

# **ELIZABETH MIDDLE SCHOOL**

## **2019-2020**

CARDINAL PRIDE

2019-2020

STUDENT NAME

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ADVISORY TEACHER

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**Elizabeth Middle School**  
**34427 County Road 13**  
**P.O. Box 369**  
**Elizabeth, Colorado 80107-0369**

**Telephone: 303-646-4520**  
**Attendance Line: 303-646-1780**  
**Fax Line: 303-646-0980**  
[www.elizabeth.k12.co.us](http://www.elizabeth.k12.co.us)

# GENERAL INFORMATION

## STUDENT HOURS

School Hours: 8:00 AM-3:15 PM  
Monday, Tuesday, Wednesday, Friday  
Busses arrive at approximately 7:40 AM



Thursday: 9:00-3:15

Busses arrive at approximately 8:45 AM

- We ask that parents drop students off after 7:45 (M,T,W, F) or 8:45 (Th). Staff supervision begins at 7:40.
- Students may enter the locker area, hallways and classrooms at 7:53 a.m. (M, T, W, F), 8:53 (Th) when the first bell rings.
- The instructional bell, signifying the beginning of class will ring at 8:00 a.m. on M, T, W, F and 9:00 a.m. on Th.
- **Students are expected to remain on school grounds once they have arrived.**
- Students are encouraged to arrive early for extra help from teachers. They may obtain a written pass from their teacher the previous day and should check-in through the main office before going to the classroom.
- Students arriving to school after the instructional bell should report to the main office to sign in and receive a pass to class.

School dismissal is 3:15 P.M.

- Students missing the bus should return to the school office and call parents for pick-up.
- Students should wait respectfully at the pick-up locations.
- Students should politely board their bus on time.

**There is no staff supervision after 3:45. Students should leave school grounds promptly unless they are involved with a Teacher in after-school activities!**

## SCHOOL VISITATION

Parents are welcome and are encouraged to visit Elizabeth Middle School.

- It would be helpful, and appreciated to have 24 hour notice prior to your visit.
- Staff members are easily reached by email.
- As a visitor to EMS, please sign in at the main office.
- Students not enrolled at Elizabeth Middle School will not be allowed to visit during the school day as guests unless they have administrative approval.

## STUDENT SERVICES



### COUNSELING DEPARTMENT

The counselors are an integral part of the total school program. In addition to working with students individually, the counselors meet with groups of students, conduct classroom and other small-group activities, and provide mediation between students to resolve conflict. To see the counselor during school hours, students should have a pass issued by either the counselors or their teacher before going to the counseling office. Appointments to see the counselors can be made at the main office. Every student has a right to meet with a counselor; conversations remain confidential unless required by state law to be reported.

## FIRST AID AND MEDICATIONS

The health office is open to students who need first aid or who become ill during the school day. The health aide is available during the school day. Teachers can issue a pass for a student to see the health aide in the event that the student becomes sick or there is a medical emergency.

School Board policy and state law mandate that all medications, prescription and nonprescription, given in the school setting must be in properly labeled containers, accompanied by a form with parent's and physician's written permission. Prescription medications are required to be in a bottle with the current pharmaceutical label on it. Non-prescription (over the counter) medications must be provided to the health aide in the original containers.

Medications are kept secure in the health office. **Medications are not to be carried by the student.** Students may carry an inhaler after written permission by the parent and physician has been provided to the health aide. All medical information will be kept securely on file in the health office. Students may carry a one-day supply of cough drops or lozenges with a note from their parent.

## LIBRARY MEDIA CENTER

The E.M.S. Library Media Center (LMC) is a collection of materials for the use of students and staff. The collection provides opportunities for curriculum-related research and exploration. Additionally, it carries a supply of recreational reading materials. The LMC is open from 7:45 A.M. to 3:30 P.M. (M,T,W,F) and 8:45-3:30 Th). During class time, students may have access to the LMC for work on special projects, reference work, or any other class-related study if they are provided with a pass from the teacher. Students choosing to use the LMC on an individual basis during the school day should sign the attendance sheet at the circulation desk. Students may also use the LMC for small group or class work. The LMC maintains a learning atmosphere where appropriate behavior and proper care of the materials is expected at all times.



A media specialist or an aide will instruct students in proper use of equipment. **Library books must be returned, students may renew a book unless the item is in high demand. Loan period is 10 days, fines for overdue materials will be charged at a \$0.25 per day with a maximum fine of \$5.00. Replacement costs will be charged for lost materials. Please discuss any extenuating circumstances with the media specialist.**

## SCHOOL ACTIVITIES/SERVICES

### INTERSCHOLASTIC SPORTS

Elizabeth Middle School offers a variety of sports for sixth, seventh, and eighth grade students. Football/Softball (7<sup>th</sup>/8<sup>th</sup> only), cross-country and volleyball are offered in the fall. Basketball is offered in the winter, with wrestling and track offered in the spring.



