas
  - are sexually offensive or suggestive;
  - threaten the safety or welfare of any person;
2. Clothing that, whether in a standing or seated position:
  - reveals all or part of the stomach, buttocks or chest;
  - is backless;
  - reveals underwear (this includes sagging pants);
  - is inappropriately sheer, short, tight or low-cut.
3. The following student dress standards are in effect at all times:
  - Cleanliness of person and apparel is expected as a matter of health and aesthetics.
  - Shoes, sandals or boots are required at all times for health and safety reasons (slippers may not be worn to school at any time and are not considered appropriate footwear).
  - Holes in clothing must be appropriate and students will be asked to change if they are not.
  - Apparel that endangers any person during specific activities or employment may not be worn.
  - Additionally, protective eye covering and clothing must be worn at all times in designated educational settings.
4. Students are not permitted to wear hats, or head coverings in the school building during the school day unless wearing such coverings are required for religious or health reasons. Students wearing hats or

inappropriate head covering may be subject to disciplinary action.

**It is the right and the responsibility of the staff and administration of the school to monitor dress and appearance.** Disciplinary action for violations of the dress code standards will include notification to the student of the violation, the requirement that the clothing be changed before re-entering class, and potentially a parental conference. More severe disciplinary consequences, including suspension, may result from repeated or serious violations.

**Student Valuables** Students should not bring large amounts of money, radios, MP3 players, cameras, phones, electronic games, or other valuable nonessentials to school. Students may not disrupt the school setting, nor shall they create an unsafe environment with the use of any devices that are not essential to student learning. **STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR PERSONAL ITEMS.** Stolen or damaged items are not the responsibility of school staff. If it is necessary to bring money or a valuable item, please leave it at the office for safekeeping. Valuable items that are found (such as electronic devices and money) will be turned into the bookkeeper's office.

**Tardies** Students are to report to their first period class when the first bell rings at 8:25am. Students are expected to arrive to all classes on time. In the event this is not possible, students will be required to have a pass. The number of tardies accrued will reset each semester. Excessive tardies will result in a disciplinary action.

**Technology** Students who have parental permission and who agree to the district network/technology student user agreement will be allowed to access the network and building technology equipment. Please see Policy JS and IJND E and EMS Student BYOD Acceptable Use Policy for details related to Student Use of Internet and Electronic Communications.

***Remember, technology/network use is a privilege!***

**W.E.B. Program** (Where Everybody Belongs) Eagleview participates in the nationwide WEB program, an organization whose sole purpose is to help sixth graders feel more comfortable and successful in their new school. All sixth grade students will be assigned to an eighth grade WEB leader who will meet with their sixth grade-mentoring group throughout the year.

**Telephones** School phones are for business use only. There is a student phone in the Counseling Office. When illness or emergencies arise, students may get permission to use school phones from a staff member.

### **Academy District Twenty Web Sites** (<https://www.asd20.org>)

- D20 information (newsletters, weather alerts, lunch menus, Infinite Campus, etc.)
- 20Alert sign-up

### **Eagleview Web Site** (<https://eagleview.asd20.org>)

- Homework assignments
- Daily student announcements
- Contact information
- Teacher Web pages & Infinite Campus
- Library resources...and much more!

## **STUDENT EXPECTATIONS, RIGHTS & RESPONSIBILITIES**

**Introduction** Public school students have certain rights guaranteed by the constitution and laws of Colorado as well as the United States of America. These rights are not the same as adults because the school is a special setting. The law provides that school officials need flexibility to control student behavior in the schools and at school activities—even for actions that occur off-campus, on weekends or during the summer, if the actions threaten to carry over to students or staff at the school. However, students do have numerous protections from undue censorship, arbitrary actions of school employees and elected officials, and unlawful search and seizure, among other things.

This handbook informs you of your rights and your responsibilities as an Academy District 20 student. It will help you be a successful student/citizen in the district. Please read it carefully and ask questions of your principal, your counselor, or your teachers if you do not understand.

**Balancing Rights and Responsibilities** With student rights come student responsibilities. In most cases, this means, “follow the rules.” The rights of all others in the school environment are protected when students exercise responsibility and follow the rules.

**Handbook of Student Rights and Responsibilities** are designed to protect rights, yours and others. They help set expectations so that students learn behavior patterns that enable them to become responsible members of society. The rules also allow us, if necessary, to discipline individuals who do not respect rules. They also help protect every student's right to an education. Given the Columbine tragedy and other more recent events, students need to tell an adult if they are aware of other students who are planning to harm themselves or

others in the school or community. This is not being a “snitch” or a “tattle-tale.” It is responsible citizenship that could save lives, including your own. Safe2Tell® provides a way for students to anonymously report any threatening behaviors or activities endangering them or someone they know. A report can be made by calling 877-542-7233 (SAFE).

### **Seeking Change through the Proper Channels**

Students and parents are encouraged to participate in the district in a variety of ways. Building and district committees offer positive ways of influencing the operation of the district. Most positive changes come about through the committee process. The district and the Board of Education also want to maintain open lines of communication. Administrative policy [KE](#) and the associated regulation [KE-R](#) contain information on public concerns and complaints.

**Freedom from Discrimination** District policies protect students from discrimination that denies the benefits of district educational programs or activities based on race, gender, sexual orientation, religion, ethnicity, national origin, age, or disability. If you believe you have been discriminated against, notify the Title IX officer in your school, usually the principal or assistant principal, or the Title IX officer in the district, the Executive Director for Administrative and Learning Services. If it is because you are disabled, notify the Director for Special Education.

