



## Student-Parent Handbook 2022 – 2023

### Eaton High School

1661 Collins Street

Eaton, Colorado 80615

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Attendance Line 970 4543374 x501

FAX (970) 4545190

7:45 a.m. – 3:45 p.m. main office hours

[www.eaton.k12.co.us/eaton-high-school](http://www.eaton.k12.co.us/eaton-high-school)

Eaton School District RE-2 is an equal opportunity educational institution and will not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services in its activities, programs or employment practices as required by Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973. Any person who has a question, concern or complaint related to the District's nondiscrimination policies and/or its efforts to ensure equal educational opportunities should contact one of the District's designated non-discrimination/equal opportunity compliance officers. For student related inquiries, including complaints of discrimination or harassment in violation of the ADA, Section 504 and/or Title IX, please refer to Board Policy AC or contact: Marcy Sanger, Director of Student Services, 211 1st Street, Eaton, CO 80615, 970-454-3402, [msanger@eaton.k12.co.us](mailto:msanger@eaton.k12.co.us) or the Office of Civil Rights, U.S. Department of Education, Region VIII, Federal Building, 1244 North Speer Boulevard, Suite 310, Denver, Colorado, (303) 844-5695. All grievances will be handled in a timely manner and steps will be taken to prevent future occurrences.

**SAFE SCHOOL ACKNOWLEDGEMENTS:** In order to provide a safe school setting for students, staff and building visitors, the District will be using security systems internally and externally throughout the District. This information is not for public viewing.

| <b>DISTRICT ADMINISTRATION</b> |   |
|--------------------------------|---|
| Jay Tapia                      | Superintendent  |
| Marcy Sanger                   | Director of Student Services                                |
| Luke Gonzales                  | Chief Financial Officer                                     |
| Theresa Muniz                  | Executive Administrative Assistant<br>to Superintendent/BOE |
| Annita Alvarez                 | Accounting Specialist                                       |
| Pattie Marino                  | Accounting/HR   |
| Julianna Heffley               | Human Resources   |
| Elaine Crowder                 | Accounts Payable/Receptionist                               |
| Penni Dyer                     | Database Manager  |
| Billy Johnston                 | Educational Technology Coordinator                          |
| Diane Holmberg                 | CTE Coordinator   |
| Josh Higgins                   | Director of Maintenance                                     |
| Laura Baxley                   | Director of Food & Nutrition                                |
| Michelle Been                  | Director of Health Services                                 |
| Susan Gomez                    | Director of Transportation                                  |

| <b>Eaton School District Board of Education (BOE)</b> |  |
|---|--|
| Jennifer Gurnsey                                      | (Director of District A)                   |
| Audrey Clary  | President (Director of District B)         |
| Jeff Oatman   | Treasurer (Director of District C)         |
| Brad Sharp  | Vice President (Director of District<br>D) |
| DeAn Dillard  | Secretary (Director of District E)         |

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Complete regulations referencing ~~the~~ school board policies are available [at www.eaton.k12.co.us](http://www.eaton.k12.co.us) Policy Manual– Section J (Students)

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# VISION STATEMENT

***Eaton High School creates a safe and inclusive environment that educates and empowers global citizens through the **E.A.T.O.N.** values.***

## E.A.T.O.N. Values:

***We Are One!***

***I AM:***

***Excellence***

**“Be the best you can be. Being a Red means going above and beyond in whatever you do. Find at least one thing you truly enjoy in the school and strive to be the best at it- no matter the outcome.”**

***Awareness***

**“Be aware of who you are, and don't change based on what's cool or who you hang out with. Look for opportunities to smile and say hi to someone. You could be the reason why someone can go home and say "I had a great day.”**

***Tenacity***

**“Tenacity is grit, or "the drive." Find something that challenges you and push against it. Let yourself overcome the challenge and watch yourself grow leaps and bounds. Don't be afraid to fail or make mistakes.**

**Learning from your failures builds character and growth. If you have a goal or a plan, do your best to achieve it.”**

***Ownership***

**“Truth is one of the most powerful things out there. It can either be what makes or breaks someone. Own up to your actions and who you are. Tell people the truth about yourself and stand by it. Don't let yourself be pushed around. Everyone is going to make mistakes.**

**It's up to you to show your true character and own up to it. The truth always wins in the end.”**

***Noteworthy***

**“This is your legacy. Who do you want to be? What do you want to be remembered for? Ponder this, and even though it may change throughout your time at EHS, always be wary of what you want to be remembered for. Don't let others hinder you from your goals. Be who you want to be remembered for. Set a legacy, be known for doing something great.”**

***GO REDS!***

# EHS Bell Schedules 22-23

| <u>Regular Schedule</u>   |   |   |   |   | <u>Late Start Schedule (2 Hour Delay)</u>  |   |  |
|---|---|---|---|---|--|---|--|
| <b>MONDAY</b><br>8:10 AM - 3:20 PM                                | <b>TUESDAY</b><br>8:10 AM - 3:20 PM                                 | <b>WEDNESDAY</b><br>8:10 AM - 3:20 PM                             | <b>THURSDAY</b><br>8:10 AM - 3:20 PM                                | <b>FRIDAY</b><br>(all classes)<br>8:10 AM - 3:20 PM |  |   |  |
| <b>0 HOUR</b><br>6:20 - 7:35 AM                                   | <b>0 HOUR</b><br>6:20-7:35 AM                                       | <b>0 HOUR</b><br>6:20-7:35 AM                                     | <b>0 HOUR</b><br>6:20-7:35 AM                                       | <b>0 HOUR</b><br>6:20-7:35 AM                       |  |   |  |
| <b>RED 1</b><br>8:10-9:36 AM<br>86 minutes                        | <b>WHITE 1</b><br>8:10-9:36 AM<br>86 minutes                        | <b>RED 1</b><br>8:10-9:36 AM<br>86 minutes                        | <b>WHITE 1</b><br>8:10-9:36 AM<br>86 minutes                        | <b>RED 1</b><br>8:10-8:56 AM<br>46 minutes          |  |   |  |
| <b>ADVISING</b><br>9:41-10:12 AM<br>31 minutes<br>(Announcements) | <b>ADV/ENRICH</b><br>9:41-10:12 AM<br>31 minutes<br>(Announcements) | <b>ADVISING</b><br>9:41-10:12 AM<br>31 minutes<br>(Announcements) | <b>ADV/ENRICH</b><br>9:41-10:12 AM<br>31 minutes<br>(Announcements) | <b>RED 2</b><br>9:01-9:47 AM<br>46 minutes          |  |   |  |
| <b>RED 2</b><br>10:17-11:43 AM<br>86 minutes                      | <b>WHITE 2</b><br>10:17-11:43 AM<br>86 minutes                      | <b>RED 2</b><br>10:17-11:43 AM<br>86 minutes                      | <b>WHITE 2</b><br>10:17-11:43 AM<br>86 minutes                      | <b>RED 3</b><br>9:52-10:38 AM<br>46 minutes         |  |   |  |
| <b>Lunch</b><br>11:43-12:20 PM                                    | <b>Lunch</b><br>11:43-12:20 PM                                      | <b>Lunch</b><br>11:43-12:20 PM                                    | <b>Lunch</b><br>11:43-12:20 PM                                      | <b>RED 4</b><br>10:43-11:29 AM<br>46 minutes        |  |   |  |
| <b>RED 3</b><br>12:23-1:49 PM<br>86 minutes                       | <b>WHITE 3</b><br>12:23-1:49 PM<br>86 minutes                       | <b>RED 3</b><br>12:23-1:49 PM<br>86 minutes                       | <b>WHITE 3</b><br>12:23-1:49 PM<br>86 minutes                       | <b>Lunch</b><br>11:29-11:59 PM                      |  |   |  |
| <b>RED 4</b><br>1:54-3:20 PM<br>86 minutes                        | <b>WHITE 4</b><br>1:54-3:20 PM<br>86 minutes                        | <b>RED 4</b><br>1:54-3:20 PM<br>86 minutes                        | <b>WHITE 4</b><br>1:54-3:20 PM<br>86 minutes                        | <b>WHITE 1</b><br>12:01-12:47 PM<br>46 minutes      |  |   |  |
| <b>C.A.T.</b><br>3:25-4:00 PM<br>(Science)                        | <b>C.A.T.</b><br>3:25-4:00 PM<br>(Math)                             | <b>C.A.T.</b><br>3:25-4:00 PM<br>(Social Science)                 | <b>C.A.T.</b><br>3:25-4:00 PM<br>(ELA)                              | <b>WHITE 2</b><br>12:52-1:38 PM<br>46 minutes       |  |   |  |
|   |   |   |   |   | <b>Mon/Wed</b>   | <b>Tues/Thurs</b>   | <b>Friday</b>  |
|   |   |   |   |   | <b>RED 1</b><br>Period 1<br>10:10 AM – 11:16 AM<br>66 Minutes<br>(announcements) | <b>WHITE 1</b><br>Period 1<br>10:10 – 11:16 AM<br>66 Minutes<br>(announcements) | <b>RED 1</b><br>Period 1<br>10:10-10:40 AM<br>30 Minutes |
|   |   |   |   |   | <b>RED 2</b><br>Period 2<br>11:21 AM – 12:27 PM<br>66 Minutes                    | <b>WHITE 2</b><br>Period 2<br>11:21 AM - 12:27 PM<br>66 Minutes                 | <b>RED 2</b><br>Period 2<br>10:45-11:15 AM<br>30 Minutes |
|   |   |   |   |   | <b>LUNCH</b><br>12:27 – 1:00 PM  | <b>LUNCH</b><br>12:27 – 1:00 PM   | <b>RED 3</b><br>Period 3<br>11:20-11:50 AM<br>30 Minutes |
|   |   |   |   |   | <b>RED 3</b><br>Period 3<br>1:03 PM – 2:09 PM<br>66 Minutes                      | <b>WHITE 3</b><br>Period 3<br>1:03 PM– 2:09 PM<br>66 Minutes                    | <b>RED 4</b><br>Period 4<br>11:55-12:25 PM<br>30 Minutes |
|   |   |   |   |   | <b>RED 4</b><br>Period 4<br>2:14 PM – 3:20 PM<br>66 Minutes                      | <b>WHITE 4</b><br>Period 4<br>2:14 PM – 3:20 pm<br>66 Minutes                   | <b>Lunch</b><br>12:25-1:00 PM                            |
|   |   |   |   |   |  |   | <b>WHITE 1</b><br>Period 5<br>1:05-1:35 PM<br>30 Minutes |
|   |   |   |   |   |  |   | <b>WHITE 2</b><br>Period 6<br>1:40-2:10 PM<br>30 Minutes |
|   |   |   |   |   |  |   | <b>WHITE 3</b><br>Period 7<br>2:15-2:45 PM<br>30 Minutes |
|   |   |   |   |   |  |   | <b>WHITE 4</b><br>Period 8<br>2:50-3:20 PM<br>30 Minutes |

# Eaton High School Support Staff

**MAIN OFFICE: Phone: 970-454-3374**

|                       |                                      |  |
|-----------------------|--------------------------------------|--|
| <b>Jessica Grable</b> | <b>Principal</b>                     | <a href="mailto:jgrable@eaton.k12.co.us">jgrable@eaton.k12.co.us</a>     |
| <b>Tom Shannon</b>    | <b>Assistant Principal</b>           | <a href="mailto:tshannon@eaton.k12.co.us">tshannon@eaton.k12.co.us</a>   |
| <b>Steve Longwell</b> | <b>Athletics/Activities Director</b> | <a href="mailto:slongwell@eaton.k12.co.us">slongwell@eaton.k12.co.us</a> |
| <b>Lisa DeNooy</b>    | <b>Admin. Assistant to Principal</b> | <a href="mailto:ldenooy@eaton.k12.co.us">ldenooy@eaton.k12.co.us</a>     |
| <b>Kim Carey</b>      | <b>Attendance</b>                    | <a href="mailto:kcarey@eaton.k12.co.us">kcarey@eaton.k12.co.us</a>       |
| <b>Michelle Been</b>  | <b>Nurse</b>                         | <a href="mailto:mbeen@eaton.k12.co.us">mbeen@eaton.k12.co.us</a>         |

