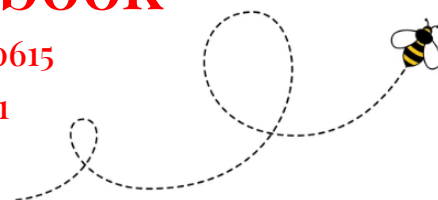


2025-2026
Benjamin Eaton Elementary School
Student – Parent Handbook

100 S. Mountain View Drive, Eaton, CO 80615

Office: 970-454-5200, Fax: 970-462-9241



BEE GREAT

Grateful

Respectful

Engaged

Authentic

Thoughtful

School Hours

Breakfast is offered at 7:30 in the cafeteria

Please DO NOT have students arrive before 7:30

Supervision outside starts at 7:40

The first bell rings at 7:50

School begins at 7:55 and is dismissed at 3:00

Office hours are 7:30 a.m. – 3:30 p.m.

Getting to School

Route buses will arrive at the school at about 7:40 a.m.. Please follow the directions of the crossing guard. Bicycles and scooters must be walked on school grounds. Bicycles and scooters are to be parked in the designated parking areas. Please use a lock on bicycles. Roller blades, rip-sticks, or skateboards must be carried on school grounds. Motorized scooters are not allowed. Use of a helmet is strongly encouraged.

School Bus Guidelines



Riding the school bus is a PRIVILEGE. The bus drivers will establish appropriate bus procedures, behavior, and regulations. Violations of bus rules could result in suspension of the privilege of riding the bus.



Student Drop-Off / Pick-Up (Front)

In order to keep everyone safe we have a Curb to Car policy. Through experience, we have learned consistent procedures and patience create a much safer environment for everyone involved. Please be patient, and please follow the rules.

Driveway Information:

The front entrance is divided into two one-way lanes; the left is for access into the parking lot only and not a passing lane. The right lane is for Student Drop-Off and Pick-Up. Between 7:30 and 8am, The exit out of the drive line will be a right hand turn only.

Student Drop-Off:

When dropping off your child, stay to the right and drive forward to the flag at the end of the drive. Pulling all the way forward will ensure the entire process is quicker and doesn't back up the streets around the school. Please do not get out of your vehicle or have your child get out on the traffic side of your vehicle. Before you pull away, stop and ensure your child is on the sidewalk. Always remain in the right lane until you have looked around for cars entering the driveway from the parking lot. Also, please do not stay for any length of time discussing issues with your child. Instead, use the parking lot for these discussions, as other parents are eager to move through the drop-off process.

Student Pick-Up:

To pick your child up after school, use the right lane and drive forward to the flag at the end of the drive. Please do NOT stop in front of the main doors. Continuing to the pick-up area helps us keep track of our students. It is more timely, efficient, and safer. Students will come out of the school and line up by the pick-up flag. Your child will wait by the staff members, in the pick-up area, until dismissed to get into a car. The staff members on duty will usually allow three or four cars to load at a time, making sure all loading occurs east of the crosswalk. Your child will not be allowed to load on the west side of the crosswalk. If you reach the pick-up area, but your child is NOT there, please drive out and circle back around. If you don't think your child is at the pick-up area, you are welcome to park in the parking lot and come into our building. We will be happy to help you locate your child!

Roads around BEES:

Please stay in the appropriate lane for the direction that you are going. Do not pass cars on the opposite side of the road or the sidewalk to get around the line. Eaton PD monitors our traffic situation and will issue tickets.

Parking Lots and Crosswalks

Parking Lots:

When needing to use the north (front) parking lot, drive in using the left lane and proceed into the parking lot. Please remember to use the crosswalk which is centered between the entry/exit lanes of the parking lot. During our peak hours, no child will be allowed to cross the driveway/crosswalk by themselves. Safety of the children is our top priority! ***The south (back) parking lot, near the playground, is off limits for pick-up and drop-off. It is reserved for buses only.***

Crosswalks:

When on the street/sidewalk, please use the two cross walks on the corners of our front drive lane. These are marked for safety and have crossing guards to safely escort parents and children across the roads. Do not pull over and let kids run across the streets in an undesignated location. The angle of the roads makes it hard for cars to see people, especially kids. When parked in the parking lot, please use the crosswalk in the center of the drive to walk to the sidewalk or front of the school.

Discipline Plan

It is the responsibility of students, staff, and parents to work together toward making our school the best place to learn and grow. Each student has the opportunity to choose his/her own behavior and will be responsible for that behavior. Consequences for inappropriate behavior may result in the loss of privileges, in-school suspension, or out of school suspension. Benjamin Eaton has a zero tolerance policy for bullying. We work very hard to create a place that is safe for children emotionally as well as physically.