**Academic Rights** To function well in the classroom you must have a clear idea of what the teachers expect of you. Therefore, you have a right to know exactly what the requirements are for each course in which you are enrolled. If the course requirements seem unclear to you, or if you have questions, you have not only a right but also an obligation to yourself, your fellow classmates, and to your teacher, to ask for clarification.

**Drug and Alcohol Use by Students (administrative policy JICH):** It shall be a violation of district policy and considered to be behavior that is detrimental to the welfare and safety of other students or school personnel for any student to possess, use or distribute alcohol or drugs, or to possess drug paraphernalia on school property or at school-sponsored events. **Sharing any controlled substance, including prescription medication is also a violation of district policy.** In order to promote a healthy and safe learning environment, the school district will take disciplinary action that may include suspension or expulsion from school and may include referral to law enforcement for criminal prosecution.

Students who use or possess alcohol or drugs or are under the influence of alcohol or drugs in violation of policy JICH will be disciplined in the following manner:

- **First Offense**— The student will be suspended for ten school days. At the discretion of the principal and with the concurrence of the superintendent, this period may be shortened up to five days provided that the student agrees to complete an appropriate program, which may include an alcohol and/or drug education/treatment/counseling program and/or community service, details of which shall be agreed to between principal and parent. Costs of the program shall be borne by student and parent. Failure to provide documentation of completion of the program within the prescribed time limits will result in the imposition of the additional days of suspension.

Based on circumstances of individual cases, including but not limited to situations involving particularly pernicious, harmful, or addictive illegal drugs such as felony class controlled substances, the principal, at his or her discretion, may recommend expulsion. Violations of administrative policy [JLCD](#) on Administering Medicines to Students may result in disciplinary action, at the discretion of the principal.

- **Second Offense**—The student will be suspended for ten school days.
- **Third and Subsequent Offense(s)**—The principal or designee will recommend to the superintendent expulsion of the student for up to one calendar year for a third offense and all subsequent offenses occurring within three years.

### Penalties for Possession of Drug Paraphernalia

Students who possess drug paraphernalia at school, on the school bus, or at school sponsored events will be disciplined in the following manner:

- **First Offense** - The student will be suspended for three school days.
- **Second Offense** - The student will be suspended for five school days.

- Third Offense - The student will be suspended for five school days and the principal may recommend expulsion.

**Penalties for Distribution, Selling, Purchasing or Exchanging Alcohol or Drugs**

Students who distribute, sell, purchase or exchange alcohol or drugs for anything of value may be expelled, provided that the purchase or exchange of over-the-counter drugs may be limited to a suspension in appropriate circumstances at the discretion of the principal.

**Evaluation** You have a right to be evaluated fairly. Grades, progress reports, and other forms of evaluation should be based on requirements that are clearly set forth by teachers and they should be applied fairly to all students in the classroom.

**Free or Reduced Lunch** Students do best in school if they have eaten a nutritious and balanced meal. Academy District 20 participates in the National School Lunch Program that provides free or reduced price lunches to eligible students. The Board of Education agrees to the federal eligibility regulations, and the food service program meets all state and federal requirements relating to meal and menu records, fiscal controls and accountability, free and reduced-price meals, civil rights compliance, sanitation, and safety.

**School Wellness Policy** Academy District 20 promotes healthy schools by supporting student wellness, good nutrition, and regular physical activity as part of the total learning environment and encourages school health teams in every building. If you are sending food to school for any school function, please consider sending in healthy choices.

**Severely Allergic Students** Your school may include students who have severe allergies. Severe allergies are very serious and can be fatal. While District 20 cannot guarantee that a student will never experience an allergy-related event while at school, the district has created a policy and procedure designed to reduce the risk (Policy JLCDA and Procedure EF-R-1). A Food Allergy Task Force developed [Guidelines for Protecting Students with Life-Threatening Allergies and Food Intolerances](#), which are on the district website. Your school may have designated a nut-free table in the cafeteria. Children who bring in lunch from home may bring in nut products, but may not eat at the nut-free tables. All elementary and middle school students are encouraged to wash their hands after eating to reduce the risk of cross-contamination. If you have a severely allergic child in your classroom, please follow the school’s guidance as

to what foods, if any, may be sent in from home to school for consumption in the classroom.

**Identification** For the protection of all, you must identify yourself when requested by school authorities: in the school building, on school grounds, on the bus, at the bus stops or at school activities, including off-campus activities.

**Personal Conduct** Policy JIC sets expectations regarding student behavior at all school and district-sponsored events, on or off district property. The intent of the policy is to help establish a safe environment, free from material and substantial disruptions for all students, parents, and district employees. Students will conduct themselves in compliance with all school and district rules; learn and assume responsibility for their behavior; and obey the directives of school authorities. (See Policy JK, promoting an atmosphere of responsibility and respect, where learning can take place in a safe environment.)

**Student Expression** Students have a limited right to free expression based on the First Amendment to the United States Constitution. Your right to speak (including written expression), however, must not create a material and substantial disruption to the educational process, be obscene, lead to unlawful action, harm someone’s reputation, or create a clear and present danger to others.

These legal requirements also apply to how you dress when you come to school or school activities. If you cross the line from protected speech, where you are expressing your point of view/opinion, to speech which creates a material and substantial disruption, you may be disciplined. See policies on Student Publications [JICE](#), Suspension, Expulsion and Denial of Admission, [JKD/JKE](#); and the Student Dress Code [JICA](#).

**Free Association** You are generally free to associate with groups of your own choosing. However, any group, school-sponsored or not, that acts to interfere with the rights of others, or disrupt the educational process, may be subject to disciplinary actions by the school officials or appropriate law enforcement agencies.