**COUNSELING OFFICE**

|                        |                             |  |
|------------------------|-----------------------------|--|
| <b>Laura Flood</b>     | <b>Counselor (A-L)</b>      | <a href="mailto:lflood@eaton.k12.co.us">lflood@eaton.k12.co.us</a>         |
| <b>Kelly Kochevar</b>  | <b>Counselor (M-Z)</b>      | <a href="mailto:kkochevar@eaton.k12.co.us">kkochevar@eaton.k12.co.us</a>   |
| <b>Carey Quaratino</b> | <b>Counseling Secretary</b> | <a href="mailto:cquaratino@eaton.k12.co.us">cquaratino@eaton.k12.co.us</a> |

**SUPPORT STAFF**

|                         |                            |  |
|-------------------------|----------------------------|--|
| <b>Mike Brisendine</b>  | <b>Campus Monitor</b>      | <a href="mailto:mbrisendine@eaton.k12.co.us">mbrisendine@eaton.k12.co.us</a> |
| <b>Bryan Herrington</b> | <b>EHS Maintenance</b>     | <a href="mailto:bherrington@eaton.k12.co.us">bherrington@eaton.k12.co.us</a> |
| <b>Angel Powell</b>     | <b>EHS Kitchen Manager</b> | <a href="mailto:apowell@eaton.k12.co.us">apowell@eaton.k12.co.us</a>         |



# EATON HIGH SCHOOL | 2022-2023 CALENDAR

| AUGUST '22 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

**1** Admin Returns  
**10** Office Staff returns  
**22** AIMS Career Acad. & Concurrent Enr. Starts  
**22-23** New Teacher Orient.  
**22** Seniors Registration  
**23** 10<sup>th</sup>/11<sup>th</sup> Grade Regist.  
**24-31** Teacher Collaboration  
**25** District Kick Off  
**31** 9<sup>th</sup> Grade Orientation

| FEBRUARY '23 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 |    |    |    |    |

**1** 8<sup>th</sup> Grade Parent Night  
**6-9** 8<sup>th</sup> Grade Registration  
**17** Parent/Teacher Conf.  
**20** President's Day  
**21-24** FFA Week  
**25** MORP Dance

| SEPTEMBER '22 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |

**1-2** Teacher Collaboration  
**5** Labor Day  
**6** First day of school  
 Back2School Rally  
**7** Club Rush @ Lunch  
**7** Back2School Open House  
**10** Community Tailgate  
**14** Dual Enroll. Parent night  
**28** College/Career Fair  
**28** Special Olympics

| MARCH '23 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

**2** FFA Auction  
**7** Choir Spring Concert  
**10** End of 3<sup>rd</sup> Quarter  
**14** Band Spring Concert  
**27-28** Teacher Collaboration/Workdays  
**29-31** Spring Break

| OCTOBER '22 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

**5** Academic Awards  
**12** PSAT/NMSQT Testing  
**14** Parent/Teacher Conf.  
**14** Homecoming  
**15** Homecoming Dance  
**18** Choir Fall Concert  
**26** Band Fall Concert  
**29** EHS Fall Festival

| APRIL '23 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

**5-7** State FBLA  
**12** SAT/PSAT Testing  
**18** CMAS Testing  
**17** FFA Banquet  
**22** Prom  
**27-29** Spring Drama Perform.

| NOVEMBER '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 |    |    |    |

**4** End of 1<sup>st</sup> Quarter  
**11** Veterans Day  
**11** Teacher Collaboration  
**17-19** Theatre Production  
**23-25** Thanksgiving Break

| MAY '23 |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | Th | F  | S  |
|         | 1  | 2  | 3  | 4  | 5  | 6  |
| 7       | 8  | 9  | 10 | 11 | 12 | 13 |
| 14      | 15 | 16 | 17 | 18 | 19 | 20 |
| 21      | 22 | 23 | 24 | 25 | 26 | 27 |
| 28      | 29 | 30 | 31 |    |    |    |

**9** Choir Awards Concert  
**10** Scholarship Awards  
**15-16** Senior Finals  
**16** Band Awards Concert  
**17** Class Day  
**21** EHS Graduation  
**23-24** 2<sup>nd</sup> Semester Finals  
**25** Last Day of School  
**26** Teacher Work Day  
**30-31** Summer School

| DECEMBER '22 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

**10** Winter Formal  
**15** Choir Winter Perform.  
**19** Band Winter Perform.  
**22-31** Winter Break

| JUNE '23 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 |    |

**1-23** Summer School

| JANUARY '23 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

**1** New Year's Day  
**2** Teacher work day  
**11-12** 1<sup>st</sup> Semester Finals  
**13** End of 1<sup>st</sup> Semester  
**16** Teacher Work Day  
**17** Start 2<sup>nd</sup> Semester  
**17** AIMS Spring Sem. Starts  
**17-31** EHS Registration

| JULY '23 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

**4** Independence Day

# **EATON HIGH SCHOOL STUDENT-PARENT HANDBOOK**

The purpose of this handbook is to provide general information regarding EHS policies, regulations, and procedures. *Complete policies and regulations are available online at: <http://www.eaton.k12.co.us>* Students and parents should familiarize themselves with this handbook.

## **ATTENDANCE**

### **ATTENDANCE REGULATIONS (REF: [BOE Policy JH, JHBB](#))**

It is well established that faithful and regular attendance in school is related to student progress and achievement. In order for your child to do his or her very best, it is important that he/she be in school as many days as possible. State law and school policy require students be in attendance every day that school is in session. Regular attendance prepares students for success after high school.

Habitually truant students are defined as 17 years or younger, who have 5 unexcused absences from the same class in any 1 month or 10 unexcused absences during any school year. (Ten absences from the same class *may* result in W/F.) Students identified as habitually truant *may* be referred to Truancy Court after all available avenues of support have been exhausted. ([BOE Policy JHB](#)).

### **EHS TARDY PROCEDURES**

Teachers record student attendance at the beginning of each period. Students are classified as present, absent, or tardy. Tardy records are to be maintained by the teacher. Teachers will monitor their own tardy policy for their classroom. Students are responsible for meeting each teacher's attendance expectations. Teachers will refer students with habitual tardiness to the office after assigned detentions and parent contacts have failed to bring about a change in behavior. EHS instructors expect their students to arrive on time to class. Students will be held accountable to arrive at all classes at the appropriate times on their schedules. School policy states that *when a student is tardy beyond 15 minutes, they will be classified as ABSENT*. It is the parent/guardian's responsibility to ensure attendance. *Excused* tardy passes may be obtained from the main office.

### **PREARRANGED ABSENCES**

When a parent/guardian knows of an absence in advance, the parent should notify the school and have the student complete the pre-arranged absence contract with the teacher and parent acknowledgment of the absence. He/she should also notify the school with a note or a call prior to the absence. When a student must leave school, he/she must check out at the main office and be excused in advance.

### **RESPONSIBILITY FOR ATTENDANCE AND ATTENDANCE REPORTS**

**The student** is responsible to be in class on time. He/she is responsible for his/her attendance records as follows:

- Arrange for an excuse by a parent/guardian via telephone or written note prior to or on the day he/she returns to school.
- Check-out at the main office prior to leaving school at any time other than during lunch. An excuse by a parent/guardian is required prior to leaving the school grounds.
- Correct attendance errors should they occur.
- When a student is tardy to a class it is his/her responsibility to verify that he/she is recorded as tardy instead of absent.

Once a student arrives at school and if it is determined that the student should leave school (health, etc.), the student will contact a parent/guardian to be excused. If a parent/guardian cannot be contacted, the principal or their designee will determine whether it is in the best interest of the student to go home.

**The parent/guardian** is responsible to encourage and enforce regular student attendance and cooperating with the school regarding absences. Parents are encouraged to call the attendance secretary Kim Carey (454-3374 x501) to review attendance records or access records via our Parent Portal at [www.eaton.k12.co.us](http://www.eaton.k12.co.us).

**Eaton High School** is required to maintain accurate attendance records and to provide parents/guardians with student attendance information. Attendance is checked for each class meeting. Students who are absent without an excuse are recorded as unexcused. The parent/guardian can declare a student as excused or truant. Parents of students whose absences remain unexcused are notified each day by call/text/email. If the absence is not excused by the end of the following school day, the absence will remain unexcused. **Although EHS is committed to communication and cooperation, the primary responsibility for a student's attendance rests with the student and their parent/guardian.**

### **CAMPUS ATTENDANCE EXPECTATIONS**

Students are expected to be on campus for all scheduled courses. Students may not leave the school grounds, except during lunch ([BOE Policy JHCA](#)), unless excused by a parent/guardian. When a student becomes ill during the school day, he/she must report to the nurse's office. If a student has an off block, they are allowed in designated areas only. Teachers should not allow students to enter in their classrooms that are not on their roster unless prior arrangements have been made by the teacher or other EHS staff.

### **EXCUSED ABSENCES**

An excused absence at Eaton High School is an absence that is due to temporary illness or injury, **and any other reason deemed acceptable by the administration**. The administration has the authority to determine whether an absence is excused or unexcused. The parent/guardian does not determine if an absence is excused.

#### **Excused absences:**

1. Temporary illness or injury.
2. An absence that is approved by the principal.
3. Extended absences due to physical, mental, or emotional disabilities.
4. An absence that occurs when the student is in the custody of court or law enforcement authorities.
5. Emergency, serious illness, or death in the immediate family.
6. Medical and dental appointments which cannot be scheduled outside the regular school day.
7. Extremely inclement weather.
8. Absences directly related to the primary handicapping condition of an identified handicapped student.
9. Participation in religious observances.
10. College or post-secondary visitation.
11. Excused absences, per board policy, allow students to receive 1 day for make-up work for each day absent; excluding long-term assignments.
12. Students excused for school activities will be able to make up work without penalty.

#### **TO EXCUSE AN ABSENCE**

A parent/guardian must call the school on the day of the absence or send a written explanation with the student when he/she returns to school. If this is not possible, the absence must be excused within two days of the absence. When an absence is not excused properly, it will remain unexcused. Excessive absences may require medical documentation to validate health conditions.

#### **CONSEQUENCES OF UN-EXCUSED ABSENCES**

The natural consequence of un-excused absences is the probability of poor grades and the possible loss of credit due to failure.

- Students may be assigned detention or in-school suspension for excessive absences to assist with academic recovery/mediation. An attendance contract may also be put into place, also known as a SARB (Student Attendance Review Board) Contract that will be put into place when there is inadequate attendance. Students and the student's parent/guardian will meet with Admin and counselor to discuss a plan to improve attendance.
- Habitually absent students may be referred to Truancy Court after going through the SARB process.
- Previously assigned work is due the next day of attendance. (Long-term assignments may still be due on their original due date at the teacher's discretion.)
- Newly assigned work during said absence is to be submitted within one day of return to school.

#### **MAKEUP WORK**

##### **Excused Absences**

- Students are responsible for material covered in class and are allowed to make up missed assignments.
- Students will receive 100% credit for assignments completed in accordance with the teacher deadline procedures.
- For each day's *excused* absence the student has one day to submit work, with teacher consent.