**A current physical form and signed participation form is required for participation of all student athletes prior to the first practice. All athletic forms should be submitted to the athletic secretary in the EMS office. All athletic forms need to be submitted prior to the first practice. In order to maintain a quality athletic program a \$70.00 athletic fee (per sport) is collected from every student athlete. The athletic fee should be submitted to the athletic secretary in the front office prior to the first competition. Academic eligibility is reported weekly. Reporting procedures is explained in more detail in the Athletic Handbook.**

### SCHOOL PARTIES/DANCES

During the school year, parties for each grade level will take place. Sixth grade parties, as well as the seventh and eighth grade dances are held after school. **Dances and parties are for EMS students only!** Students are encouraged to attend after school parties/dances but must remain on school grounds prior to entering the party/dance. If the student leaves the campus the student may not re-enter the building. EMS parties/dances are planned for the benefit of EMS Students. **No outside guests or dates are allowed! Student conduct and the dress code will be enforced.**



Parties and dances are scheduled from 3:30-5:00 P.M. The school assumes no responsibility for students who leave early. Students must be picked up promptly at the end of the party/dance.



**Students planning to participate in EMS activities are expected to be at school on the day of the event.**

## TELEPHONES

School phones are for business use only.

When emergencies arise, students may request permission to use the phone located at the attendance desk. **Personal requests are not defined as an emergency.**



Parents needing to contact their son/daughter during school hours may call the school and leave a message. Messages will be given to the student during instructional breaks. Discretion will be used to determine if the student should be contacted immediately. Student cell phones should be off during the school day.

## INTERNET AND TECHNOLOGY USE

Students are encouraged to use the Internet and other forms of technology for research, projects, and instructional activities. The district policy is available by accessing the district web page. The EMS site policy is available by accessing the EMS web site. Upon request, both policies are available as hard copies.

## STUDENT MESSAGE BOARD

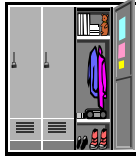
The "Student Message Board" is located in the cafeteria. When a student's name is listed on the board, he/she should report to the main office as soon as possible to receive a message. Students are encouraged to frequently check the message board.

## LOST AND FOUND

The "LOST AND FOUND" is located in the cafeteria for items such as jackets, clothing, snow boots, etc. Smaller items such as jewelry and eyeglasses may be claimed in the main office. "Lost and Found" items may be cleared out at the end of each nine week grading period and donated to local charities. The school is not responsible for the safekeeping of items in the "Lost and Found".

## LOCKERS

A one-time nonrefundable locker usage fee of \$5.00 is assessed to 6<sup>th</sup> grade students and/or new students. The fee is used to supply replacement parts and mechanical repairs. **To ensure safety and security, combinations should be kept private. The more people that know your combination, the greater likelihood of someone getting into your locker without your permission.** Please keep your locker in good condition. If any problems should arise, please report them to the front office. **Please understand that the school may legally search your locker, if necessary, to maintain the integrity and safety of the school environment and to protect all students.** For safety and security, use the locker that has been assigned to you.



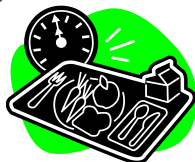
## BOOK CHECK-OUT

Student textbooks are assigned a number and to students at the beginning of the year. Textbooks are to be returned at the end of the year or a when student transfers from EMS. Lost or damaged books are the responsibility of the student. **Students are responsible for the books that are checked out to them.**

## SCHOOL LUNCH AND BREAKFAST PROGRAM

Student lunches are \$3.25. Lunch credit may be purchased in advance by the week or month. EMS has a deli where juices, drinks, and snack-type items may be purchased with cash or lunch credits. EMS is not able to individually monitor students' eating habits. If you are concerned that your child eats a more nutritious lunch, we recommend that he/she purchase the school hot lunch. **For questions call the EMS kitchen at (303) 646-1793.**

EMS offers a before-school breakfast program for our students. Both hot and cold breakfast items, along with juices, are available. Payment is by cash or with lunch credits. The breakfast line is open from 7:45- 7:55 A.M. Unfortunately, we cannot extend the time to accommodate late



busses. A snack time may be built into some team schedules. Students may bring their own nutritious items from home. We ask that all snacks have a nutritional value.

## GRADE REPORTING

Report cards for EMS students can be accessed through Infinite Campus at the conclusion of each grading period. In the events that you do not have access to the internet, hard copies of report cards may be printed upon individual request.

1 <sup>st</sup> Quarter Ends	Oct. 15
2 <sup>nd</sup> Quarter Ends (semester)	Dec. 20
3 <sup>rd</sup> Quarter Ends	Mar. 6
4 <sup>th</sup> Quarter Ends (semester)	May 22

**Parent/Teacher conferences will be held on October 15 & 16 and again on March 11 & 12.**



Each nine-week grading period serves as a progress report towards the students' semester grade.

## GRADING SYSTEM

100%-90%	=	A	=	EXCELLENT
89%-80%	=	B	=	ABOVE AVERAGE
79%-70%	=	C	=	AVERAGE
69%-60%	=	D	=	BELOW AVERAGE
59% or below	=	F	=	FAILING

## PROGRESS REPORTS

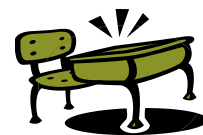
Parents are encouraged to regularly check their student's progress online through EMS's Infinite Campus grading and attendance program (<http://elizabethschooldistrict.org/EMS>). All EMS teachers utilize the grade book system and update their grades weekly. **Parents may sign up in person for their student's login/password information at the EMS office, and then they can check their progress anytime!**

Several math textbooks have an online tutorial. Each student is given a login and password by his/her math teacher at the start of the school year. Homework assignments can also be accessed in case textbooks are forgotten at school. If at any time you have questions, feel free to contact the teacher via email or voicemail.