**Gangs and Related Activities** Gang activities at school impose a threat to the welfare and safety of students and others in the school community and cause substantial disruption to the educational process. The term "gang" as used in this policy refers to two or more individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or

individually. Any apparel or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in or affiliation with any gang is prohibited on school premises, in school vehicles, and at school-related activities. Any gestures, signals, or graffiti which connote gang membership or activities are also prohibited. These prohibitions shall be applied at the principal's discretion after consultation with the superintendent or designee, as the need arises at individual school sites.

**Medicine & Medicine Administration** It is best if medication is administered at home. Students whose parents have completed the district contract to self-carry epinephrine injectors and/or rescue inhalers with appropriate medical provider signatures may self-carry and self-administer these medications at their building site (elementary, middle, and high school). For any other medications to be administered to students at school, it may be done only with a specific written request from the student's parent or guardian (see policy JLCD). The parental request shall include a release of claims against the district arising out of the administration of the medication (JLCD-E). Prescription medications must be labeled with the child's name, name of the medication, time medicine is to be given, dosage, name of the health care provider with prescriptive authority and phone number. Over the counter medications must be packaged in the original container and labeled with the child's name. It is the parent's obligation to pick up any unused medication at the end of the school year. Medication will not be stored at school over the summer so any medication not picked up by parent will be disposed of by school staff at the end of the school year. Medication, except for controlled drugs, may be self-administered by high school students. Medication shall be contained in the original or pharmacy-labeled container. For prescription medication, the label shall state the student's name, name of the medication, when and/or how often it is to be given, the dosage, the name of the prescribing physician, and the date of the prescription.

Controlled drugs shall be administered to high school students in the same manner as all medication is administered to elementary and middle school students.

**Peaceful Assembly** The First Amendment to the United States Constitution allows students of a school to peacefully assemble on the school grounds—in compliance with attendance rules and procedures as well as building regulations. Clubs may meet on school grounds if they have a school sponsor and have been approved by the school authorities. Other groups, even student groups that are not clubs, may meet on school grounds before and after school if they obtain permission

from the building administrators and sign a rental agreement.

**Individual Dignity** Every person is entitled to be treated with respect and dignity regardless of disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry or need for special education services. The dignity of each individual is best served when all concerned, whether staff or students, treat one another respectfully. Academy District 20 is committed to a learning and working environment free from any form of violence or abuse including, but not limited to, actions, words, or insults towards our students, staff, and parents.

The district does not tolerate harassment or bullying in Academy District 20 schools, at school activities or on school buses or at district bus stops. To enhance safety on school buses, video and audio recording devices have been installed and may be in operation at any time.

**Bullying** In keeping with the mission statement to educate every student in a safe and nurturing environment, the district supports a school climate that is free from threats, harassment and any types of bullying behavior. All types of bullying are unacceptable. "Bullying" is defined in district policy JICDE and state law 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. Bullying does not necessarily include all conflicts between students. A student who engages in an act of bullying and/or a student that takes retaliatory action against a person, who in good faith reports an incident of bullying, is subject to appropriate disciplinary action, including suspension, expulsion and/or referral to law enforcement authorities. The district cannot respond to allegations of bullying unless it knows about them.

Students, please tell an adult in your building if you have been bullied or if you have witnessed bullying. Safe2Tell® is a way to anonymously report any threatening behavior that endangers you, your friends, your family or your community. To make a report using Safe2Tell®, call 877-542-SAFE (877-542-7233).

**Sexual Harassment** Sexual harassment is defined as sexually oriented remarks, behavior or jokes that make you so uncomfortable, for a significant period of time, that you consider not coming to school, or to a particular class or activity. Sexual harassment from a teacher, demanding sexual favors, in return for a good grade, or a place on an athletic team, etc. is also forbidden.

Your responsibility in either case is to clearly indicate that the remarks, behavior, demands, etc. are not welcome and are offensive to you. This is not an easy thing to do, but you must make this clear to the people who are making you uncomfortable. If it does not stop, you or your parents must report it to an adult at school. See policy [JBB](#), Sexual Harassment of Students, and the reporting form connected to the policy ([JBB-E](#)).

**Respect for Property** Students are expected to treat all property with care and respect. This applies to property of the school, private property brought to school by school staff or other students, and to property surrounding the school. Neither the district nor the school is responsible for loss, damage or theft of personal property.

#### **Searches conducted by school personnel**

School personnel may search a student and/or the student's personal property while on school premises or during a school activity in accordance with this policy and may seize any illegal, unauthorized or contraband materials. Whenever possible, the student shall be informed of the reason(s) for conducting the search and the student's permission to perform the search shall be requested. A student's failure to cooperate with school officials conducting a search shall be considered grounds for disciplinary action. An administrative report shall be prepared by the school official conducting a search explaining the reasons for the search, the results and the names of any witnesses to the search.

#### **Search of school property**

School lockers, desks and other storage areas are school property and remain at all times under the control of the school. All such lockers, desks and other storage areas, as well as their contents, are subject to inspection at any time, with or without notice. Students shall assume full responsibility for the security of their lockers and/or other storage areas in the manner approved by the administration. Students shall be responsible for whatever is contained in desks and lockers assigned to them by the school, as well as for any loss or damage relating to the contents of such desks and lockers.

#### **Search of the student's person or personal effects**

The principal or designee may search the person of a student or a student's personal effects such as a purse,

backpack, book bag, or briefcase on school property or at school-sponsored events or activities if the school official has reasonable grounds to suspect that the search will uncover:

- Evidence of a violation of district policies, school rules, or federal, state, or local laws.
- Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Search of the person shall be limited to the student's pockets, any object in the student's possession such as a purse, backpack, book bag, or briefcase, and a "pat down" of the exterior of the student's clothing.