Student Absences

It is the philosophical position of the school district that a student's success in school is connected to regular and punctual attendance. In keeping with this philosophy, the Board of Education believes that a student's job is to successfully complete assignments on time and to be in the classroom unless unavoidable and necessary circumstances dictate an absence. Each year the Board establishes the school attendance period by adopting a school calendar. Elementary students are required to be in attendance 968 hours during each school year. The building principal shall be responsible for administering this attendance policy. For purposes of administering this policy, the following circumstances shall be considered excused absences:

1. Sickness
2. Danger to health from serious exposure to contagious disease, upon the advice of the family physician
3. Death or serious illness in the family
4. Doctor and/or dentist appointments
5. Pre-arranged absences approved at the discretion of the principal

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. The principal shall have the authority to determine whether an absence is to be excused if the reason for the absence is not covered in items one through five above.

Absences involving more than three consecutive days may require a **note from a doctor**.

Students who are **suspended or expelled** shall be considered unexcused.



Attendance and Tardiness

It is important for your child to arrive at school on time each day. Students are counted tardy if they arrive after 7:55.

Attendance Regulations:

Benjamin Eaton Elementary has an attendance verification program. The program helps to ensure that children arrive safely at school. If your child is absent or tardy, you need to notify the office by 8:30 a.m. You may call (970-454-5200 or use the absence request function in the Parent Portal (Infinite Campus). The office will contact you about your child's absence if you do not contact us.

At the beginning of the year, each parent is asked to provide a home phone number, a work phone number, and email address. Please make sure this information is continually updated.

When students return to school from an absence, they may be asked to provide a note to verify their absence.

Absences and Tardiness:

For our records, a child is considered tardy if they arrive after 7:55 a.m., but before 9:00 a.m.

If your child arrives after 9:00 a.m., they are considered absent for one-half of a day. If a child leaves prior to 2:00 p.m., they are considered absent for one-half of a day. If your child is checked out for an appointment during the school day and is gone for more than 1.5 hours, they will be considered absent for one-half of a day.

If it is necessary to take your child out of school before the end of the school day, please write a note in advance notifying the teacher and the office. **Parents must come into the office to sign their child out, if they are leaving before the end of the school day.**

ONLY A PARENT OR GUARDIAN IS ALLOWED TO PICK UP A CHILD FROM SCHOOL, UNLESS PRIOR AUTHORIZATION IS RECEIVED.

Cancellation of School

All emergency dismissals for Eaton RE-2 Schools will be handled in the following manner.

- The decision will be made as early as possible through the Superintendent's Office.
- Emergency closing of school / delayed start -
Beginning at 6 a.m., the district office will send out a prerecorded message through Infinite Campus, indicating whether it is a full day closure or a delayed start. Check the district's website or local radio and television stations for further information.
- Emergency closing during the school day -
A prerecorded message will be sent through Infinite Campus, informing parents that students are going to be dismissed. There will be regular bus routes for the students riding the bus, and the students who walk home will do so.



Dress Code

It is our position that appropriate student dress should allow a student to be comfortable and safe in all of their school activities. In addition, the clothing worn by students should not disrupt the learning environment. If a

student wears inappropriate items, school personnel will provide substitute clothing or immediately notify the child's parents/guardians and request a change of clothes.

Dress Code continued



Girls:

- Tank top straps must be at least two adult fingers in width. Students will be asked to wear another shirt or jacket over a tank top not meeting these requirements.
- No halter tops or crop tops are allowed.
- Shorts and skirts must measure to the bottom of the student's fingertips when arms are relaxed at their sides.

Boys:

- Muscle shirts are not allowed.
- Sagging pants are not allowed.

Everyone:

- Hats must be taken off while in the school.
- Clothing needs to be appropriate for the weather. Shorts should not be worn on cold or snowy days.
- Bandanas cannot be wrapped around the head, legs, arms, belt loops, backpacks, etc.
- Only ear piercing will be permitted.
- Jeans with holes showing undergarments (or holes close to that area) are not allowed.
- No shirts, hats, or other items promoting vulgarity, violence, smoking, drugs, gang implications, or other distracting suggestions are allowed.



Weather Related Attire



Students go outside for recess if the temperature is above 15 degrees. Students may not play in the snow without appropriate boots. Remember, our weather is unpredictable, so send your child to school with warm coats, gloves, hats, and boots in the winter. Students not prepared for the weather will have to call home to get warmer clothing.