## HONOR ROLL

EMS Honor Roll is based on the following grade points:

- PRINCIPAL'S HONOR ROLL – 3.75 - 4.0
- HONOR ROLL- 3.50 – 3.74



## EMERGENCY SCHOOL CLOSURE

### WHAT TO DO IN AN EMERGENCY CLOSURE

Schools may be closed, delayed from starting (9:00 A.M. unless otherwise indicated), or dismissed early due to hazardous weather or other emergencies which threaten the safety or health of students or staff. The superintendent or designee will take such action only after consultation with transportation services and weather authorities. School closures or delays will be broadcast by radio and television stations in the Denver area by 6:00 A.M. or as soon as possible. If no notice of school closure is broadcast, it can be assumed that the schools will be open on a regular schedule. Suggested radio and television stations are:



#### **Radio Stations:**

KOA-AM 850  
KHOW-AM 630  
KOOL 105 -AM/FM

#### **Television Stations:**

KCNC-CHANNEL 4  
KMGH-CHANNEL 7  
KUSA-CHANNEL 9  
KDVR-CHANNEL 31

**OUR SCHOOL WILL BE LISTED AS  
ELIZABETH SCHOOL DISTRICT**

### CLOSURE DURING THE DAY

If as a result of an emergency or heavy snowfall it is determined that the schools will be closed during the day, the following procedures will take place. The superintendent or designee will make the final decision. Duplicate messages will be telephoned to transportation, principals, other offices and radio/TV stations. The message broadcast will include the district's name, if transportation will be provided or there is the need for parents to transport students and the approximate time of dismissal and/or bus transportation.

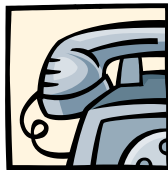
**We remind parents again to please have all registration materials completed and kept up-to-date. Please make sure your child knows what he/she is to do in the event of early school closure.**

## ATTENDANCE

**ATTENDANCE REPORTING LINE:  
(303) 646-1780 (24 HOURS A DAY)**

### Consistent school attendance is an important element for success at the middle school.

Inconsistent attendance often results in poor achievement. Colorado State law also states that students are expected, and required to attend school every day that the school is in session. There are exceptions when the school has been notified that the student is ill or in the event of a family emergency. It is the parent's responsibility to contact the school when their student is absent. **Authority to excuse or to not excuse a student's absence rests with the school administration.**



It is not the district's intent to force students to attend school when ill; however, chronic absences--unless under extreme circumstances--are not appropriate.

If after communicating with parents, teachers and student a solution to increase attendance to an acceptable level is not identified and implemented, the attendance concern will be

addressed by the District Attendance Review Board (DARB). DARB may place additional requirements for families to follow in order to reach acceptable attendance levels.

### ILLNESS AND EMERGENCY ABSENCES

Whenever a student is absent from school, a parent or a guardian should call the school between 7:30 and 9:00 A.M. on the morning of the absence. When it is impossible for the parent/guardian to call the school written documentation is also an acceptable manner in which the students' absence may be verified. A student will be unexcused if notification from parents has not been received. **A student will not receive credit for work that has been missed during an unexcused absence.**

## DISMISSAL DURING THE SCHOOL DAY

**All students are expected to remain on campus for the entire day.** When a student must leave campus for an appointment, he/she must sign out through the main office. **The student must have permission from his/her parent/guardian and from the school before leaving campus.** Parents need to personally sign their student out from the office.

### PRE-ARRANGED ABSENCES

The attendance office should be given notice, in writing, from a parent/guardian as far in advance as possible for absences involving religious holidays, medical or dental appointments, and family trips.

### MAKE-UP WORK

**It is the student's responsibility to make up any work that has been missed because of an excused absence or tardy.** Work should be completed as soon as possible. Upon return to school, one day is granted for each day of absence to make up work except for assignments that have been pre-assigned. Arrangements should be made with teachers for making up missed work when returning from an absence. Most assignments can be accessed through the teachers' webpage. It is also recommended that each student has a "buddy" in each of their classes whom they can contact for any assignments missed. A pre-absentee/homework form may be picked up from the office for pre-arranged absences. A request for homework for illness or injury will be honored only if the student is absent for more than two days, and only if the request is made in a reasonable manner (by 8:00 A.M. for the day it is requested, requests made after 8:00 A.M. will not be ready until the following day after 12:00 P.M.).



### WITHDRAWAL FROM SCHOOL

It is recommended that when a student transfers from Elizabeth Middle School to a new school they should contact the main office prior to the withdrawal. A withdrawal form signed by a parent and a school official is the correct check out procedure. We ask that the school be given at least 24 hours' notice of a withdrawal. The withdrawal process is not complete until a request for records from the new school is received.