The extent of the search of a student's person or personal effects, as well as the means to conduct the search, must be reasonably related to the objectives of the search and the nature of the suspected violation. Additionally, school officials conducting the search shall be respectful of privacy considerations, in light of the sex and age of the student.

Searches of the person shall be conducted out of the presence of other students and as privately as possible by a person of the same sex as the student being searched. At least one person of the same sex as the student being searched shall witness but not participate in the search.

Searches of a student's person and/or personal effects may be conducted without the prior consent of the student's parent/guardian. However, the parent/guardian of any student searched shall be notified of the search as soon as reasonably possible.

Searches of the person which may require removal of clothing other than a coat or jacket shall be referred to a law enforcement officer. School personnel shall not participate in such searches.

#### **Detection Canines**

Searches of school facilities, lockers, personal property, cars, and parking lots may be conducted by authorized persons using trained detection canines under the direction of the school principal or designee.

#### **Seizure of items**

Anything found in the course of a search conducted by school officials which is evidence of a violation of law or district policy or school rules or which by its presence presents an immediate danger of physical harm may be:

- Seized and offered as evidence in any expulsion proceeding. Such material shall be kept in a

secure place by the principal until it is presented at the hearing.

- Returned to the student or the parent/guardian.
- Turned over to a law enforcement officer in accordance with this policy.

**Student Records** The district protects the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA). Therefore, without written consent from a parent or guardian, we do not disclose personally identifiable information from a child's education records unless disclosure is covered by one of the exceptions in FERPA (see administrative policy [JRA/JRC](#)). If you wish to allow a third party (for example, a step-parent) access to personally identifiable information from your child's education records, please contact your building administrator to request a third party consent form. Each parent or guardian must complete the form and have his or her signature notarized. Return the notarized forms to your building administrator. The permission will be effective until a parent/guardian revokes permission in writing and submits the revocation to the building administrator. School officials may obtain access to your records for educational purposes. All individually identifiable educational information is confidential except for "directory" information [name, date of birth, place of birth, participation in officially recognized sports and activities, height and weight (for athletic teams), dates of attendance, degrees and other honors awarded.] **One important exception:** military recruiters can obtain the names, addresses and home telephone numbers of all high school students, unless the student requests otherwise in writing.

**Access To Records** The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the school principal or designee, a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent of the time and place where the records may be inspected. The record itself shall not be taken from the school building. However, upon request, one copy of the record shall be provided within a reasonable time to the parent/guardian, or properly designated third person at a cost not to exceed \$1.25 per page to be determined by the Superintendent.

The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of possible next steps to remedy the issue.

The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

FERPA requires that the district, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing a student's role;
- The annual yearbook;
- Honor roll or other recognition lists;
- Sports activity sheets,

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify your principal in writing by August 31 of the current school year.

**Tobacco-Free Schools** To promote the general health, welfare and well-being of students and staff, smoking, chewing, vaping or any other use of any tobacco product by staff, students and members of the public is prohibited on all school property. Possession of



any, tobacco product by students is also prohibited on school property.

**Weapons (administrative policy JICD):**

Possession or use of a dangerous weapon by students is detrimental to the welfare and safety of the students and school personnel within the district. Possessing dangerous weapons on school grounds, in a school vehicle, or at a school activity or sanctioned event is prohibited, unless authorized by the school or the school district, and may result in suspension or expulsion.

As used in this policy, "**dangerous weapon**" means:

- **A firearm**
  - A firearm is any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive;
  - The frame or receiver of any weapon described above;
  - Any firearm muffler or firearm silencer; or
  - Any destructive device.
  - A "destructive device" is defined as any explosive, incendiary, or poison gas including a bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to the devices described above.
- **Any knife or cutting instrument possessed without authorization of school officials;**
- **Any device capable of temporarily immobilizing a person by the infliction of an electrical charge, including stun guns or taser guns; or**
- **Any object, device, instrument, material, or substance, whether animate or inanimate, that is used or intended to be used to inflict death or serious bodily injury.**

In accordance with 20 U.S.C. § 7151, a student who is determined to have brought a firearm to a school, or to have possessed a firearm at a school, shall be expelled for not less than one year, except that the superintendent may modify this requirement in writing for a student on a case-by-case basis.

School administrators shall consider violations of this policy on a case-by-case basis to determine whether suspension, expulsion or any other disciplinary action is appropriate based upon the individual facts and circumstances involved.

**CODE OF CONDUCT** The principal or designee may suspend or recommend expulsion of a student who

engages in one or more of the following activities while in school buildings, on district property, when being transported in vehicles dispatched by the district or one of its schools, during a school-sponsored or district-sponsored activity or event and off school property when the conduct has a nexus to school or any district curricular or non-curricular event.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property of value.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property.
3. Commission of any act, which if committed by an adult would be robbery or assault as defined by state law.
4. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
5. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
6. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
7. Violation of the district's policy on bullying prevention and education.
8. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
9. Violation of district policy or building regulations.
10. Violation of the district's policy on weapons in the schools. Expulsion shall be mandatory for using or possessing a firearm, in accordance with federal law.
11. Violation of the district's alcohol use/drug abuse policy.
12. Violation of the district's tobacco-free schools policy.
13. Violation of the district's policy on sexual harassment.
14. Violation of the district's policy on nondiscrimination.
15. Violation of the district's dress code policy.