##### **Unexcused Absences**

- Students are responsible for material covered in the class and are allowed to make up missed assignments according to teacher discretion.
- Students will receive credit for makeup work at the teacher's discretion.
  - Pre-assigned, long-term assignments are still due on their original due date (unless arrangements are made).
  - Missing classes due to unpreparedness are unexcused absences.

#### **STUDENTS ON EMANCIPATED ATTENDANCE CONTRACTS**

Students on an emancipated attendance contract may provide authorization for his/her absences. **However, the school will require verification after the fifth self-excuse.** Parents/Guardians must sign off prior to the contract. Emancipated contracts must be submitted to and approved by the building administration.

#### **ADMISSIONS AND WITHDRAWALS**

EHS is open to all students whose primary residence is in the Weld RE-2 School District. Out-of-district (OOD) students **must apply for admission each year** as follows: (ref: [BOE Policy JFBA](#))

1. Applications are available on our district website ([www.eaton.k12.co.us](http://www.eaton.k12.co.us)), through our counseling office, building administration offices, or our district office.
2. Applications must be submitted by June 30<sup>th</sup> for consideration for the upcoming school year.
3. Attendance, grades, behavior, and EHS credit requirements are reviewed from the previous school as part of out-of-district acceptance and maintaining grade level. All of the above is reviewed at semester break and at the conclusion of each year in order to maintain OOD status. Permission for a nonresident student to attend EHS may be rescinded at the end of the school year if the school's growth in enrollment due to an increase in students living in the school's boundary results in inadequate space or resources for enrolled students.
4. Due to growth and current class sizes, the following criteria will be used to re-enroll existing OOD students or be factors in accepting new OOD candidates. These points are in addition to also having acceptable attendance and behavior reports from the current school:

- a. New OOD students must be in good academic standing from their previous school and not be involved in credit recovery.
- b. All OOD students are expected to have credits aligned with grade level expectations to move from grade to grade with the ultimate goal of graduation with 29 credits
- c. Current OOD students are expected to be in good standing with attendance, grades, and behaviors.
- d. All OOD students will have their status reviewed quarterly to assist with meeting these requirements.

5. Appointments, assessments, and interviews *may* be elements of the out-of-district process.

Students who wish to withdraw must have a parent/guardian complete a request form in the counseling office. The withdrawal process requires the student to return all school property and pay for any lost or damaged property. (ref: [BOE Policy JFC](#))

A student who withdraws from school without approval is recorded as un-excused and could receive failing grades in all classes.

Students may withdraw from a class during the first **five** school days of a semester without receiving a grade. Withdrawal between day five and day ten of a semester **requires the approval of the administration and a parent**. If the withdrawal is after 10 days, a grade designation of “WF” *may* be given.

**Student Records & Information:** [BOE Policy JRA JRC](#), [JRA JRC-E-1](#), [JRCA](#)

In recognition of the confidential nature of student education records, no person or agency may access student education records without prior written consent from the student’s parent/guardian or the eligible student. Please contact EHS Admin or the EHS Registrar with any questions regarding student records or information.

*Re-admittance after leaving RE-2 School District: Parents/guardians who live in Eaton School District and choose to enroll their students in another school district (including online schools, or who choose to home-school their students, may not enroll in Eaton School District during the same school year after the official pupil enrollment count date (currently October 1st). Parents/guardians may seek admission to the schools of Eaton School District for the following school year unless approved by the Superintendent. ([BOE Policy JF](#))*

**HOME SCHOOL**

Home School requirements include, but are not limited to:

1. Parent/guardian is to fill out the Annual Notification of Intent to Provide Home Education required by CRS 22-33-104.5
  - No less than 172 days of instruction
  - Minimum of 4 contact hours per day
  - Shall include communication skills of reading, writing, speaking, mathematics, history civics, literature, science, and regular courses of instruction in the constitution of the United States as provided by CRS 22-1-108.
2. All costs incurred to home school students rest with the parent/guardian.
3. Records must include but are not limited to, attendance dates, test and evaluation results, and immunization records.
4. Re-entry assessments will be required to evaluate if credit is to be granted and what level of course assignments are to be scheduled.
5. Refer to [BOE Policy IHBG](#).

**ACADEMICS:**

**GRADUATION REQUIREMENTS** ([BOE Policy IKF](#))

The RE-2 Board of Education and the State of CO have set forth the following requirements for graduation at Eaton High School. A high school diploma will be granted only upon completion of all these requirements. A minimum of twenty-nine (29) credits are required for graduation. One (1) credit is earned for each year-long class successfully completed and one-half (1/2) credit is earned for successfully completing a semester course. An elective is any course, which is NOT required for graduation. Students begin earning credits toward graduation with their entrance into the ninth grade. Students may recover a maximum of two (2) full credits over their Eaton High School career via summer school, Odysseyware, or other EHS-approved credit recovery courses.

**Graduation Requirements for the Class of 2023, Class of 2024, & Class of 2025**

| <b><u>Eaton High School<br/>Graduation Requirements</u></b>   | <b><u>Eaton High School<br/>Honors Diploma Requirements</u></b>   |
|---|---|
| <p><b><u>English - 4 Credits</u></b><br/>                     Survey of Language Arts                      1 Credit<br/>                     World Literature                                      1 Credit<br/>                     Early/Modern or American Literature      1 Credit<br/>                     (2) English Electives                              1 Credit<br/> <i>(At least .5 English credit must be taken in students senior year)</i></p> <p><b><u>Mathematics – 3 Credits</u></b><br/>                     To include: Algebra IA, Algebra IB, Geometry, Honors Geometry, Algebra II, Honors Algebra II, College Algebra MATH 124/MAT 1340, Precalculus (<i>MAT 11340 &amp; College Trigonometry MAT 1420</i>), Intro to Statistics or Calculus I MATH 131</p> <p><b><u>Science – 3 Credits</u></b><br/>                     Earth Science    1 Credit<br/>                     General or Honors Biology                      1 Credit<br/>                     Science Elective    1 Credit</p> <p><b><u>Social Studies – 3 Credits</u></b><br/>                     Civics/World Geography                      1 Credit<br/>                     World History    1 Credit<br/>                     United States History                              1 Credit</p> <p><b><u>Physical Education – 2 Credits</u></b><br/>                     Freshmen Physical Education/Health      1 Credit<br/>                     (2) PE Electives    1 Credit</p> <p>Personal Finance or Intro to Business      .5 Credit</p> <p>Life Skills/Applied Arts                              3 Credits</p> <p>Fine Arts    2 Credits</p> <p>World Language    1 Credit</p> <p>Electives–<i>in addition to those listed above</i>      7.5 Credits</p> <hr/> <p><b>Total</b>    29 Credits</p> | <p><b><u>English- 4 Credits</u></b><br/>                     Survey of Language Arts                      1 Credit<br/>                     World Literature                                      1 Credit<br/>                     Early/Modern or American Literature      1 Credit<br/>                     (2) English Electives                              1 Credit<br/> <i>(At least .5 English credit must be taken in students senior year)</i></p> <p><b><u>Mathematics &amp; Science – 7 Credits</u></b><br/>                     Math to include: Algebra IB or higher<br/>                     Science to include: Earth Science, General Biology or Honors Biology, Chemistry<br/> <i>(Students must take a combination of approved Math and Science classes to obtain 7 credits total)</i></p> <p><b><u>Social Studies – 4 Credits</u></b><br/>                     Civics/World Geography                      1 Credit<br/>                     World History    1 Credit<br/>                     United States History                              1 Credit<br/>                     (2) Social Studies Electives                      1 Credit<br/> <i>(At least .5 credit of Psychology, HIST 100, HIST 101, HIS 1210 or HIS 1220)</i></p> <p><b><u>Physical Education – 2 Credits</u></b><br/>                     Freshmen Physical Education/Health      1 Credit<br/>                     (2) PE Electives    1 Credit</p> <p>Personal Finance or Intro to Business      .5 Credit</p> <p>World Language<br/> <i>(All 3 credits must be in the same language)</i>      3 Credits</p> <p>Electives–<i>in addition to those listed above</i>      9.5 Credits</p> <hr/> <p><b>Total</b>    30 Credits</p> <p align="center">****<i>Students must maintain a 3.0 cumulative GPA to earn an honors diploma</i>****</p> |

# Graduation Requirements for the Class of 2026 and Beyond

The RE-2 Board of Education and the State of Colorado have set forth the following requirements for graduation at Eaton High School. A high school diploma will be granted only upon completion of all these requirements. Twenty-nine (29) credits are required. One (1) credit is earned for each year-long class successfully completed and one-half (1/2) credit is earned for successfully completing a semester course. An elective is any course, which is NOT required for graduation. Students begin earning credits toward graduation with their entrance into the ninth grade.

| <b><u>Eaton High School<br/>Graduation Requirements</u></b>  | <b><u>Eaton High School<br/>Honors Diploma Requirements</u></b>   |
|--|---|
| <p><b><u>English - 4 Credits</u></b><br/>           Survey of Language Arts                    1 Credit<br/>           World Literature                                1 Credit<br/>           American Literature                           1 Credit<br/>           (2) English Electives                        1 Credit<br/> <i>(At least .5 English credit must be taken in students senior year)</i></p> <p><b><u>Mathematics – 3 Credits</u></b><br/> <b>To include:</b> Algebra IA, Algebra IB, Geometry, Honors Geometry, Algebra II, Honors Algebra II, College Algebra MAT 1340, Precalculus (<i>MAT 1340 &amp; College Trigonometry MAT 1420</i>), Intro to Statistics or Calculus I MATH 131</p> <p><b><u>Science – 3 Credits</u></b><br/>           Earth Science                                    1 Credit<br/>           General or Honors Biology                   1 Credit<br/>           Science Elective                                1 Credit</p> <p><b><u>Social Studies – 3.5 Credits</u></b><br/>           World Geography                                1 Credit<br/>           World History                                    1 Credit<br/>           United States History                         1 Credit<br/>           Civics - 12th                                    .5 Credit</p> <p><b><u>Physical Education – 2 Credits</u></b><br/>           Freshmen Physical Education/Health      1 Credit<br/>           (2) PE Electives                                1 Credit</p> <p>Personal Finance or Intro to Business        .5 Credit</p> <p>Life Skills/Applied Arts                         3 Credits</p> <p>Fine Arts    2 Credits</p> <p>World Language                                    1 Credit</p> <p>Electives–<i>in addition to those listed above</i>    7 Credits</p> <hr style="width: 50%; margin-left: 0;"/> <p><b>Total</b>    <b>29 Credits</b></p> | <p><b><u>English- 4 Credits</u></b><br/>           Survey of Language Arts                    1 Credit<br/>           World Literature                                1 Credit<br/>           American Literature                           1 Credit<br/>           (2) English Electives                        1 Credit<br/> <i>(At least .5 English credit must be taken in students senior year)</i></p> <p><b><u>Mathematics &amp; Science – 7 Credits</u></b><br/> <b>Math to include:</b> Algebra IB or higher<br/> <b>Science to include:</b> Earth Science, General Biology or Honors Biology, Chemistry<br/> <i>(Students must take a combination of approved Math and Science classes to obtain 7 credits total)</i></p> <p><b><u>Social Studies – 4.5 Credits</u></b><br/>           World Geography                                1 Credit<br/>           World History                                    1 Credit<br/>           United States History                         1 Credit<br/>           Civics - 12th                                    .5 Credit<br/>           (2) Social Studies Electives                1 Credit<br/> <i>(At least .5 credit of Psychology, History 1210, or History 1220)</i></p> <p><b><u>Physical Education – 2 Credits</u></b><br/>           Freshmen Physical Education/Health      1 Credit<br/>           (2) PE Electives                                1 Credit</p> <p>Personal Finance or Intro to Business        .5 Credit</p> <p>World Language<br/> <i>(All 3 credits must be in the same language)</i>        3 Credits</p> <p>Electives–<i>in addition to those listed above</i>    9 Credits</p> <hr style="width: 50%; margin-left: 0;"/> <p><b>Total</b>    <b>30 Credits</b></p> <p style="text-align: center; margin-top: 20px;"><b>****Students must maintain a 3.0 cumulative GPA to earn an honors diploma****</b></p> |

Districts must ensure that their requirements for graduation meet or exceed the guidelines established by the state of Colorado. In order to meet the state requirements, students must demonstrate college and career-ready competency in English and Math. Eaton School District feels the best way to ensure that students are prepared for life after high school is to have them complete a robust course sequence of curricula aligned to the Colorado state standards and embedded with the skills necessary for success (Critical Thinking & Reasoning, Information Literacy, Collaboration, Self-Direction, and Innovation/Invention). Students who complete these courses will have the confidence and ability to demonstrate their mastery/competency in the two state-required areas of English and Math.