### TARDINESS

The tardy bell rings at 8:00 A.M (M,T,W,F) and 9:00 A.M. on Thursdays. Students should be in class, in their seats and ready for instruction prior to the instructional bell. In the event that a student arrives late, it is expected that he/she signs in with the main office to receive an admit pass. **Unexcused tardiness will result in disciplinary action from the office.** Arriving late to school due to oversleeping is not an appropriate excuse. **The individual teacher or grade level team will address tardiness to class once the school day has begun.**

### TRUANCY/EXCESSIVE ABSENCES

Students absent without parental consent are truant. This is an unexcused absence. Students are encouraged to make up missed work although they will not receive credit. Truancy is cause for district disciplinary and/or legal action. A student is truant if they:

- Leave school without signing out in the main office
- Are absent from school without prior permission from parents
- Are absent from class without permission (skipping).
- Obtain a pass to go to a certain place and do not report there
- Become ill and go home or stay in the rest room without notifying the office
- Come to school but do not attend classes
- Do not report to the office when requested or sent

## STUDENT GUIDELINES & GENERAL EXPECTATIONS



### GENERAL EXPECTATIONS

Students of Elizabeth Middle School are expected to conduct themselves at all times in such a way that each student contributes to a school atmosphere that is safe, conducive to learning, healthy and happy.

Students should take it upon themselves to comply with the following behavioral principles:

- Learning is the number one priority
- Respect other students right to learn
- Be courteous and polite to visitors, the staff and each other
- Respect each other's property, staff property, and the schools property
- Before acting, take into consideration the possible consequences or outcomes for your actions
- Use appropriate language at all times
- Accept responsibility for your own actions

### HALL PASS

Students are to remain in class unless they are provided with a pass from the office or their teacher permitting them to be in the halls. Student planners have been provided for student use and should be carried as their hallway passport when signed by a staff member.

### CLOSED CAMPUS

Elizabeth Middle School operates as a closed campus. **Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up to leave school.** All students are expected to eat lunch at the school.

### STUDENT APPEARANCE

Students are expected to keep themselves well groomed and neatly dressed at all times. **Student appearance in the form of dress, hairstyle, or hygiene, which is distracting to the learning environment, will be addressed on an individual basis with the school administration.**

EMS recognizes that student appearance is an expression of their personality but the school dress code will be followed at school as well as at school sponsored events.

As a means of clarification, the following items are not permitted at EMS during the instructional day or at school sponsored events

- Hats/Hoodies (in the building)
- Visors (in the building)
- Sunglasses (in the building)
- Headscarves, and other headgear (in the building)
- Shirts/clothing, which promotes alcohol, tobacco, drugs or gangs,
- Shirts/clothing, which are obscene, suggestive, or contain questionable language or weapons.
- Sleeveless shirts must fit closely around the shoulder and underarm area
- Half shirts, "net" or see-through shirts, cropped tops, and halter-tops,
- Thin strapped or spaghetti strapped shirts, muscle shirts and tube tops.
- Pajamas, flannel pants or "comfy" pants are also not permitted.
- Spandex/Lycra is allowed only if covered with other clothing.
- **Students shall not wear apparel that is deemed inappropriate or potentially disruptive to the classroom environment**
- Safety pins should not be worn as accessories.
- Appropriate footwear is required at school and school events, hard soled shoes. (safety standards as defined by the fire department) No soft soled slippers.

**Students not conforming to the above will be required to change clothes, either at school or at home.**

Any clothing item related to gang dress will be dealt with according to the district gang dress code policy. **In conforming to that policy, sagging, wearing of chains, dog collars, studded/spiked accessories, wearing of pacifiers, etc. is not allowed. Neither scarves nor headbands as head gear are allowed.**

## CLASSROOM BEHAVIOR

Each class period is intentionally designed for instruction to improve content skills, proficiency, and knowledge for each student.

The teacher has organized the instructional activities to insure that each student has the opportunity to learn in the most conducive environment as possible.

Students should:

- arrive to class on time and prepared for instruction
- actively participate and engage in the daily lesson
- respect the rights of others to learn
- follow the classroom policies as defined by the course syllabus
- 

Individual teachers may add to the expectations and classroom rules as necessary. Additions will be defined in the course syllabus.

The learning environment should be stimulating yet supportive; providing the means where every student can experience academic success with the confidence to verbally participate. Students should also be prepared to work cooperatively with other classmates

## CAFETERIA BEHAVIOR

Students should guide their actions by personal rules of courtesy, cleanliness, and proper manners. Students are asked to appropriately dispose of their tray and flatware, clean their eating area, and to place trash in the proper receptacles. In order to be fair to others, cutting in line is not appropriate. **Students may not leave the cafeteria or enter academic hallways before dismissal without a pass.**

## OUTSIDE BEHAVIOR

Students may be allowed outside the building during the lunch period and at other appropriate times. While outside, students will:

- remain on the school grounds
- respect the outside environment and any landscaping
- refrain from riding bicycles, scooters or skateboards on school grounds
- dispose of any trash in the appropriate containers
- refrain from horseplay which may cause injuries to self or others
- properly use approved activity equipment
- **only play games when a staff member is supervising; students who arrive to school early must wait until 7:45 A.M., when a staff member is on duty, to begin games**