16. Throwing objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
17. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
18. Lying or giving false information, either verbally or in writing, to a school employee.
19. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
20. Making a false accusation of criminal activity against a district employee to law enforcement or to the district.
21. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
22. Repeated interference with the school's ability to provide educational opportunities to other students.
23. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

### **Consequences for Breaking School Rules and/or State and Federal Laws**

You can be disciplined if you violate the school rules or laws of the state or nation. Some violations are more serious than others and can result in suspension, expulsion or denial of admission. Under the Policy JKD/JKE students may be suspended or expelled for the following reasons:

- Willful disobedience;
- Willful destruction of property;
- Behavior **on or off** school grounds that is detrimental to the welfare of other students or staff;
- Being “habitually disruptive;”
- Repeated interference with the school’s ability to provide services to students;
- Commission of a robbery or of an assault;
- Possessing or bringing or using, or threatening to use a dangerous weapon (including knives) as defined in statute and policy;
- Violation of the District’s substance abuse policy;
- Other serious violations of school rules as determined by the principal;
- Violation of the District policy on immunizations.

Students may be suspended for no more than five school days by the principal or designee on the grounds outlined above, except in the case of a serious violation in a school building on school grounds or at school

activities—in which case the suspension can be up to 10 school days. The Superintendent can extend the suspension of students who are being recommended for expulsion so that the student can appeal the recommendation to a hearing officer, and—if necessary to the Board. In an appeal hearing evidence and argument may be presented on the student’s behalf by the parents and/or the student.

Habitually Disruptive students are a subsection of the above. Under Policy JKEA a “habitually disruptive” student is any student who has been suspended from school for causing a material and substantial disruption during any one school year while on school property, at a school-sanctioned activity or event, or while being transported in a District-approved vehicle may be subject to an individual remedial discipline plan developed and implemented in accordance with the administrative procedure following this policy. If the student is suspended a second time, in any one school year, for causing a material and substantial disruption, a remedial discipline plan must be developed and implemented.

If the student continues to engage in disruptive behavior and has been suspended three or more times in any one school year and who acts in violation of his or her remedial discipline plan, such student shall be declared a habitually disruptive student and shall be subject to mandatory expulsion in accordance with Policy JKD/JKE and state law. Students with disabilities shall be subject to expulsion as a habitually disruptive student if a determination has been made by the student’s properly constituted staffing committee that the disruptive behavior is not a manifestation of the student’s disability.

### **ACADEMY SCHOOL DISTRICT TWENTY MISSION AND BELIEF STATEMENTS**

The mission of Academy School District 20 is to educate every student in a safe and nurturing environment and to provide comprehensive, challenging curricular and extracurricular opportunities that meet the unique needs of every individual by expanding interests, enhancing abilities, and equipping every student with the knowledge, skills, and character essential to being a responsible citizen of our community, our nation, and the world.

#### **WE BELIEVE:**

- An educated citizenry is the cornerstone of a democratic republic.
- Every individual has innate worth and is entitled to be treated with respect.
- Learning is a lifelong endeavor.

- Every individual can learn and does so in a variety of ways.
- The education of each student is a responsibility shared by students, families, schools, and communities.
- Parents have both the right and the responsibility to choose the school, curriculum, and program(s) that best meet the needs of their student(s).
- The development of virtuous character is equal in importance to academic growth and critical to developing responsible citizens of our community, our nation, and the world.
- Whether in the classroom or at home, students achieve best in a nurturing environment where physical, intellectual, and emotional health is emphasized and safety is assured.
- Students must be held to the highest standards of academic achievement while recognizing the true success of our academic program is measured by the success of each student relative

to his or her unique potential and individual progress.

- Every graduate must be fully prepared for the post-graduation path of his or her choice.
- Every student, staff member, and volunteer is responsible for the effective and efficient use of supplies, facilities, and financial resources.

Adopted by the Board of Education – April 2014-+

**ACADEMY D20 B.O.E. DIRECTORS**

Mrs. Tracey Johnson, President  
 Mrs. Karin Reynolds, Vice President  
 Mr. Glen Strebe, Director  
 Mr. Thomas LaValley, Director  
 Mr. Doug Lundberg, Treasurer  
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Dr. Mark Hatchell, Superintendent  
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 Katrina Adad, Secretary

# EMS 21<sup>st</sup> Century Library Media and Technology Center

EMS Website: [www.asd20.org/ems](http://www.asd20.org/ems), then click on Library

From our website, you can search for books, access our research databases, answer all your research questions, locate links to citation creators; find great literature resources, and much more!

## EMS Online Subscription Databases and eBooks Login Information:

<p><b>SEARCH MULTIPLE DATABASES AT ONCE</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>   <p>User ID: <i>colo45028</i> Password: <i>eagles</i></p>	<p><b>MAGAZINE ARTICLES</b></p>    <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	
<p><b>GENERAL REFERENCE DATABASES</b></p>  <p>User ID: <i>asd2home</i> Password: <i>asd20home</i></p>   <p>User ID: <i>colo45028</i> Password: <i>eagles</i></p>   <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	<p><b>HEALTH DATABASE</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	<p><b>FICTION BOOK READER'S ADVISORY</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>
<p><b>SCIENCE DATABASES</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p> 	<p><b>SCHOLARLY JOURNALS</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	<p><b>PPLD</b></p>  <p>Login with your own PPLD card and PIN</p>
<p><b>SOCIAL STUDIES DATABASES</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>   <p>User ID: <i>asd20home</i> Password: <i>asd20home</i></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	<p><b>VIDEO CONTENT</b> (most of other databases also contain video)</p>  <p>Access with your ASD20 login and password</p>	
<p><b>OPPOSING VIEWS</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	<p><b>CURRENT EVENTS</b></p>    <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	
<p><b>ePointPlus (eBooks)</b></p>  <p>User ID: <i>asd20ems</i> Password: <i>eagles</i></p>	<p><b>DESTINY DISCOVER (eBooks)</b></p>  <p>Access with your ASD20 login and password</p>	<p><b>OVERDRIVE (eBooks)</b></p>  <p>Access with your ASD20 login and password</p>
<p><b>MACKIN VIA (eBooks)</b></p>  <p>Access with your ASD20 login and password</p>		<p><b>GALE VIRTUAL REFERENCE LIBRARY</b></p>  <p>User ID: <i>acolo45028</i> Password: <i>eagles</i></p>