Valuables at School, Cell Phones & Smart Watches

We strongly suggest students NOT bring valuables to school (unless they have made prior arrangements with school personnel). Personal belongings brought to school may be lost, broken, or stolen.

It is a good idea to label your child's belongings with their name (clothing, backpack, lunch box, water bottle, etc.). We also encourage you and your child to check the lost and found on a regular basis.

Students bringing a cell phone/smart watch to school must turn it OFF and put it in their backpack upon arriving at school. It must remain in their backpack until they leave the school grounds. Students breaking this rule will have their devices confiscated and given to the principal. For a first offense, the student may pick up the device. After that, parents will be required to come and get the device.

Weapons

Weapons, toy weapons, pocket knives, etc. are **NEVER** to be brought to school. Bringing these items could lead to **severe consequences**.

Internet Use Policy

The internet is available to all students. It offers many educational benefits. The district provides content filtering for the internet, in order to ensure that inappropriate sites are not accessible to students. Students at

the elementary level are under direct supervision when they are using the internet. Students are only allowed access to sites approved by teachers and staff. Each student will sign an internet user agreement at the beginning of the year, acknowledging the school policy in regard to technology usage.

Library Procedures

Students will have the opportunity to check out books each week. Students are responsible for their books. If a book is destroyed, it must be replaced by the student.

Visitors



All visitors, including parents, must report to the office immediately upon entering the school. A buzz-in system will be at the front door of the building as a security measure. We need to know who is in the building at all times. Therefore, all visitors must sign in and receive a visitor badge before going elsewhere in the building.

Parents are welcome to visit their child during lunch, once they have checked in and received a visitor badge from the front office.

We politely request that parents let the teacher know ahead of time when they plan to visit the classroom.

Medication Policy



No prescription or nonprescription medication shall be administered at school (by the school nurse or other school designee, as determined by the principal) without the following requirements being met:

- **Medication shall be in the original, properly labeled container.** If it is a prescription medication, the student's name, name of the medication, dosage, time of administering, name of the physician, and the current date shall be printed on the container.
- The school shall have received written permission from the health care provider to administer the medication.
- The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to the administration and consequences of such medications also must be presented to the nurse by the student's parent or legal guardian.
- All medication shall be safeguarded at school in the nurse's office. Medication may be given only by school personnel whom a registered nurse has trained and delegated the task of giving such medication.

Food Allergies

The Eaton School District has a food allergy policy. You can access this policy (JLCDA) as well as the Food Allergy Treatment Plan on the district's website. If medication has been prescribed by your healthcare provider for treatment of your child's allergies, we highly recommend you supply the school with the medication to allow us to provide the best care for your child at school. If you have any questions or concerns, please contact the health office.

Peanut/Nut Friendly Policy

In an effort to make Benjamin Eaton Elementary an inclusive and safe place for all of our students, we are a peanut/nut friendly school.

Cafeteria:

- The kitchen will not serve any peanut products.
- Students can bring peanut products in their lunches and personal snacks, but they should not share these items with others.

- We ask that if children do consume peanuts/nuts at school that they get in the habit of washing their hands with soap and water when they are finished.
- The tables in the cafeteria will be split; one end will be a peanut/nut free area.

Classroom:

- If your child has a peanut/nut allergy, your child's classroom will be peanut/nut free. Party snacks will be nut free. The classroom teacher will send home a letter communicating this information to all families.
- Students who consume peanuts/nuts at school, in a peanut/nut friendly classroom need to wash their hands with soap and water and wipe their desk with a Clorox wipe when finished.



School Lunches

Benjamin Eaton Elementary will provide a daily hot lunch that is in cooperation with the Federal School Lunch program. School lunch prices will be provided to families at the beginning of each school year. Adult lunch prices will differ from child prices. Also, breakfast will have its own rate. **Parents must pay before eating a school lunch with their child.**

Currently, school breakfast and lunch are provided to students for free. Should that change, parents will be notified. Additional milks will be charged to the student's lunch account and will need to be paid for.

A family identification number links all schools in the Eaton RE-2 School District. All children in a particular family, regardless of which school they attend, will use lunch money out of that one account. Only one payment will be necessary for all the children in your family at one time. Money that is sent will be immediately credited to the family account including extra milk money. **When the family account gets to a \$0.00 balance, money MUST be sent to the school. Your child will not be able to charge the account more than \$10.00. It is important to check the account regularly in Infinite Campus to ensure that the balance is remaining positive.**

A school lunch menu will be provided for you each month in the monthly newsletter. It is also available online. Any changes made throughout the month are reflected in the online menu.