## BEHAVIOR TO/FROM SCHOOL

We need to earn and keep the respect and good will of homeowners around our school. The following principles should be observed:

- stay on public property
- walkers should stay on the sides of the streets and use appropriate pedestrian crosswalks for crossing streets
- walkers and bicyclists should obey traffic rules and use caution around busses and cars, whether moving or parked
- No motorized bikes
- students fighting on the way to and from school will be suspended
- bus riders are subject to transportation department rules

## BEHAVIOR DURING ATHLETIC ACTIVITIES

In order to participate in an athletic activity or school sponsored event, the student must attend classes on the day of the event. If the student is assigned an in-school or out-of-school suspension, the student may not participate or attend any after-school activities during the time of suspension.

Students are encouraged to attend after-school athletic events. Whether you are a participant or a spectator, observe these rules of good sportsmanship at all times:

- recognize all opponents as guests to our campus
- show compassion for an injured opponent
- accept all decisions of the officials without complaint
- use appropriate language at all times.
- treat players, coaches, officials and visitors with respect
- cheer for the Cardinals, not against the opponent – hissing and booing does not show good sportsmanship
- fans should not make loud noises when an opponent is shooting a free throw or serving in volleyball, these are unsportsmanlike behaviors
- play fair – observing the rules of the game
- **All spectators must remain in the spectator area/bleachers and off of the playing field/court during games and breaks (i.e. half time, timeouts, between games, etc.)**

**Elizabeth Middle School strives to be known for its good sportsmanship.**

## BEHAVIOR ON FIELD TRIPS

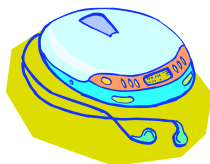
A field trip is a learning experience away from the school. Students participating on field trips need to keep in mind that they are representing Elizabeth Middle School and the entire Elizabeth School District when they are away. School pride and spirit may be demonstrated by good conduct and polite behavior. Students are expected to remain with their assigned groups at all times and follow the directions of the group leader. Unacceptable behavior will result in restriction from future trips/activities. For severe behaviors, parents may be required to pick up their student from the field trip location.

## PERSONAL PROPERTY AT SCHOOL

Technology is an effective tool when utilized properly. As the world changes, so should school environments. Currently students and staff use a variety of resources to access information relevant to academic subjects. The challenging piece in this setting is to teach students acceptable times to use technology. Individual teachers will identify technology expectations per their individual classroom.

**We are not liable for replacement or recovery of stolen, damaged or lost items.**

Music with explicit lyrics or other obscene or pornographic materials will be taken from the student, stored in a safe place, and **returned only to parents. Students should not bring large amounts of money to school.**



Entrepreneurial efforts for personal gain by an individual student, such as selling candy or school supplies, are not permissible activities.

**Laser Pointers** are not allowed at EMS. If a student does bring a laser pointer, it will be collected and returned only to a parent.



## BICYCLES/SKATEBOARDS

Bicycles should be locked and skateboards placed in the student's locker when the student arrives at school. The school is not responsible for stolen or damaged skateboards. To ensure the safety for everyone, roller blading, riding bicycle, or riding skateboards are not acceptable behaviors on the EMS campus.

## STUDENT DISCIPLINE/CONSEQUENCES

### NOTICE TO STUDENTS AND PARENTS

Students and parents, please read and be familiar with the Elizabeth School District Code of Conduct, found on the following page of this handbook. Inclusion of the Code of Conduct in this handbook provides sufficient notice to students and parents of school board policy.

## AIDING OR ABETTING VIOLATIONS OF SCHOOL RULES

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

PBIS (Positive Behavior Interventions and Support) is the program being used to recognize the accomplishments of ALL students.

RtI (Response to Intervention) provides the appropriate measures of support enabling all students to demonstrate behavioral and academic success.

When a discipline referral is written as a result of a student behavior, the information (infraction) is tracked through Infinite Campus, which allows us to identify areas where additional interventions need to be developed. The incident report identifies "minor" and "major" violations.

## MINOR VIOLATIONS

Usually the consequence for minor violations of school policy will be detention time or other appropriate consequences. Minor violations, if continued, will be considered major violations.

Some minor violations may be identified as:

- disregarding classroom rules
- disregarding dress code, wearing hats
- engaging in horseplay, running
- behaving inappropriately/ disrespectfully
- using profanity
- spitting
- being tardy (the first tardy counts)
- being unprepared for class
- having food, candy, or soda, except in cafeteria or under teacher supervision
- inappropriate displays of affection (this includes kissing, holding hands, extended hugging etc.)

## DETENTION

Students may be assigned to remain after school or during lunch/intramural time for minor violations of school rules regarding general conduct and tardiness.