All websites must pass evaluation before using! Evaluate for Authority, Accuracy, Bias, Currency, & Coverage FIRST, before your use them for academic research. Evaluation form available on LMTC website.

# EMS Writing Across the Curriculum



## SOARING in Writing

### Sentences:

Complete and focused

### Organization:

Intro, body, & conclusion

### Accurate details:

Relevant and vivid

### Respond to the Prompt

### Include Key Words

### Name and Neatness

### Go Back:

Check content & conventions

### OUTLINE ORGANIZER:

**Topic Sentence:** Simple statement, Number Statement, Question, or Situation/Stance

#### Main Idea #1

Quote, Reason, Detail, Fact

Quote, Reason, Detail, Fact

#### Main Idea #2

Quote, Reason, Detail, Fact

Quote, Reason, Detail, Fact

#### Main Idea #3

Quote, Reason, Detail, Fact

Quote, Reason, Detail, Fact

**Conclusion:** Wrap everything up!  
Use one of the other types of topic sentences.

### T-CHART ORGANIZER:

**Topic Sentence:** Simple Statement, Number Statement, Question, or Situation/Stance

Main Idea 1	Quote, Reason, Detail, Fact
-------------	-----------------------------

Main Idea 2	Quote, Reason, Detail, Fact
-------------	-----------------------------

Main Idea 3	Quote, Reason, Detail, Fact
-------------	-----------------------------

**Conclusion:** Wrap everything up!  
Use one of the other types of topic sentences.

### When responding to writing prompts, remember

- R** Restate the question
- A** Answer the question completely
- C** Cite evidence from the text that supports your answer
- E** Extend your answer by Explaining in your own words

### Citing Textual Evidence— *sentence starters to provide evidence.*

On page \_\_\_\_, the author/text asserts...

In paragraph \_\_\_\_, it says...

On page/line/stanza \_\_\_\_, it states...

The author wrote...

The picture/chart/graph/map shows...

The caption/heading/fact box says...

According to the text,...

An example is...

In the text it states...

For instance, the text states...

This provides proof by...

The text explicitly states ...

The author concludes...

This demonstrates \_\_\_\_ because \_\_\_\_

This passage calls attention to.....

This quote is important because...

This passage suggests...

The passage in paragraph \_\_\_\_ is significant because...

## Intros and Conclusions

A good introduction captures the reader's attention and clearly introduces the topic. In your introduction, consider using one of the following: a quotation, a definition, a question, a problem, statistics, a comparison, a metaphor or simile, a shocker, a brief summary, an anecdote, or, an expert opinion.

A good conclusion should stress the importance of the thesis statement, give the paper a sense of completeness, and leave a final impression on the reader. In your conclusion, consider using one of the following methods: answer the question, "so what?"; synthesize, don't summarize; Redirect your reader by connecting your topic to the world; challenge the reader; look to the future; or pose a question.

## Useful Transitions Words and Phrases

### To Add or Show Sequence:

first	second	also	in the first place	for one (another)
next	then	as well as	in the second place	at this point
furthermore	moreover	besides	equally important	at length
finally	too	similarly	in addition	presently
again	meanwhile	and then	further	sooner or later
still	afterward	additionally		

### To Give Example or Intensify or Restate:

in particular	that is	specifically	for instance	in simpler terms
that is	for example	namely	an illustration of	to put it differently
even	indeed	in fact	it is true	in other words
after all	truly	of course	to illustrate	put another way
in short	above all	in brief	actually	most important
again	simply stated	on the whole	significantly	notably

### To Conclude or Summarize:

finally	all in all	evidently	in conclusion	clearly (then)
actually	to sum up	for the most part	of course	in brief
in particular	surely	in short	in summary	on the whole
to summarize	in any event	altogether	obviously	in any case
in closing	in retrospect	to conclude	above all	certainly

### To Introduce a Result or Cause:

consequently	thereby	accordingly	as a result	as a consequence
thus	so	therefore	then	for this purpose
since	for	hence	to this end	as might be expected
otherwise	thereupon	with this	inevitably	furthermore
because	thus			

### To Compare:

also	likewise	similarly	equally	in the same way
as	like	again	another	in the same fashion
in addition	moreover	in comparison	In that respect	equally important

### To Contrast:

although	and yet	but	despite	but at the same time
even so	even though	however	in contrast	on the other hand
in spite of	nevertheless	regardless	still	on the contrary
though	yet	for all that	conversely	notwithstanding
otherwise	nonetheless	in spite of	neither...nor	the fact remains
whereas	alternatively	instead of	unlike	in other respects

### To Introduce a Concession to an Opposing View:

certainly	naturally	of course	it is true	to be sure
granted	admittedly	no doubt	indeed	obviously
true	nobody denies	undoubtedly	unquestionably	