**Eaton High School students must demonstrate mastery of the standards and skills through a combination of earned credits and competency-based measurements.**

***Graduates will complete 29 credits*** in grades nine through twelve in the prescribed categories listed below. Completion of the requirements and goals as listed on a student’s Individualized Education Plan (IEP) which may include modified content standards.

***In addition, students must demonstrate college and career-ready competency in English and Math in at least one category from the menu of options below.*** Student’s on an Individualized Education Plan (IEP), an Advanced Learning Plan, or an English Acquisition Plan may have modified requirements for demonstrating competency.

**Demonstration of College and Career Readiness in English and Math**

Students must show competency by meeting the minimum requirements in at least one of the options below in both English and Math in order to graduate.

| Menu of Options            | English<br>Meet the requirements from one of the choices below.   | Math<br>Meet the requirements from one of the choices below.  |
|----------------------------|---|---|
| SAT                        | 470   | 500   |
| ACT                        | 18  | 19  |
| ASVAB                      | 31 (AFQT score)   | 31 (AFQT score)   |
| Concurrent Enrollment      | C or above in any of the following:<br>ENG 1021 College Composition I<br>ENG 1022 College Composition II<br>ENG 1031 Technical Writing I<br>LIT 1015 Introduction to Literature | C or above in any of the following:<br>ACC 1021 Accounting Principles<br>MAT 1340 College Algebra<br>MAT 1420 College Trigonometry<br>MATH 131 Calculus I |
| Advanced Placement         | 2 on AP Composition/Literature  | 2 on AP Calculus  |
| Classic Accuplacer         | 62 on Reading Comprehension or 70 on Sentence Skills  | 61 on Elementary Algebra  |
| Next Generation Accuplacer | 241 on Reading or 236 on Writing  | 255 on Arithmetic (AR) or 230 on Quantitative Reasoning, Algebra, and Statistics (QAS)  |

|                   |  |
|-------------------|--|
| District Capstone | Students taking a Capstone class will use their Individual Career & Academic Plan (ICAP) to develop a Capstone Project or Experience that demonstrates they are ready for the next step in their chosen career pathway. Each Capstone (District, Business, Agriculture, FCS, Art, or English 12) must demonstrate mastery of the Colorado 21st Century Skills (Critical Thinking & Reasoning, Information Literacy, Collaboration, Self-Direction, and Invention). |
|-------------------|--|

## Industry Certificate

An industry certificate may be obtained by the student either by earning a certificate through an accredited post-secondary institution or by passing a test administered by a nationally recognized credentialing organization. Students planning to use an industry certification to meet competency requirements must have prior approval of the principal. Examples include the following, but are not limited to:

- Nurse Aide Certificate (CERT NA01, Aims CA)
- Basic Construction Methods (CERT CM19, Aims CC)
- Basic Welding & Cutting Certificate (CERT WT09, Aims CA)
- Colorado Department of Fire Prevention & Control Certificate (CERT CDFPC, Aims CA)
- EMT Certificate (CERT EMT, Aims CA)

## Concurrent Enrollment Program ([BOE Policy IHCD A](#))

In May 2009, Colorado State Legislature passed HB09-1319 and SB09-285 (hereafter the “Concurrent Enrollment Programs Act” or CRS 22-35-101 et seq). The collective intent is to broaden access to and improve the quality of concurrent enrollment programs, improve coordination between the state’s high schools and institutions of higher education, ensure financial transparency and accountability, and reward high school students who pursue challenging college-level coursework. For updated information please visit the following link:

[https://www.cde.state.co.us/postsecondary/ce\\_legislation](https://www.cde.state.co.us/postsecondary/ce_legislation)

Students in the 9th, 10th, 11th, and 12th grades may qualify to concurrently enroll in postsecondary courses if the student:

- Has received approval for their academic plan of study;
- Applied for concurrent enrollment approval no later than sixty days before the end of the academic term that immediately precedes the intended term of concurrent enrollment;
- Met the minimum prerequisites for the course (students need not meet all Higher Education Admission Requirements [HEAR])

### Concurrent Enrollment Courses

Concurrent Enrollment is defined as pre-approved coursework taken by high school students on a college campus which allows students to earn high school and college credit. Traditionally, Concurrent Enrollment classes are not included on a weighted grading scale. If a student is seeking a weighted grade for a Concurrent Enrollment course, the appropriate paperwork must be submitted to the principal thirty (30) days prior to the start date of the course. In addition, the course must meet or exceed the rigor presented in Dual Enrollment courses taught on the Eaton High School campus.

### Registration

Registration will be held in January/February for upcoming 9th, 10th, 11th, and 12th-grade students. Understanding the importance of registration, students will need to work closely and cooperatively with parents, teachers, counselors, and/or administrators. Registration is structured to serve a three-fold purpose. First, the student is to develop or update his/her four-year plan. Second, registration enables the student body to collectively select classes for the following year. Third, by analyzing the student's requests, the process of registration enables the school to build a course schedule, set class sizes, make teacher assignments, and prepare facilities and supplies for the upcoming school year. It is necessary then that student pre-registration for the upcoming year be considered as **FINAL** in order to provide an adequate schedule of classes for students. **Therefore, few schedule changes will be made once the student’s schedule is created.**

Both the student and the school have a responsibility in the registration process to facilitate a degree of student flexibility in an effective manner. The student has the responsibility to select classes and build a schedule most appropriate to his/her needs. The school's responsibility is to build a schedule based on students’ requests with the least number of conflicting classes. However, because of our school size, there may be some conflicts and students may have to choose courses and teachers that they might not want. Spend considerable time and thought on the following:

- Examine the programs of instruction and compare the required coursework and electives.
- Know the requirements for graduation.
- Determine a program of instruction based on your Individual Academic & Career Plan (ICAP) through Virtual Job Shadow ([www.virtualjobshadow.com](http://www.virtualjobshadow.com)).
- Speculate on future vocational and educational goals. Be flexible yet realistic in your projections. Base your decision (selections) on the most demanding program and your identified career cluster.

- Complete the registration process in Infinite Campus.
- Students not completing the registration process will be registered by the counseling staff. These selections will be at the convenience of the school, not the student.

**Course Load:** All students in grades 9-11 must enroll in a minimum of 8 units of credit during the school year. Grade 12 students must enroll in a minimum of 6 classes during the fall semester. Exceptions are those post-secondary students who attend AIMS or UNC and students enrolled in work-based learning. Course load requirements for special situations may be appealed through the administration. Students are reminded they must be enrolled in 3 units of credit, or 6 classes per semester to be eligible to compete in athletics.

**Class Changes:** All course changes require the signatures of all teachers involved, the student's parents, and a counselor. **A student wishing to drop a class must consult with the teacher before presenting the problem to the counselor.** A class being dropped must have a teacher signature on the drop/add form and a teacher signature for an added class.

## Aims Community College Career Academy Opportunities

Get a head start on your college career by taking college Career & Technical Education (CTE) classes and earning certificates while you're still in high school.

### What is Career Academy?

Career Academy is a form of Concurrent Enrollment that provides you with the opportunity to take college classes while still in high school and to receive dual credit. However, it differs from the Concurrent Enrollment program in a number of ways. These opportunities are for **JUNIORS AND SENIORS ONLY**.

As a Career Academy student, you are able to take outlined college courses to earn certificates in the participating CTE programs, free of charge. The cost of tuition, fees, and course materials are paid for by your school district, therefore the program is often described as a scholarship program. **\*\*Note: Students must receive a final grade of at least a "C" in each course or the family will be responsible for reimbursing Eaton School District Re-2 for the cost of tuition, fees, books, supplies, and other learning materials in the program.** There is a minimum one-year commitment (two semesters, although some programs are longer). Classes are offered at the Aims campuses and online, depending on the program or class. You must provide your own transportation to and from your courses. Upon graduation from high school, you can continue with your college career ahead of others and/or begin working at entry-level jobs in many of those fields.

### How to get started?

- Ask your high school counselor about Career Academy opportunities.
- Find out if you qualify to participate, per Eaton School District Re-2 guidelines.
  - These programs/opportunities are huge commitments so it is for students who are 100% wanting to be in those fields. Students must have good attendance and grades at EHS. Students can only miss two classes per semester at Aims. Juniors must have at least 17 credits if on Honors and 16 credits if on non-honors by the end of their sophomore year. Seniors must have at least 23 credits if on Honors and 22 credits if on non-honors by the end of their junior year.
- To be considered, you must also apply to Aims Community College and get an A number (Student number from Aims). Apply at [www.aims.edu](http://www.aims.edu).
- Attend Career Academy Day at Aims in the spring. This is a great way to find out if the program is the right fit for you. *Career Academy Applications will be available on Career Academy Day.*

- Complete the Career Academy Application, including student and parent/guardian signatures, and submit it to your high school counselor. Students will need 2-3 letters of recommendation from teachers. Applications will be due each **March**.
- Students must also be able to have their own transportation. **EHS does not provide transportation for these programs once enrolled.**

**Programs available during the 2022-2023 school year include:**

**Audio & Radio Production**  
**Welding**  
**Fire Academy**  
**Med Prep (CNA)**  
**Automotive Service Technology**  
**Automotive Collision Repair**  
**EMT**  
**Aviation**  
**Health/Exercise**

Weighted courses will be highlighted next to the course description in our course description handbook. Further state-mandated graduation requirements are available on page 6 of the EHS Course Description book and online at [www.eaton.k12.co.us](http://www.eaton.k12.co.us) ∞ EHS ∞ Counseling ∞ Course Description

**GRADE CLASSIFICATION**

Students are classified according to credits earned by the end of each year.

|          |                 |
|----------|-----------------|
| Grade 9  | 0 - 7 credits   |
| Grade 10 | 7 - 14 credits  |
| Grade 11 | 14 - 21 credits |
| Grade 12 | 21 - 29 credits |

**EHS UNIFORM GRADING SCALE**

|          |              |         |                |
|----------|--------------|---------|----------------|
| 100 – 90 | A – 4 points | 69 – 60 | D – 1 point    |
| 89 – 80  | B – 3 points | 59 – 0  | F - 0 point    |
| 79 – 70  | C – 2 points |         | I – Incomplete |

Incomplete grades must be made up within one school calendar week of the end of the grading period with consent from the administration regarding extenuating circumstances.