## MAJOR VIOLATIONS

**Generally, the consequence for a major violation will be a suspension, either in or out of school.** Teachers will provide assignments for in-school suspensions to the office. The student will receive credit for work completed while suspended in-school. Dependent on the class, an alternate assignment may be defined. If a student is suspended out-of-school, he/she may receive

"zeroes" for work missed while suspended but has the opportunity to complete the work. Students suspended out-of-school are not permitted on any school district grounds during their suspension. Some major violations include:

- alcohol (possession, use of, selling, or being under the influence of; may result in a recommendation for expulsion)
- fighting, assault, or battery
- weapons (possessing, using, or selling)
- defiance/insubordination, willful disobedience
- blatant disrespect (to any staff member)
- drugs (possession, use of, being under the influence of, or distributing will result in a recommendation for expulsion)
- sexual/physical/verbal harassment
- tobacco (including chew)
- theft
- threatening/bullying
- truancy
- vandalism
- **Note: Law enforcement agencies may be notified for major violations**

## COLORADO STATE LAW

According to Colorado Revised Statutes 22-33-106, 1(a-e) and 3(e), the following shall be grounds for suspension or expulsion from a public school:

- Continued willful disobedience or open and persistent defiance of proper authority
- Willful destruction or defacing of school property
- Behavior which is detrimental to the welfare, safety, or morals of pupils or of school personnel
- Declaration as a "Habitually disruptive student" for which expulsion shall be mandatory
- Serious violations in a school building or in or on school property... expulsion shall be mandatory for the following violations: carrying, bringing, using, or possessing a deadly weapon... the sale of a drug or controlled substance, or the commission of an act which if committed by an adult would be robbery
- Repeated interference with a school's ability to provide educational opportunities
- Failure to comply with immunization requirements

Students suspended out-of-school will not be allowed to remain at school and must be picked up by their parents immediately. Parents will be required to attend a re-entry conference before their child will be re-admitted to school.

### EMS-Bully Proofing Information

"**Bullying**" means 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 against whom federal and state laws prohibit discrimination upon. This definition is not intended to infringe upon any right guaranteed to any person by the first amendment to the United States constitution or to prevent the expression of any religious, political, or philosophical view. (22-32-109.1(1)(b))

Reports of bullying will be reviewed and investigated by the school administration and school counselors within 24 hours of the report being given. Note that a resolution to any incident may take longer.

We view reports of bullying from two perspectives: first we want all students to feel safe at school and will take appropriate action to support all students. Second, we view all incidents as learning opportunities for all students involved and will seek methods for all involved parties to discuss appropriate behaviors and interactions. New Colorado Law may stipulate additional guidelines and expectations of behavior and governance.

Since the term "bully" has different connotations for different people and the very nature of student interactions and their perspectives is varied and complex, each situation is reviewed individually and discipline measures will be based upon the unique circumstances in each incident and developmental level of the young adolescent. We need to encourage our students to support their classmates in a non-violent way when they see bullying behavior take place. Every student deserves to be supported. When the student sees something, they should seek out a staff member and say something.

## ELIZABETH SCHOOL DISTRICT CODE OF CONDUCT

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The principal may **suspend or recommend expulsion** of a student who engages in one or more of the following actions while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity. Suspension or expulsion shall be mandatory for serious violations in a school building or on school property.

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. Causing or attempting to cause physical injury to another person except in self-defense.
4. Commission of any act which if committed by an adult would be robbery or assault, excluding 3<sup>rd</sup> degree assault, as defined by state law. Expulsion shall be mandatory, in accordance with state law.
5. Violation of criminal law or any behavior that could be considered a violation of criminal law.
6. Violation of district or building regulations.
7. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a deadly weapon without the authorization of the school or school district, in accordance with state law.
8. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale/distribution of drugs or controlled substances, in accordance with state law.
9. Violation of the district's smoking and use of tobacco policy.
10. Throwing objects outside of supervised school activities that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. 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.
13. 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.
14. Lying or giving false information to a school employee.
15. Scholastic dishonesty, which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with others in preparing written work.
16. Continued willful disobedience or open/persistent defiance of proper authority.
17. Behavior on or off school property which is detrimental to the welfare, safety, or morals of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. Committing a violation of the District's policy against discrimination and harassment of students and staff.
20. Declaration that the student is habitually disruptive, for which expulsion shall be mandatory.
21. Violation of the District Policy on Secret Societies/Gang Activities.

# General Expectations at EMS

## Teacher Expectations

Teachers are expected to help students by:

- Providing high quality curriculum and instruction.
- Showing that they care about all students.
- Having high expectations for themselves and students.
- Providing a safe and positive learning environment.
- Providing timely and accurate information to parents and students about students' progress through Infinite Campus.
- Teachers will update their teacher website weekly.

## Student Expectations

Students are expected to do their best by:

- Attending school regularly.
- Coming to school prepared with all necessary materials.
- Completing and returning homework assignments on time.
- Working hard to do their best in class and on schoolwork.
- Respecting and cooperating with other students and adults by following classroom and school rules.
- Helping to keep the school safe.
- Respecting the individual and cultural differences of others.

## Parent Expectations

Parents are expected to help their child (ren) by:

- Providing a safe and nurturing home environment with adequate nourishment and rest.
- Seeing that the child is on time and attends school regularly.
- Encouraging the child to solve conflicts in positive ways.
- Establishing a time for homework and reviewing it.
- Regularly checking the teacher's websites.
- Maintaining an interest in what the child is learning as well as his/her progress in school.
- Utilize Infinite Campus on a regular basis.
- Positively communicate and work with school staff to support, encourage, and challenge the child.
- Parents will request teacher's help as necessary.