### To Resume the Original Line of Reasoning After a Concession:

nonetheless	all the same	even though	in spite of	still
nevertheless	despite			

### Subordinating Conjunctions for Thesis Statements:

although	as long/much/soon as	because	even if/though	if/if only
in order that/to	just as	no matter	provided (that)	rather than
since	supposing	though	unless	when/whenever
where/wherever	whether	while	until	in as much

## EAGLEVIEW MIDDLE SCHOOL ~ POSITIVE BEHAVIOR SUPPORT (PBIS) MATRIX

	SAFETY	OWNERSHIP	ACTIVE ENGAGEMENT	RESPECT
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to self</li> <li>➤ Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be on time</li> <li>➤ Be ready and prepared to learn</li> <li>➤ Turn in completed assignments on time</li> <li>➤ Demonstrate honesty</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be attentive</li> <li>➤ Participate in class</li> <li>➤ Ask questions when you do not understand</li> </ul>	<ul style="list-style-type: none"> <li>➤ Leave no trace</li> <li>➤ Be cooperative</li> <li>➤ Listen and Respond appropriately</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>➤ <b>Walk</b> on the right side of the hallway</li> <li>➤ Report unsafe behavior</li> <li>➤ Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>➤ Have a pass</li> <li>➤ Pick up trash</li> <li>➤ Use lockers appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be aware of others and your surroundings</li> <li>➤ Be in class on time</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use quiet voices</li> <li>➤ Be courteous</li> <li>➤ Honor personal space and property</li> </ul>
<b>BATHROOM / LOCKER ROOM</b>	<ul style="list-style-type: none"> <li>➤ Use the bathroom/ locker room for its intended purpose</li> <li>➤ Report unsafe behavior/ conditions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Flush</li> <li>➤ Wash hands</li> <li>➤ Clean up after yourself</li> <li>➤ Use PE lockers appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Stay only as long as you need</li> <li>➤ Get back to class quickly</li> <li>➤ Change out in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be courteous</li> <li>➤ Honor the privacy and property of others</li> <li>➤ Use the bathroom at times that do not interrupt your learning</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to self and in the bus at all times</li> <li>➤ Once seated, stay seated</li> <li>➤ Enter and exit only after the bus comes to a complete stop</li> <li>➤ Cross 10 feet in front of the bus</li> <li>➤ Be alert to traffic and hazards at all times</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be at your designated spot on time</li> <li>➤ Keep belongings in your backpack</li> <li>➤ Ride your assigned bus and get off at your assigned stop</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sit in your seat facing forward</li> <li>➤ Listen and follow the directions of the driver</li> <li>➤ Be aware of other students</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use a quiet voice and kind words</li> <li>➤ Honor the property of neighbors near the bus stop and in walking route</li> <li>➤ Enjoy your music with earphones</li> <li>➤ Finish food and drink before entering the bus</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>➤ Walk</li> <li>➤ Stay seated in the cafeteria until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clean up your area</li> <li>➤ Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>➤ Get to the cafeteria on time</li> <li>➤ Follow the directions of adults</li> <li>➤ Socialize appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be courteous</li> <li>➤ Use quiet voices</li> <li>➤ Eat healthy foods</li> </ul>
<b>RECESS</b>	<ul style="list-style-type: none"> <li>➤ Stay in designated areas</li> <li>➤ Report unsafe behavior</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use appropriate words and actions</li> <li>➤ Pick up trash</li> </ul>	<ul style="list-style-type: none"> <li>➤ Follow game rules</li> <li>➤ Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>➤ Demonstrate good sportsmanship</li> </ul>
<b>ASSEMBLY</b>	<ul style="list-style-type: none"> <li>➤ Keep hands and feet to self</li> <li>➤ Enter and exit in an orderly fashion</li> <li>➤ <b>Walk</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Listen and watch attentively</li> </ul>	<ul style="list-style-type: none"> <li>➤ Respond and participate appropriately</li> </ul>	<ul style="list-style-type: none"> <li>➤ Listen to the speaker</li> <li>➤ Follow directions</li> </ul>
<b>TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>➤ Keep password safe</li> <li>➤ Remember using tech is a privilege, not a right so use equipment appropriately</li> <li>➤ Do not take or share photos/video of others</li> </ul>	<ul style="list-style-type: none"> <li>➤ Take pride in your work</li> <li>➤ Be mindful of your digital profile</li> <li>➤ Take care of devices/ equipment and keep them safe</li> </ul>	<ul style="list-style-type: none"> <li>➤ Use tech for educational use only</li> <li>➤ Follow teacher discretion of tech use</li> <li>➤ Stay on task</li> <li>➤ Follow policy restrictions</li> </ul>	<ul style="list-style-type: none"> <li>➤ Be respectful of others and their work</li> <li>➤ Respond with a positive nature</li> <li>➤ Respect the rights of copyright owners</li> <li>➤ Share resources</li> </ul>







# Eagleview Middle School

Academy School District 20

Jamie Lester, Principal

1325 Vindicator Drive  
Colorado Springs, CO 80919

[www.asd20.org/schools/ems](http://www.asd20.org/schools/ems)  
(719) 234-3400 (719) 234-3599 FAX

## EMS Student BYOD Responsible Use Agreement

### ASD20 Technology Guidelines and Responsible Use Agreement

#### Overview

Academy District 20 provides opportunities to access technology including digital devices (desktop and laptop computers, tablets, and cell phone) for its students. We seek to maintain an environment that promotes ethical and responsible conduct using digital resources.

When signing the Technology and Responsible Use Agreement in the Extended Parent Portal, you are acknowledging that you understand and accept the information in this document.