**HONOR ROLL**

|             |                      |
|-------------|----------------------|
| 4.0 + above | Academic Excellence  |
| 3.5-3.99    | Academic Honors      |
| 3.0-3.49    | Academic Achievement |

**VALEDICTORIAN(S) and SALUTATORIAN(S) AWARD** - The Valedictorian Award will be given to all graduates who earn straight A’s in their first seven semesters. The Salutatorian Award is given to all graduates who have earned all A’s and one B in seven semesters. A student who substitutes a grade by repeating a course will not qualify for the Salutatorian or Valedictorian Award.

**GRADE REPORTING** [BOE Policy IKA Grading/Assessments](#)

Report cards are published online at the end of each quarter. **Student grades are available to parents/guardians via our Parent Portal online.** ([www.eaton.k12.co.us](http://www.eaton.k12.co.us)) Parents/guardians can obtain user certification for the Parent Portal from the main office at 454-3374.

**INCOMPLETE GRADING POLICY (SEMESTER)** - A student who receives an incomplete grade (I) during the semester has four (4) weeks in which to make up the incomplete grade. Failure to do so will result in changing the incomplete grade to an “F” on the student’s transcript. Credits towards graduation are determined by semester grades. Therefore, incomplete grades at the end semester are discouraged except in cases of illness or personal emergency. Semester incomplete grades require administrator approval.

**FINAL EXAM POLICY** - It is the policy and practice at Eaton High School not to allow early final exams. If you have any questions, please contact your teacher, counselor, or the administration.

**WITHDRAWAL FAIL (WF)** - If a student has no chance of passing a course in the 2nd and 4th quarters, the student's counselor will decide if a withdrawal fail would be appropriate for the student along with communication with the parent/guardian. If a withdrawal fail is decided, a “WF” grade will go on the student's transcript which is computed as an “F” grade on the transcript.

## **INFORMAL/FORMAL COMPLAINT PROCESS: (BOE Policy KE, JII)**

If you have any questions or concerns regarding an ESD employee, school program, or curriculum please reach out to EHS Administration. There is certain curriculum and instruction that is required by the Colorado State Standards that may be controversial or sensitive in nature. Please reach out to your teacher or EHS Admin if you have any questions or concerns regarding any curriculum ([BOE Policy IMB](#), [IMBB](#), [IHAM-R](#), [KEC](#)).

## **SCHEDULES AND SCHEDULING**

Students complete course requests in the spring preceding the school year. Class schedules are published prior to student fall registration dates. Students may only make changes to their schedule if there are scheduling conflicts or a student is not enrolled in a full schedule.

*Eaton High School operates on a Modified Block Schedule running from 8:10 a.m. to 3:20 p.m. daily. Students enroll in eight (8) classes.  
Monday & Wednesday Class periods 1, 3, 5 & 7 meet for 86 minutes each with a 30-minute Advising class included (Red day)  
Tuesday and Thursday Class periods 2, 4, 6 & 8 meet for 86 minutes each with a 30-minute Advising class included (White day)  
Friday All 8 class periods ~ A.M. = R1-4 with P.M. = W1-4 ~ 46-minute classes*

## **ACADEMIC SUPPORT**

Students may be assigned to detention by any authorized school personnel for any academic or behavioral reason. CAT is held for 30 minutes on Monday through Thursday afternoons from 3:30 to 4:00 P.M. Students are required to work on academics during their session or school service may be performed during their session. Students who miss an assigned detention/session *may* be referred to Admin.

## **CORE ACADEMIC TUTORING (C.A.T.)**

An academic remediation opportunity offered from 3:30 p.m. to 4:00 p.m. Monday – Thursday. This is an opportunity for students to enhance their grades and receive additional instructional support. Teachers may recommend, or students may also place themselves, in CAT. See the EHS homepage of our website for complete protocols of this program. ([www.eaton.k12.co.us](http://www.eaton.k12.co.us))

*Monday-Science Tuesday - Math Wednesday - Social Studies Thursday - English*

## **ACCELERATOR**

As part of our MTSS (Multi-tiered Systems of Support) system, we may recommend and/or place a student into a scheduled accelerator class as part of their class load. This is dedicated time with a certified teacher to help with coursework, time management, work completion, etc. Students are placed in an accelerator class for a semester in length. Please see your advisor or counselor for questions.

## **SATURDAY SCHOOL**

Saturday School is an opportunity to improve a student's academic standing. Students needing academic assistance may be invited to attend Saturday School by a staff member or parent. A student may also request self-placement. Rules for Saturday School are as follows:

1. Saturday School is in session from 8 AM until 12 noon.
2. Be on time; students are not admitted late.
3. Complying with supervising teacher's expectations
4. Work will be submitted to the supervising teacher.

## **SUMMER SCHOOL**

Summer school is offered to students that need to recover credit for failing a course during the school year. It typically lasts four weeks after the regular school year has concluded, and students must be in person during the time summer school is offered. EHS Counselors will initiate contact with parents about summer school and will register students for summer school rosters. There is a monetary fee that comes with summer school that all students are required to pay to receive their credit for the course they are taking. Students may take a maximum of two credits (four-semester classes) in summer school through online platforms. Please see your counselor with any questions.

## **COUNSELING AND GUIDANCE (ref: BOE Policy JLD)**

Counselors provide students with assistance in scheduling, problem-solving, test interpretations, and career or college plans; as well as with personal problems. Students are encouraged to seek individual assistance through counseling when they feel it is necessary. Ask the counseling secretary, located in the Counseling Center, for an appointment. All of the counseling staff will maintain an "open door policy" for those students in need of personal counseling on an emergency basis. Students should make an appointment to seek academic counseling and guidance any time there is a need. The general objective of the Counseling Department is to provide services that enable students to make independent and intelligent life decisions. Students are encouraged to get acquainted with their counselor and to avail themselves of the services offered. Counselors are also available through a partnership with North Range Behavioral Health. Any screening or testing will require parent/guardian consent unless the student is 18 years or older ([BOE Policy JLDAC](#))

## **CO-CURRICULAR ACTIVITIES (ref: BOE policy JJ, JJC, JJIB, JJJ, JJA-1)**

Students are encouraged to participate in various co-curricular activities including but not limited to:

## CHOIR

FBLA (Future Business Leaders of America)

FCCLA (Family, Career, and Community Leaders of America)

FCS (Fellowship of Christian Students)

FFA (Future Farmers of America)

GSA (Gay Straight Alliance)

KEY CLUB

KNOWLEDGE BOWL

LINK

MARCHING BAND/COLOR GUARD

NATIONAL HONOR SOCIETY

ROBOTICS

STUDENT COUNCIL

**PHYSICAL EDUCATION LOCKER ROOM POLICY** - To ensure the safety and security of personal possessions of EHS students and to protect school property, the following rules will be enforced:

1. All students should purchase their own combination lock for their locker
  - a. Students will be provided with a locker to be used during their PE period only.
  - b. Students will be issued a lock by their PE teacher. A fee will be added for any lock not returned to their teacher.
  - c. Team lockers are provided for athletic teams. The lockers are reissued at the conclusion of each sports season.
2. Students are responsible for all articles in their locker and are to keep them locked at all times. **The school is not responsible for lost or stolen articles.** All lockers must be cleaned out by the day of the student's PE final. Anything left in the lockers will be donated or discarded.
3. Students should:
  - a. Not leave their possessions unsecured at any time.
  - b. Not to let their combinations be known to anyone.
  - c. Check to make sure the lock is secured by rolling the tumbler and pulling down on the lock.
  - d. Not leave any money or other valuables in the locker.
  - e. Report any thefts or vandalism that occur in PE to the teacher immediately.
4. Any lock left on an unassigned locker or after the last day will be cut off.
5. Students are not allowed in the locker room at any time unless it is during their PE class or under the direct supervision of the teacher. Disciplinary action will be taken against any student:
  - a. Found unattended inside the locker room.
  - b. Theft, vandalizing school or personal property in the locker room area.

## ATHLETICS:

Eaton High School takes pride in its athletics programs. We strive for Excellence and participation on all our athletic teams. We have an excellent group of highly trained coaches who are excited about working with all student-athletes at EHS. School athletics are part of the education of each student, whether students are participants or spectators. We encourage all students to learn the fundamentals of each game and to participate in each sport to the best of their abilities. We further encourage all students to learn and understand the rules of fair play and sportsmanship, to win with class and lose with dignity.

## INTERSCHOLASTIC ATHLETIC TRAINING & PERSONAL CONDUCT RULES (BOE Policy JJIB)

Participation in EHS interscholastic athletic programs is a privilege, not a right. Student-athletes serve as representatives of their schools and teams and may be viewed as role models by younger students. Student-athletes are required to comply with the standards set by EHS training and personal conduct rules, coaches/team rules, as well as those rules adopted by CHSAA. Student-athletes who fail to comply with rules shall be subject to suspension from practices and/or competitions as well as possible removal from the team.

Student-athletes must complete online registration ([www.eatonathletics.org](http://www.eatonathletics.org)) before they shall be allowed to begin practice: 1) Upload current physical form 2) Proof of insurance 3) Current training contract 4) Sports fee (\$100 up to a family max of \$475)

## ELIGIBILITY

Eaton High School uses classroom grades to determine eligibility for Colorado High School Activities Association (CHSAA) sponsored co-curricular events on a weekly basis. During the semester, students may lose or regain eligibility each week as **eligibility reports are published at 8:00 a.m. each Monday**. Eaton High School requires students to be enrolled in a minimum of 6 classes and be failing no more than 1 class in order to be considered eligible. EHS believes that academics are very important. A three-strike policy will be enforced for academics. After a student has appeared on the ineligible list for a third time during a season, they will be removed from the team so the student will be able to focus on their academics. Failures of more than one (1) class per semester will result in loss of academic/athletic eligibility for approximately half of the next semester. On specific dates designated by CHSAA, eligibility requirements must be met to resume participation. It is expected that student-athletes are in attendance for the entire school day. **Only pre-arranged absences will be excused.** A student is considered absent if they are 15 or more minutes tardy to a class. The attendance office must be notified at least 24 hours in advance by email or a phone message left with the attendance secretary. Only school-related activities and pre-arranged absences will be excused upon approval by the administration. **If a student-athlete fails to adhere to this policy, the student-athlete will not be allowed to participate in that day's practice/competition.** This, in turn, may have further consequences depending on team policies. Team contracts are available from team sponsors and signed at the beginning of each season. Extracurricular Activity Eligibility: [BOE Policy JJJ](#)

## STUDENT TRANSPORTATION

Students participating in school-sponsored activities, including field trips, must be transported by authorized school district transportation. If it is necessary for a parent to transport a student, arrangements must be made in advance in person or by phone. **If a parent needs to transport a student home from an event, the parent must provide a written request to the sponsor/coach in person.**

**CODE OF CONDUCT FOR STUDENT-ATHLETES:**

The conduct of an Eaton High School student-athlete is closely observed by many people. The student, in representing themselves, their parents, school, and community, are expected to conduct themselves in an exemplary manner. Behavior that is not acceptable is:

1. Possession/Use of illegal drugs and/or alcoholic beverages
2. Possession of weapons
3. Fighting and/or mutual combat
4. Possession/Use of tobacco or vape
5. Violation of the law in the community
6. Defiance of adult authority or the breaking of rules established by the coach/advisor
7. Use of profanity or vulgar language
8. Taunting of another student or competitor
9. Misuse of equipment or uniform
10. Unsportsmanlike conduct
11. Negative behavior towards an official
12. Negative behavior on social media that poorly represents their team, their school, or themselves

Violations will result in a hearing with EHS Admin and the Athletic Director where appropriate disciplinary action will be determined.