Student Signature \_\_\_\_\_

Teacher Initials:

Guardian Signature \_\_\_\_\_

_____ Math	_____ Science
_____ Reading	_____ Writing
_____ SS	_____ Elective
_____ Elective	_____ Elective



## **Elizabeth Middle School Homework Philosophy**

At Elizabeth Middle School we believe homework provides opportunities for the students to learn responsibility and extend their learning. We believe it enhances our ability to further the education of our students. We also recognize the benefits of outside activities, family time and free time outside of school. We have developed the following belief statements regarding homework. Homework at EMS will meet the following purposes:

- Practice:** In order to internalize the skills and knowledge introduced, students must practice or review them outside of the school day.
- Prepare:** In order to move classes along and focus more in-depth within the class, students will be asked to learn some background knowledge at home. They will then be more prepared to participate in class the following day.
- Extend:** Homework will be used to extend some learning done during the school day. Students will use this to stretch beyond what can be offered during the school day.
- Display:** Some longer term projects will require work outside the school day to complete the product and presentation.

The amount of time each individual spends on homework will vary greatly as all students work at different speeds. As teachers we will consult with each other and attempt to spread out longer term project due dates. This may not always be possible due to the time constraints on curriculum, grading and the school year. We encourage all students and parents to plan accordingly and map out work periods for all longer term projects to avoid last minute workloads.

### **Homework Policy**

Students are required to turn assignments in on time in order to receive full credit. Late assignments are accepted through the end of the week with a 75% credit policy. Late assignments for absences are only counted late after the student has gone over the number of days allotted for that absence. For example: Two days are granted for a two day absence. So, on day three assignments not turned in would be subject to the 75% late homework policy. There is an exception to this rule. Any long-term assignments/projects which were pre-assigned, are due on the respective due date. These long-term assignments/projects must be turned in the next day after an illness/absence to receive full credit or the 75% credit policy will be in effect.

### **Achievement Plans**

Students who are failing a core class at the end of a grading period will be placed on an achievement plan.

Adopted June 3,  
1998 Reviewed October 7,  
1999 Revised April 19, 2001  
Revised January 19, 2006  
Revised May 7, 2009  
Revised October 7, 2013

File: JS

# Student Use of the Internet and Electronic Communications

(Acceptable Use Agreement)

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational needs.

The Internet and electronic communications are fluid environments in which students can access materials and information from many sources, including some that may be inappropriate for students. While it is impossible to predict with certainty what information students might locate or come into contact with, the District shall take reasonable steps to protect students from accessing material and information that is obscene, or otherwise harmful to, or inappropriate for, minors, as defined by the Board. Students shall take responsibility for their own use of District computers and computer systems to avoid contact with material or information that may be harmful to minors.

## **Blocking or filtering obscene, pornographic and inappropriate or harmful information**

Software that blocks or filters material and information that is obscene or otherwise harmful to, or inappropriate for, minors, as defined by the Board, shall be installed on all District computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member. Internet Availability/Opt-out Alternative

The District will provide appropriate internet access to each student, unless that student's parents/guardians have indicated in writing that they prefer to deny their child such access. The District will inform parents/guardians of their opportunity to opt out of internet use and will make opt-out forms available throughout the school year.

## **No expectation of privacy**

District computers and computer systems are owned by the District and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the School District.

## **Unauthorized and unacceptable uses**

Students shall use District computers and computer systems in a responsible manner, and only for educational purposes consistent with the District's educational mission. Students who fail to adhere to these limitations may face discipline including, but not limited to, loss of access to District computers and systems.

## **Security**

Security on District computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users.

Students shall not:

- log on to the Internet or electronic communications as a system administrator
- access fee services without the specific permission of the system administrator
- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to District computers or computer systems
- read, alter, delete or copy, electronic communications of other system users or attempt to do so. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the District's Internet and electronic communications. Safety The District's educational mission includes educating students about appropriate online behavior, including cyber bullying awareness and response, interacting on networking sites and in chat rooms, sharing personal information online, and arranging personal meetings with persons met online.

## **Vandalism**

Students who engage in vandalism will lose their access privileges to District computer resources and may be subject to disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, modify, or disrupt the operation of any network within the School District or network accessed via District computer resources, the data contained on any network or electronic communications, the data of another user, usage by another user, or District-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

## **Unauthorized software**

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

## **Assigning student projects and monitoring student use**

The District will make reasonable efforts to see that the Internet and electronic communications are used responsibly by students. Administrators, teachers and staff have a professional responsibility to work together to monitor students' use of the Internet and electronic communications, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

Opportunities shall be made available on a regular basis for parents to observe student use of the Internet and electronic communications in schools.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 32 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring student use.

## **Student use is a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communication resources of the District is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The School District may deny, revoke or suspend access to District technology or close accounts at any time.