#### Parent/Guardian Responsibilities

Academy District 20 makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of digital devices. Parents/Guardians assume several responsibilities. These are outlined below.

#### Digitally Acknowledge the Technology and Responsible Use Agreement

In order for a student to access the internet or use a digital device, the student and their parent/guardian must acknowledge the Technology and Responsible Use Agreement, located in Infinite Campus in the Extended Parent Portal.

#### Digital Device Rules and Guidelines

Policies [IJND](#) and [IJND E1](#) articulate the rules and regulations so that students and parents/guardians are aware of the responsibilities students accept when they use a personal or Academy District 20-owned digital device.

For all of the topics listed below, please reference policies [IJND](#) and [IJND E1](#)

- Security reminders
- Appropriate content
- Activities requiring teacher permission
- Digital storage

#### Digital Device Use and Care

- Digital devices are for educational purposes
- Only use your assigned device
- Do not pile things on top of the digital device
- Secure your device when not in use, such as during lunch, gym, or after-school activities
- Do not put the laptop in a place that it could easily fall off a desk, table, or other object
- Charge your personal or school-issued digital device fully each night, and bring your charger to school if necessary
- Only use the charger intended for your device
- Keep the device in its protective case at all times
- Protect the digital device from extreme heat or cold, food and drinks, small children and pets
- Hold your device with both hands

## Email for Students in Grades 6-12

All 6-12 grade students in Academy District 20 are issued an email login account. This allows students to safely and effectively communicate and collaborate with staff and classmates.

### Guidelines and Reminders

- Email should be used for educational purposes.
- Parents may check student email at any time.
- Students are encouraged to share their password with their parents. Parents can change the student password at any time.
- Academy D20 reserves the right to monitor student email accounts.
- Email should be used by the authorized owner of the account.
- Students are expected to protect their passwords and should change it if it has been compromised.

## Digital Cameras

- Many digital devices are equipped with an integrated digital camera. This equipment offers students an extraordinary opportunity to experience a 21<sup>st</sup> Century tool and to develop 21<sup>st</sup> Century communication skills.
- Cameras are to be used for educational purposes only, under the direction of a teacher.
- All videos and photos can only be taken, shared, distributed or posted with the permission of the person being filmed.
- Device use is prohibited in private areas, such as locker rooms and restrooms.

## Digital Images

Any images displayed or stored using district resources (including but not limited to desktop or lock-screen images, avatars, and profile pictures) must comply with the Appropriate Use of Technology Policy ([IJND E1](#)).

## Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).

## Behaviors and Discipline Related to Student Digital Device Use

- See Board Policies [IJND](#) and [IJND E1](#)
- The discipline policies at each school apply to the use of all digital devices.

## Examples of Unacceptable Use - See [IJND E1](#)

### Prohibited uses include but are not limited to:

- Publishing, accessing, downloading, storing, reviewing and/or distributing any content (text, graphic, photo, audio) that contains material which is defamatory, abusive, obscene, profane, threatening, or sexually explicit.
- Using district technology in any fashion that violates school code of conduct, district policy, state law, or federal law (e.g. copyright violations).
- Using or attempting to use an Internet proxy server (anonymizer), proxy software or a proxy browser.
- Performing tests on the district network to identify security faults or vulnerabilities.
- Configuring any device as an ad-hoc wireless access point while it is connected to the district network or in any district facility.
- Configuring any device to provide unfiltered Internet access for yourself or other user(s), i.e. using a cell phone's data plan to access the internet or to provide access for other devices as a mobile "hotspot."

- Possessing or using software without appropriate registration and payment of fees to the software owner.
- Using encryption to cloak network traffic, data files, or email communications within the district network.
- Possessing or using malicious software, hacking software, proxy software, or devices used for these purposes on district property, including but not limited to: capturing software or devices, network discovery and monitoring software or devices, password recovery software and devices, and software specifically designed to remove the evidence of user activity from a computer.
- Storing personal music, videos, or other copyrighted material on any district device.
- Attempting to bypass the internet filter in any way.

## Digital Device Security

Two primary forms of security exist: digital device security and internet filtering. Academy District 20 strives to strike a balance between usability of the equipment and appropriate security to prevent the devices from being damaged or used to cause damage to the network. All files stored on Academy District 20 equipment or the Academy District 20 network are subject to review and monitoring.

Security settings are in place on district-owned digital devices to prevent certain activities. These may include downloading or installing apps, removing software, changing system settings, etc. These permissions may vary.

## Internet Filtering at School

Academy District 20 maintains an on-site internet filtering software package. This program automatically filters all student access to the internet via the District network, whether using a school-owned or personally owned device. Cell phone data is not filtered by Academy District 20, so all phones should be connected to the district wireless network when used on campus.

While internet filtering is provided on-campus by Academy School District 20, no filter provides an absolute guarantee that students will not inadvertently or purposefully access inappropriate content. While Academy School District 20 makes every attempt to protect students from inappropriate material and risks to their safety, *no technology measure is 100% effective, and no technology measure is a substitute for open communication and involved parents/guardians.* All students are expected to utilize only the district network while on school grounds. All internet traffic on the Academy District 20 network is tracked and recorded. If your child encounters inappropriate content, he or she should communicate with his or her teacher immediately.

## Damaged Equipment

### Responsibility

Students are responsible for caring for personal or school-issued devices and equipment they use. Damaged personally-owned devices will not be replaced or repaired by Academy District 20. Situations requiring disciplinary intervention will be processed by the administration at the school level.

***This agreement copy is for reference only.  
LEAVE IT IN YOUR STUDENT PLANNER.***

***A copy of this agreement signed by both student and parent  
will be kept on file at EMS.***