**STUDENT CHEERING SECTION “Rowdy Red Zone”:**

Eaton High School students attending athletic activities and co-curricular events are expected to support teams representing our school and to provide a positive expression of our school spirit and enthusiasm. EHS students are expected to abide by the following while in the student section:

1. All cheers, signs, etc. are to be positive in nature and supportive of our teams. Our expressions should not degrade the opposing school, players, or fans.
2. No items are to be thrown within the stands or toward the field/court.
3. Any sign must be cleared through the Athletic Director or EHS Admin in advance of the event.
4. The EHS Student Section is for EHS students only and must meet the EHS dress code
5. We expect all EHS students to demonstrate positive sportsmanship and behavior at all times.

**SPECTATOR CONDUCT: ([CHSAA Bylaws](#))**

The following are expectations for all spectators attending EHS athletic or co-curricular events:

1. Spectators are an important part of the game and should at all times conform to accepted standards of good sportsmanship and good behavior.
2. Spectators should at all times be respectful of officials, coaches, and players as guests in the community and extend all courtesies to them. Inappropriate behavior and language will not be tolerated
3. Enthusiastic and wholesome cheering is encouraged. Booing, stomping of feet, and disrespectful remarks should be avoided at all times. Bells, whistles, and noisemakers of any kind are not acceptable for athletic events.
4. Adult spectators should model good behavior for our students at all times. Those who are displaying inappropriate behavior will be reported to appropriate school officials immediately. Violations in this policy may result in removal from an event for an extended amount of time that is to be determined, and a civility letter may be issued.

**POLICY ON CONFLICTING SCHOOL ACTIVITIES:**

Student participation in activities is recognized to be an integral part of their educational experience. Occasionally a conflict in schedules may arise, and in such cases, the following shall apply:

Responsibility of the Student:

1. To inform the coaches/advisors involved of any potential conflict as soon as possible.
2. The student should request that the coach/advisor meet to rectify the conflict

Responsibility of the Coaches and Advisors:

1. Coaches/Advisors shall make their schedule of activities known to the students involved as soon as possible
2. Involvement in both activities shall be encouraged
3. Coaches/Advisors shall make the students fully aware of their obligation to themselves and to the other students involved and will make every attempt to resolve potential conflicts. (Note: any conflicts unresolved will be decided by EHS Admin).

**22-23 EHS ATHLETICS**

**Steve Longwell - Athletic Director**

| <b><u>FALL SPORTS</u></b> | <b><u>WINTER SPORTS</u></b> | <b><u>SPRING SPORTS</u></b> |
|---------------------------|-----------------------------|-----------------------------|
| <b>Cross Country</b>      | <b>Girls Basketball</b>     | <b>Baseball</b>             |

|              |                         |                |
|--------------|-------------------------|----------------|
| Golf (Boys)  | Boys Basketball         | Tennis (Girls) |
| Football     | Wrestling               | Track & Field  |
| Softball     | Swimming & Dive (Girls) |                |
| Volleyball   |                         |                |
| Cheerleading |                         |                |

**DIRECTORS OF SPORT (Head Varsity Coaches)**

|                    |                |                         |                 |
|--------------------|----------------|-------------------------|-----------------|
| Baseball           | Todd Hernandez | Softball                | Dale Hughes     |
| Basketball (Boys)  | Dean Grable    | Swimming & Dive (Girls) | Hattie Carlson  |
| Basketball (Girls) | Chris Love     | Tennis (Girls)          | Mike Brisendine |
| Cheerleading       | Texie Jonsson  | Track & Field           | Jaryn Guerra    |
| Cross Country      | Jaryn Guerra   | Volleyball              | Gwen Forster    |
| Football           | Zac Lemon      | Wrestling               | Tony Mustari    |
| Golf (Boys)        | Gino Maio      |                         |                 |

**STUDENT BEHAVIOR:**

**CODE OF CONDUCT (ref: [BOE Policy JIC](#), [JICDA](#))**

The administrators may suspend or recommend expulsion of a student who engages in one or more of the following specific activities while in school buildings, on school grounds, in school vehicles, or during a school-sponsored activity, in accordance with the federal safe school statutes. (Suspension or expulsion shall be mandatory for *major* violations in a school building or on school property as referenced in the Discipline Procedures section.) The following EHS “levels” system is in compliance with federal safe school statutes and is as detailed below:

- **Level One** = Violation of a *major* offense.
- **Level Two** = A second violation of a major offense which, therefore, places the student on a behavior contract with the school as well as a commitment to a pre-expulsion hearing prior to readmission to school.
- **Level Three** = A third violation of a *major* offense, or a violation of an offense, civil or criminal in nature, could lead to expulsion, which could remove the student from public education in the state of Colorado for up to 12 months.

A *major* offense as referenced above is defined as:

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property. Principals can refer to Administrative Guidelines.
2. Causing or attempting to cause damage to private property or stealing or attempting to steal private property. Unlawfully taking another’s property is punishable by suspension from school. In some cases restitution may be required and/or charges may be filed with local law enforcement. Principals can refer to Administrative Handbook.
3. Commission of any act which is committed by an adult would be robbery or assault as defined by state law.
4. Violation of criminal law which has an immediate effect on the school or on the general health, safety, or welfare of students or staff.
5. Violation of district policy or building regulations.
6. Violation of the district’s policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using, or possessing a dangerous weapon without the authorization of the school or school district, in accordance with state law. ([BOE Policy JIC](#))
7. Violation of the district’s alcohol use/drug abuse policy. Expulsion shall be mandatory for the sale or transmission of drugs or controlled substances, in accordance with state law. CBD products are prohibited on school grounds. ([BOE Policy JICH](#))
8. Violation of the district’s tobacco-free schools policies. ([BOE Policy JICG](#))
9. Violation of the district’s policy on sexual harassment. ([BOE Policy JBB](#))
10. Throwing objects outside of the bus during supervised school activities that could cause bodily injury or damage to property.
11. Directing profanity, lewd language, or obscene gestures toward other students, school personnel, or visitors to the school.
12. Engaging in verbal abuse, i.e., making remarks referring to or regarding ethnicity, race, sexual orientation, disability, bullying, or derogatory statements addressed publicly.
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, either verbally or in writing, to a school employee.
15. Continued willful disobedience or open and persistent defiance of school staff and/or proper authority.
16. Behavior on school property or at a school-sponsored activity that is detrimental to the welfare, safety, or morals of other students or school personnel.
17. Repeated interference with the school's ability to provide educational opportunities to other students.
18. 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.
19. Gang membership, is defined as 3 or more individuals with a common interest, bond, or activity characterized by criminal or delinquent behavior.
20. Violation of the district or building dress code policy ([BOE Policy JICA](#))
21. Violation of the district's student expression. ([BOE Policy JIB](#))
22. Making a false accusation of criminal activity against a district employee or student to law enforcement.
23. Disrespect to school staff or others:  
Any blatant disrespect towards any staff or others in the form of abusive language, gestures, or behavior may result in one to three days of out-of-school suspension depending on the severity of the offense.
  - 1<sup>st</sup> offense – one day out-of-school suspension
  - 2<sup>nd</sup> offense – two days out-of-school suspension
  - 3<sup>rd</sup> offense – three days of out-of-school suspension
24. Fighting
  - 1<sup>st</sup> offense – one to three days of out-of-school suspension (OSS), with police being notified..
  - 2<sup>nd</sup> offense – up to four days of OSS, police contact, and pre-expulsion hearing
  - 3<sup>rd</sup> offense – up to five days of OSS, police contact, notification of pending expulsion
25. Continued Classroom Disruption [BOE Policy JKBA](#)
  - 1<sup>st</sup> offense – one day of in-school suspension
  - 2<sup>nd</sup> offense – out-of-school suspension, levels identification
  - 3<sup>rd</sup> offense – out-of-school suspension, levels re-classification
26. Threatening Student and Staff  
Any type of threat will be taken seriously and the EHS Threat Assessment Team will conduct an assessment of the situation. The Eaton Police Dept. will be notified when threats are made. Students may have discipline from the school based on the validity, and/or severity of the threat.
27. Theft/Vandalism  
The Eaton Police Dept. will be notified when serious events occur. The offending student will be subject to restitution in addition to discipline from the school. The hourly rate of district employees' wages, and materials to repair or replace damaged items, may be invoked as a formula for restitution. Any graffiti or damage to school property will not be tolerated and will be prosecuted to the fullest extent of the law.
28. Academic Dishonesty
  - 1<sup>st</sup> offense – The student receives a zero on the assignment, a disciplinary referral is filed, and the teacher will phone parents.
  - 2<sup>nd</sup> offense – The student may have discipline from the school and/or be removed from the class in which the second offense occurs and will receive a WF grade and discipline from the school.
29. Sexual Harassment, Harassment, or Bullying  
A possible Title IX investigation is possible with a student/parent contact which is required. The student may be subject to discipline from the school and/or recommendation for expulsion from the school district according to the severity of the offense. Police *may* be notified accordingly.

**THE FOLLOWING INFRACTIONS ARE ALSO CONSIDERED OFFENSES AND MAY RESULT IN DISCIPLINARY CONSEQUENCES:**

- Inappropriate language
- Leaving class without permission
- Habitual Tardiness
- Classroom/hall disruption
- Being in an unauthorized area
- Dress code violation
- Non-compliance and/or insubordination of any nature

The above-listed offenses will be dealt with by individual classroom teachers or other authorized school personnel. Alternative discipline may be assigned. Students who continually disrupt the educational process through minor infractions may be referred to EHS Admin and dealt with accordingly.

**EHS DRESS CODE ([BOE Policy JICA](#))**

**Student Dress Code:** The behavior and appearance of the student body at Eaton High School, have always created a very favorable and positive environment. We continue to believe in encouraging a positive environment, as well as students expressing themselves. We believe

that a positive outward appearance reflects positive inward self-esteem. A safe environment is essential to an educational program. How students choose to express themselves, in a semi-professional and safe environment is important and how we see the educational environment.

In order to create a safe and effective learning environment during the school day, or at school-sponsored events, students are expected to meet the following expectations regardless of gender, size, or ethnicity:

1. Students are expected to show good daily hygiene.
2. Students may wear appropriate, safe clothes that are free of inappropriate logos, slogans, phrases, words, symbols, and/or suggestive images while still expressing themselves as individuals.
3. Students may wear clothes that cover all their undergarments.
4. Students may wear clothes that may not be seen through.
5. **Students can wear hats, hoods, or headdresses with permission on certain days or activities only.**
6. Students can express themselves with hair color and/or have facial jewelry as long as it doesn't interfere with the learning environment.
7. Students can wear shorts that appropriately cover all areas when engaging in regular school day activities (sitting, walking up the stairs, raising their hand, etc.), (as long as their arms extended into a fist is a good rule of thumb).
8. Students can wear skirts that appropriately cover all areas when engaging in regular school day activities (sitting, walking up the stairs, raising their hand, etc.), (as long as their arms extended to their fingertips is a good rule of thumb).
9. Students can wear shirts that cover their chest, stomach, and back while engaging in regular school day activities (sitting, walking up the stairs, raising their hands, etc.).
10. Students can wear tank tops that cover their chest, stomach, and back with straps that are wide enough to cover their undergarments.

If it is deemed a student has not met the expectations by ANY staff member or administration, the student will be asked to correct the violation. We want ALL students to feel comfortable while engaging in learning during the school day, while still being allowed to express themselves within the parameters of our semi-professional school environment. Sometimes a parent may be notified if the situation cannot be rectified at school. If consequences are issued, it would be due to insubordination rather than a dress code violation.