Students and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

## **School district makes no warranties**

The School District makes no warranties of any kind, whether express or implied, related to the use of District computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the District of the content, nor does the District make any guarantee as to the accuracy or quality of information received. The District shall not be responsible for any damages, losses or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

### **LEGAL REFS.:**

20 U.S.C. 6801 et seq. (Elementary and Secondary Education Act)

47 U.S.C. 254(h) (Children's Internet Protection Act of 2000)

47 U.S.C. 231 (Children's Online Privacy Protection Act of 1998)

C.R.S.22-87-101etseq.(Children'sInternetProtectionAct)

### **CROSS REFS.:**

AC, Nondiscrimination/Equal Opportunity

EGAEA, Electronic Communication

JB, Equal Educational Opportunities

# **STUDENT USE OF THE INTERNET AND ELECTRONIC COMMUNICATIONS**

## **PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read Policy JS – Student Use of the Internet and Electronic Communications. I understand that this access is designed for educational purposes and that the Elizabeth School District has taken precautions to eliminate access to pornographic, obscene, and threatening materials but that the school district cannot restrict access to all such materials. I also understand that controversial materials advocating unpopular or controversial positions on matters of social, political, and religious interest are available on the Internet and/or via the district's electronic mail system ("e-mail"). I assume the risk that my student may access the foregoing materials on the district's computer system and agree not to hold the district responsible for any harm caused to my child because he/she has accessed such materials or because he/she has communicated with third parties. I shall repay and indemnify the school district for any loss or damage, including monetary loss and attorney fees, resulting from my child's improper use of the Internet or e-mail system or my child's failure to comply with the terms of district policy or procedure for Internet and e-mail use.

I hereby give permission to issue an account for my child and certify that the information contained on this form is true and correct.

Student: \_\_\_\_\_  
(Please Print)

Parent/guardian: \_\_\_\_\_  
(Please Print)

Parent/guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

# ELIZABETH MIDDLE SCHOOL PHYSICAL EDUCATION

Susan Jones    Shawn Novak

## OVERVIEW

**PHYSICAL EDUCATION CLASS IS HELD EVERY DAY FOR ENROLLED 6TH, 7TH AND 8TH GRADERS. THE CURRICULUM STANDARDS WILL FOCUS ON: MOVEMENT COMPETENCE AND UNDERSTANDING - PHYSICAL AND PERSONAL WELLNESS - EMOTIONAL AND SOCIAL WELLNESS - AND PREVENTION AND RISK MANAGEMENT.**

## DRESS

Appropriate dress is required in all physical education classes. Requirements include:

**\*court or tennis shoes    \*socks    \* T- shirt    \*shorts and /or sweat pants**

Students need to wear appropriate gym clothes and have them at school each day. If a student fails to dress appropriately (clothing and shoes), he/she will not be allowed to participate that day. The student can earn one point by completing a written assignment. Sweats or jackets are recommended for outside activities in cool weather. Please wear different clothing and shoes in PE than what you will wear for the remainder of the day.

## LOCKERS

The school provides a locker room and shower facility. Students are responsible for providing their own towel and lock. It would be best to keep valuables in your school locker. Please do not bring them to class. The physical education staff can not be responsible for lost items. Please report theft or vandalism to a staff member.

## EXPECTATIONS

- ❖ Students are expected to participate in PE activities. Parental excuse notes can be written for a maximum of (3) class periods. A doctor's note is requested for a longer duration. If a student fails to bring a note, he/she will be marked *Non-Dressed* until a note or phone call is received from a parent or guardian.
- ❖ Students are expected to adhere to the no gum, food and drink policy for PE classes.
- ❖ Students missing in excess of four classes during a six week grading period may be asked to make up the missed physical activity or complete a sport/fitness academic packet at a time arranged by the teacher.
- ❖ Students are expected to report to their assigned squads after dressing and refrain from handling equipment until instructed to do so.
- ❖ Students are expected to demonstrate respect for classmates, staff, facilities and equipment.

## HOW I GOT MY GRADE

### I can earn a maximum of five points each day in physical education as follows:

1-pt.	Participation (on task & giving best effort)
1-pt.	On time & prepared to listen & learn
1-pt.	Displays good sportsmanship & responsibility
1-pt.	Appropriate PE clothing & shoes
1-pt.	Attempts & practices expected skills

**Total                    5 points**

**In addition to your daily grade, points are earned through participation in the *Physical Fitness Test*. The fitness assessment will count 15 percent of the students overall grade.** All students are required to participate in the fitness testing. Students in the elective classes are given the option of testing. Students' may also take written tests and/or have their skills assessed during the 9-week classes. These assessments will count towards the total possible points each grading period along with the daily grade and fitness assessment.

### My grade will be based on a percentage of the total possible points for each grading period.

A = 90 - 100% of total possible points	D = 60 – 69% of total possible points
B = 80 - 89% of total possible points	F = 59% and below
C = 70 - 79% of total possible points	

## PARENT PORTAL / STUDENT REPORTING

Parents are encouraged to regularly check grades on the Parent Portal and contact the teacher if you have questions and/or concerns.

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I have read the Physical Education overview and understand what will be expected from me during Physical Education classes at Elizabeth Middle School.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

(2019-2020)