Newsletter



A Benjamin Eaton Elementary Newsletter is sent home via email each month informing parents of the next month's activities. Included in the newsletter will be a lunch menu for the month and a variety of information. Please read the newsletter for important news from the office, grade level teams, nurse, counselor, the parent group, and other members of our school community.

No Gum

No gum is allowed at Benjamin Eaton Elementary. We have a very nice building, and when gum gets on the floors, chairs, or desks, it quickly becomes a problem. The only exceptions will be with a formal plan or within a classroom environment, controlled by a teacher.

...A community of learners...



EATON SCHOOL DISTRICT 2025-2026 CALENDAR



4	INDEPENDENCE DAY	JULY 2025							JANUARY 2026							1-2 5 6 19	WINTER BREAK TEACHER WORK DAY STUDENTS RETURN MLK HOLIDAY
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S		
														1	2	3	
				1	2	3	4	5	4	5	6	7	8	9	10		
		6	7	8	9	10	11	12	11	12	13	14	15	16	17		
		13	14	15	16	17	18	19	18	19	20	21	22	23	24		
		20	21	22	23	24	25	26	25	26	27	28	29	30	31		
		27	28	29	30	31											
4-5 6-12 13 14 15 29	NEW TEACHER IN-SERVICE PD/WORK DAY EMS/EHS STUDENT START ELEM STUDENTS START EES/BEES KINDER START DATA/WORK DAY	AUGUST 2025							FEBRUARY 2026							13 16 20	PARENT/TEACHER CONF AM/ PM RELEASE STAFF PRESIDENTS' DAY HOLIDAY END OF 2ND TRIMESTER
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S		
							1	2	1	2	3	4	5	6	7		
		3	4	5	6	7	8	9	8	9	10	11	12	13	14		
		10	11	12	13	14	15	16	15	16	17	18	19	20	21		
		17	18	19	20	21	22	23	22	23	24	25	26	27	28		
		24	25	26	27	28	29	30									
		31															
1 26	LABOR DAY HOLIDAY PD/WORK DAY	SEPTEMBER 2025							MARCH 2026							6 6 23-27	END OF 3RD QUARTER ELEMENTARY ONLY TEACHER WORK DAY/NO ELEMENTARY STUDENTS SPRING BREAK
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S		
			1	2	3	4	5	6	1	2	3	4	5	6	7		
		7	8	9	10	11	12	13	8	9	10	11	12	13	14		
		14	15	16	17	18	19	20	15	16	17	18	19	20	21		
		21	22	23	24	25	26	27	22	23	24	25	26	27	28		
		28	29	30					29	30	31						
9 10 13	END OF 1ST QUARTER PARENT/TEACHER CONF AM/ PM RELEASE STAFF PD/WORK DAY	OCTOBER 2025							APRIL 2026							20	PD/WORK DAY
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S		
					1	2	3	4				1	2	3	4		
		5	6	7	8	9	10	11	5	6	7	8	9	10	11		
		12	13	14	15	16	17	18	12	13	14	15	16	17	18		
		19	20	21	22	23	24	25	19	20	21	22	23	24	25		
		26	27	28	29	30	31		26	27	28	29	30				
7 10 24-28	END OF 1ST TRIMESTER ELEMENTARY ONLY TEACHER WORK DAY/NO ELEMENTARY STUDENTS THANKSGIVING HOLIDAY	NOVEMBER 2025							MAY 2026							17 19 20 25	HIGH SCHOOL GRADUATION LAST DAY FOR STUDENTS LAST DAY FOR TEACHERS MEMORIAL DAY
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S		
								1						1	2		
		2	3	4	5	6	7	8	3	4	5	6	7	8	9		
		9	10	11	12	13	14	15	10	11	12	13	14	15	16		
		16	17	18	19	20	21	22	17	18	19	20	21	22	23		
		23	24	25	26	27	28	29	24	25	26	27	28	29	30		
		30							31								
19 22-31	END OF 1ST SEMESTER WINTER BREAK	DECEMBER 2025							JUNE 2026								TOTAL DAYS: TEACHERS = 182 STUDENTS = 170 ELEM. STUDENTS = 167/166 KINDER
		SU	M	T	W	TH	F	S	SU	M	T	W	TH	F	S		
			1	2	3	4	5	6		1	2	3	4	5	6		
		7	8	9	10	11	12	13	7	8	9	10	11	12	13		
		14	15	16	17	18	19	20	14	15	16	17	18	19	20		
		21	22	23	24	25	26	27	21	22	23	24	25	26	27		
		28	29	30	31				28	29	30						

School Board Approved 11/11/2024