#### **GROUND FORS SUSPENSION/EXPULSION** **(Ref: [BOE Policy JK](#), [JKD JKE](#), [JKD JKE-E](#), )**

In accordance with Colorado state law, the following shall be grounds for suspension or expulsion from a public school:

1. Continued willful disobedience or open and persistent defiance of proper authority.
2. Willful destruction or defacing of school property.
3. Behavior on or off school property which is detrimental to the welfare or safety of other pupils or of school personnel including behavior which creates a threat of physical harm to the child or other children.
4. Declaration as a habitually disruptive student for which expulsion shall be mandatory
5. Serious violations in a school building or on school property for which suspension or expulsion shall be mandatory, except that expulsion shall be mandatory for the following violations: carrying, bringing, using or possessing a deadly weapon as defined in C.R.S. 18-1-091(3)(e) without the authorization of the school or the school district, the sale of a drug or controlled substance as defined in C.R.S. 12-22-303 or the commission of an act which if committed by an adult would be robbery pursuant to part 3. Article 4, Title 18, C.R.S., or assault pursuant to Part 2, Article 3, Title 18, C.R.S.
6. Repeated interference with a school's ability to provide educational opportunities to other students. A student would be considered habitually disruptive if removed from a classroom or the building three (3) times while disrupting the educational process.
7. A pre-expulsion hearing will be held after the 2<sup>nd</sup> level offense has been recorded.
8. A "Level" system is used to identify serious infractions. In one school year, a student may be granted 3 opportunities to correct behavior. Level 3 will constitute an expulsion recommendation.

#### **SUSPENSION/EXPULSION OF STUDENTS** **(Ref: [BOE Policy JKD JKE-E](#), [JKD JKE-R](#), [JK-2](#))**

##### **A. Procedure for suspension of 10 days or less.**

Through written policy the Board of Education has delegated to the high school principal, and their designee, the power to suspend a student for not more than five or ten days, depending upon the type of infraction. The superintendent has been delegated the power to suspend a student for additional periods of time.

The following procedures shall be followed for a suspension of 10 days or less. When the term "student or parent/guardian" is used, this shall mean student if the student is 18 years of age or older; otherwise, it shall mean parent/guardian. All references to parent/guardian are intended to include legal custody, as well.

1. Notice. The principal, their designee, or the superintendent at the time of contemplated action shall give the student or parent/guardian notice of the contemplated action. Such notice may be oral or in writing. If oral, such notice shall be given in person. If written, the delivery may be by United States mail addressed to the last known address of the student or student's parent/guardian.
2. Contents of Notice. The notice shall contain the following basic information:

- a. A statement of the charges against the student.
  - b. A statement of what the student is accused of doing.
  - c. A statement of the basis of the allegation. Specific names may be withheld if necessary to shield a witness.
  - d. This information need not be sent out formally but should sufficiently inform the student or their parent/guardian of the basis for the contemplated action.
3. Informal Hearing. The student shall be given an opportunity to admit or deny the accusation and to give his/her version of the events. The administrator may go further in allowing the student to present witnesses or may himself the accuser and hold a more extensive hearing in order to make a proper decision on the contemplated action.
  4. Timing. The notice and informal hearing should precede the removal of the student from school. There need be no delay between the time notice is given and the time of the hearing.
  5. If the student's presence in school presents a danger. Notice and an informal hearing need not be given prior to removal from the school where a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In this case, an informal hearing will follow as soon after the student's removal as practicable.
  6. Notification following suspension. If a student is suspended the administrator delegated the authority to suspend shall immediately notify the parent/guardian that the student has been suspended, the grounds for such suspension, and the period of such suspension. The notification shall include the time and place for the parent/guardian to meet with the administrator to review the suspension.
  7. Removal from school grounds. A suspended student may be required to leave the school building and the school grounds immediately following the meeting with the parent/guardian at which time the best way to transfer custody of the student to the parent/guardian will be determined.
  8. Re-Admittance. No student shall be readmitted to school until the meeting with the parent/guardian has taken place or until, in the opinion of the administrator, the parent/guardian has substantially agreed to review the suspension with the administrator. However, if the administrator cannot contact the parent/guardian or if the parent/guardian repeatedly fails to appear for the scheduled meetings, the administrator may readmit the student. The meeting will address whether there is a need to develop a remedial discipline plan for the student in an effort to prevent further disciplinary action.
  9. Make-up work. Suspended students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 100% credit for make-up work which is completed satisfactorily. (Note: In determining the amount of credit, the goal is to reintegrate the student back into the classroom.)

## **B. Procedure for expulsion or denial of admission.**

In the event that the Board of Education contemplates action denying admission to any student or prospective student or expelling any student, the following procedures shall be followed:

1. Notice. No less than five days prior to the date of the contemplated action, the Board of Education or an appropriate administrative officer of the district shall cause written notice of such proposed action to be delivered to the student and his parent/guardian. Such delivery may be by United States mail or by personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail addressed to the last known address of the student or his parent/guardian.
2. Emergency notice. In the event, that the Board of Education determines that an emergency exists necessitating a shorter period of notice, the period of notice may be shortened to the extent the Board may direct, provided that the student or his parent/guardian has actual notice of the hearing prior to the time it is held.
3. Contents of Notice. The notice shall contain the following basic information:
  - a. A statement of the basic reasons alleged for the contemplated denial of admission or expulsion.
  - b. A statement that a hearing on the question of expulsion or denial of admission will be held if requested by the student or his parent/guardian within five days after the date of the notice.
  - c. A statement of the date, time, and place of the hearing in the event one is requested.
  - d. A statement that the student may be present at the hearing and hear all information against him, that he will have the opportunity to present such information as is relevant, and that he may be accompanied and represented by his parent/guardian and an attorney.
  - e. A statement that failure to participate in such hearing constitutes a waiver of further rights in the matter.
4. Conduct of hearing. A hearing may be requested by the parent/guardian. Such hearing shall be conducted by the superintendent. The hearing may be conducted in open session or may be closed except to those individuals deemed advisable by the Board of Education but including in all events the student, his parent/guardian, and, if requested, an attorney. Such individuals as may have pertinent information shall be admitted to a closed hearing to the extent necessary to provide such information. Testimony and information may be presented under oath. However, technical rules of evidence shall not be applicable, and the Board of Education or superintendent may consider and give appropriate weight to such information or evidence it deems appropriate. The student or his representative may question individuals presenting the information. A sufficient record of the proceedings shall be kept so as to enable a transcript to be prepared in the event either party so requests. Preparation of the transcript shall be at the expense of the party requesting the same. The superintendent will prepare specific factual findings and issue a written decision within five days after the hearing.
5. Appeal. Within five days after the decision of the superintendent, the student may appeal the decision to the Board. Failure to request an appeal within five days will result in a waiver of the right to appeal and the superintendent's decision will become final.

If an appeal is properly requested, the Board will review the findings of fact from the hearing and arguments relating to the decision. The student may be represented by counsel at the appeal. Representatives of the district and the parents may make brief statements to

the Board, but no new evidence may be presented unless such evidence was not reasonably discoverable at the time of the hearing. Members of the Board may ask questions for purposes of clarification of the record. The Board will make a final determination regarding the expulsion of the student and will inform the student and the parent/guardian of the right to judicial review.

#### **USE OF TOBACCO (ref: BOE Policy JICG)**

Smoking, chewing, or any other use or possession of any tobacco product, or smoking paraphernalia (including e-cig, vaping, Juul, chew, or similar type products) while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school-sponsored event is prohibited and will result in disciplinary action and possible contact with the Eaton Police Department. EHS administration may recommend/offer the Second Chance program as an option to reduce out-of-school suspension time.

#### **DRUG AND ALCOHOL USE (ref: BOE Policy JICH)**

When a student is suspected of using or possessing a controlled substance, the principal must be notified immediately. The principal or designee will conduct an investigation to collect data. The collection of data may include but not be limited to searches, interrogations, and witness interrogations. For the first offense of use or possession, the student will receive three-five days out-of-school suspension and may be required to participate in a drug/alcohol abuse counseling program. Eaton Police will be notified of the incident.

A second offense will cause a five-day out-of-school suspension in addition to participation in a drug/alcohol counseling program. A third offense for use and/or possession will result in a mandatory expulsion.

Any student who transmits, exchanges, or sells controlled substances will be expelled. Prescription and non-prescription medications must be administered by appropriate EHS staff and approved by the RE-2 district nurse.(BOE Policy JLCD-R)

#### **WEAPONS IN SCHOOL (ref: BOE Policy JICI)**

Any student who carries or possesses a "dangerous weapon" on the school grounds will be **expelled** in accordance with state and federal law.

State law defines a dangerous weapon as follows:

- A firearm or a firearm facsimile including a pellet or bb gun
- A fixed blade knife that measures longer than 3 inches or a pocket knife with a blade 3 and ½ inches or longer.
- Any other object, device, instrument, material, or substance, whether animate or inanimate used or intended to be used to inflict death or serious bodily injury.

Other "potential" weapons which are not allowed at Eaton High School are pocket knives, lasers, stun guns, brass knuckles, cigarette lighters, etc. Any student who carries or possesses a "potential" weapon is subject to out-of-school suspension with possible expulsion proceedings.

**Any item which can be used as a weapon will be confiscated by the school administration and possibly submitted to the police as evidence.**

*(This document represents an effort to differentiate between minor and major student infractions, and an effort to ensure that consequences are assigned in a fair and consistent manner. However each incident will be investigated and the EHS administration reserves the right to increase the severity of consequences at their discretion)*

#### **SEXUAL HARASSMENT (STUDENT)**

(Ref: [BOE Policy JBB](#), [JICDE](#))

Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. It is the obligation of the person who has reason to know or suspect that sexual harassment has occurred to contact the Weld County Department of Social Services or proper authorities immediately.

Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal "kidding," abuse, or harassment.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching such as patting, pinching, or brushing against other's body.

5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or similar personal concerns.
6. This also includes pictures and/or the use of social media.

Students may file a formal grievance of sexual harassment through the use of the accompanying grievance procedure. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the superintendent of schools. All matters involving sexual harassment complaints shall remain confidential to the extent possible. Filing a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect grades.

#### **SEXUAL HARASSMENT GRIEVANCE PROCEDURE (BOE Policy JII)**

Students who believe that they have been subject to sexual harassment will report the incident to the grievance officer, Marcy Sanger [msanger@eaton.k12.co.us](mailto:msanger@eaton.k12.co.us) or 970.454.3402 x613, or your building administration.

The grievance officer will confer with the charging party in order to obtain a clear understanding of the basis of the complaint. The grievance officer will; investigate the situation through meetings with the parties, parents, and witnesses; and obtain written statements from all parties.

On the basis of the grievance officer's perception of the situation, the grievance officer may:

- Attempt to resolve the matter informally through conciliation, or
- Report the incident and transfer the record to the superintendent or his designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance officer, the superintendent or designee may attempt to gather additional information necessary to decide the case, and thereafter impose any sanctions deemed appropriate including a recommendation to the Board for disciplinary action.

#### **COMPUTERS, INTERNET, E-MAIL (BOE Policy JICJ, JS)**

Computers that have internet access must be used responsibly and consistently with the educational objectives of the high school. The use of school computers is a privilege, and inappropriate use will result in a cancellation of that privilege in accordance with the computer use agreement signed by all students when they enroll. Expectations for computer use include recognition and avoidance of online bullying and familiarity with the computer use policy.

Social media complaints that occur outside school hours are not school offenses; except threats to students or school personnel. Disturbing or offensive issues should be reported to Safe2Tell ([www.safe2tell.org](http://www.safe2tell.org))

Inappropriate use of social media that causes a negative effect or impact on the school, may be investigated and result in school or legal action. Seniors who graduate from EHS will have access to their ESD email account for one calendar year before it gets deactivated.

#### **SAFETY & SECURITY (BOE Policy JLI)**

**Safety:** it is a priority to make sure that all students and staff feel safe and have a safe learning environment when coming to EHS. Students who make mean and hurtful comments, try to intimidate others, or make other students feel uncomfortable will not be tolerated. ***If you see something, say something.*** You can report any concerns anonymously with Safe2Tell ([www.safe2tell.org](http://www.safe2tell.org)) or report them to a staff member.

**Students should not prop doors open to any exterior doors of the building at any time.** Any reports of child abuse should be reported immediately to any EHS staff member as they are mandated reporters and will be kept confidential ([BOE Policy JLF](#)). Any ESD employee may use physical intervention or restraint on a student if the student is causing physical harm to others, in possession of a weapon or other dangerous objects that may do harm to others, and in self-defense ([BOE Policy JKA, JKA-R, JKA-E-2](#))

**Searches:** If there is any reason that an EHS staff member has *reasonable suspicion* of a student having something that violates the code of conduct in their person's, an Administrator has the right to conduct a personal search of the student's belongings. Parents will be notified of any searches, and if a student and parent deny a search, then it is presumed that the student is in violation of the code of conduct policy and will face disciplinary action. When law enforcement is present to interview a student, an Administrator must be present and the officer must have a parent/guardian present. 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. [BOE Policy JIH Student Searches](#)

**Emergency Responses:** we will practice and respond to emergencies throughout the school year. Please read and understand how to respond to our SRP posters that are displayed throughout the school. Safety drills will be conducted monthly and/or each semester depending on the drill.

**Hold:** A medical emergency or other incident where we need everyone to be in a room with the door closed until the event is resolved. Clear the hallways and get into a room, business as usual inside the classroom.

**Secure:** Possible threat outside of the building. Lock all of the exterior doors to the building. Anyone outside the building on school grounds will be directed to a safe location. Business as usual in the building.

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**Lockdown:** Immediate threat inside of the building, and each classroom will need to lock the door, turn off the lights, and get out of sight. You will remain that way until the all-clear is given or a police officer clears the classroom. Do not open the door for anyone and remain silent. Listen to further instructions from your teacher, Admin team and/or police, fire, etc.

**Evacuation:** Evacuate the building (fire, smoke, danger, etc). Leave your belongings behind, and walk with your class together to your evacuation area. Follow directions from your teacher and stay together with your class. Check in with any adult if you have an off period or are not with your class.

**Shelter:** Weather emergency (tornado) or hazmat situation. Follow directions from EHS Staff to the shelter location(s).

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### **BUS TRANSPORTATION** [BOE Policy EEA](#), [EEAE](#), [EEAEC](#))

The following bus passenger FAQs are presented in order that each student who rides the bus will arrive safely, on time, and in the proper frame of mind to learn. For the school year, home-to-school transportation is provided at no charge for students that attend Eaton RE-2 schools that reside in the Eaton School District transportable area. Per Board Policy [JFBA](#) and [JFBB](#) transportation is not provided for School of Choice or Out of District Students.

1. Requirements for riding an ESD school bus:
  - a. All students must register with the transportation department every school year
  - b. Arrive at your bus stop at least five minutes before the scheduled leave time (pending weather conditions)
  - c. Wait for your bus in a safe place - at least 10 feet from the road
  - d. Wait until the bus is completely stopped and the driver has signaled you to approach the bus.
  - e. Enter the bus in an orderly manner and take your seat immediately
  - f. Be courteous to your school bus driver and fellow passengers at all times
  - g. All students should board or exit the school bus only at the students' authorized bus stop. "Authorized" bus stop is defined as the bus stop closest to the student's residence. Exceptions to this regulation will be permitted only on a daily basis when the student has written permission from their parent or guardian and signed off by an Administrator.
2. Bus Rules of Conduct
  - a. Fighting or threatening behavior and/or harassment of any kind is prohibited and will not be tolerated.
  - b. Weapons, tobacco, laser pens, drugs, or alcohol are forbidden on or near a school bus.
  - c. Cross the street in front of the bus only, at least 10 feet in front of the bus. Wait for the driver to signal that it is safe to cross. Once you are to the edge of the bus, wait for the driver to signal again. Check traffic before beginning to cross beyond the bus..
  - d. Follow the instructions of your bus driver at all times.
  - e. Students are to remain seated and facing the front while the bus is in motion.
  - f. Keep your arms and head inside the bus at all times and stay out of the aisles.
  - g. Profanity, indecent language, or obscene gestures is prohibited and will not be tolerated.
  - h. Any property defaced or destroyed on the school bus will be paid for by the student and/or their parents/guardians.
  - i. Eating, drinking, and chewing gum are prohibited.
  - j. Spitting or throwing objects on the bus or out the window is prohibited.
3. Failure to comply with these rules will result in disciplinary action that could result in being suspended from riding the bus. If students violate any of the bus rules, a member of the transportation department will contact EHS Admin and could face disciplinary action from the school depending on the situation.

Please visit the Transportation Department [page](#) on the School District Website for more resources on safe and successful bus riders.

### **EHS HEALTH OFFICE:** ([BOE Policy JLC](#))

#### **Location/Availability:**

The health office is located in the Main Office on the south end of the building. It is available Mon-Fri from 7:30 AM - 3:30 PM. Students who need to see the nurse must check in with the main office, and any student being sent home must be signed out in the health office.

#### **Emergency Information:**

Please keep emergency contact information updated with current home, work, and cell phone numbers. Provide names and updated phone numbers to relatives or friends to call if we cannot reach the parent or legal guardian. Keep your child informed of families' whereabouts, and if you are planning on traveling out of town, please make sure someone on the child's emergency contact list can be reached. Notify the school nurse if your child has a health condition or changes to their health to discuss appropriate accommodations. Health information will be shared with other school personnel who have a legitimate need to know based on your child's education and safety needs. For any questions or concerns, please contact our school nurse Michell Been at 454-3374 or [mbeen@eaton.k12.co.us](mailto:mbeen@eaton.k12.co.us).

#### **First Aid, Illness, & Injuries:** ([BOE Policy JLCE](#))

If a student becomes ill or injured at school, they will receive careful care and consideration. Parents will be contacted for injuries of a serious nature or if a student is too ill to remain at school. Injuries that occur at home or outside of school should be cared for at home. The nurse can consult with parents regarding health problems when requested. After an extended illness or injury, the student and parent should follow up with the school nurse. If your child has ONE of the following, they should be kept at home: illness with a fever of 100.4 or greater, an illness that affects your child's ability to participate in class, vomiting/diarrhea, or a fever of 100.4 or greater within the last 24 hours. Any crutches,

wheelchairs, or other medical devices require a healthcare provider's order indicating directions for use and the student has been educated to use the device. If a student is needing access to the elevator due to a medical condition, please contact the nurse for assistance.

**Immunizations:** All students entering high school must meet all current Colorado Immunization requirements for school or have a current exemption on file. ([BOE Policy JLCB](#))

**Medications:** ([BOE Policy JLCD](#), [JLCDB](#))

All prescription medication and over-the-counter medication require a medication authorization form filled out by your healthcare provider and written permission from the parent or legal guardian. All medication needs to be in its original container or pharmacy-labeled bottle. All medication and forms will be checked in through the nurse's office. Parents or legal guardians must bring in all controlled substances. EHS students may carry and self-administer **certain** medications once the medication authorization form is filled out by their healthcare provider, written parent/guardian permission and self-carry contract are on file in the nurse's office. Please contact the school nurse with any questions. Medications for off-campus activities (field trips, out-of-town performances, etc) require the authorization form to be completed. Please contact the nurse at least two weeks prior to the activity. ***No medication will be given at school unless all requirements are met.***

**Screening Programs:** Routine vision and hearing screenings are performed annually according to the state mandate C.R.S.22-1-116. All ninth-grade students and students in comparable age groups who are referred for testing will have their vision and hearing screened. Parents may opt their child out by submitting a written request to the school nurse.

**Physical Education (P.E.) Excuses:**

All PE excuses from a healthcare provider are to be given directly to the nurse. The healthcare provider's note will be kept on file in the nurse's office. The student will return to PE with verification of their medical excuse from the nurse. Under no circumstances are students given an extension on PE medical excuses unless written permission is granted by the nurse or the healthcare provider. Students with a short-term medical excuse from a healthcare provider will remain in their PE class so that attendance can be monitored unless their medical condition warrants other considerations. Students who have a long-term medical excuse will have every attempt to schedule them in another class. Students who desire to return to PE earlier than the original date provided by the healthcare provider will need written verification from the healthcare provider. All PE medical excuses must be renewed each academic year.

## **GENERAL STUDENT INFORMATION & PROCEDURES**

### **PUBLICATIONS (ref: [BOE Policy JICEA](#), [JICEA-R](#))**

School-sponsored publications provide an educational activity through which students can gain experience in reporting, writing, editing, and understanding responsible journalism. Content of school-sponsored publications should reflect all areas of student interest, including topics about which there may be dissent or controversy. Eaton High School students produce two publications. Journalism students publish the school newspaper, [Red Ink](#). The yearbook class publishes the [EHS School Yearbook](#) which is available for purchase.

### **PARKING**

Parking on district property is a privilege. Parking regulations on and around the Eaton High School campus will be strictly enforced. Please adhere to all traffic laws and parking restrictions to help ensure a safe environment on campus and to avoid being ticketed. Routine patrolling of student parking lots and inspection of the outside of student automobiles shall be permitted at all times ([Parking Lot Searches BOE Policy JHB](#)).

**Red Zones:** Red zones on campus are Fire Lanes. Parking is prohibited on all curbs painted red and violators will be ticketed and towed, if necessary. Red zone restrictions will be enforced at all times, including weekends and after regular school hours.

**Streets Around Campus:** Please take note of parking limitations on the streets surrounding Eaton High School. Remember not to block driveways, exits, or park in red zones. Parking by students in the neighborhoods or Eaton Rec Center parking lot is prohibited.

**Student Parking Lot:** the student parking lot is designated for EHS students only, and is located in the NW corner of EHS (west of the football stadium). Students are not allowed to park in any other parking lots other than the designated student parking lot unless permission has been granted by Administration. During the school day, students are prohibited from parking in the north lot next to the tennis courts. Students must park appropriately in marked stalls and within the lines. Please help us keep the lots and streets around EHS safe by driving carefully and adhering to all parking restrictions. Inappropriate driving in the parking lots will result in the loss of on-campus parking privileges.

- All students and staff parked on school property must display a valid and current parking hang tag (permit).
- Police Dept., Fire Dept., delivery services, and visitor vehicles are excluded from displaying a permit.
- Falsification on a parking application may result in driving and parking privileges on campus being revoked.
- Only one permit is allowed per student. If lost, a fee of \$5 dollars will be charged to replace the lost permit.
- Permits may not be transferred from one person to another person.
- Campus Security/Administration must be notified if a permit is lost or stolen. Notification must take place before a new permit can be issued.
- Campus Security must be notified if there is a change of vehicle registration or an additional vehicle is being added to a permit application.

- Permits must be returned to the main office if a student has lost parking privileges, has been expelled, or has withdrawn from Eaton High School.
- Moving another person's vehicle to cause a parking violation may result in parking privileges being suspended or revoked.
- Anyone found to be involved in a hit and run may have driving and parking privileges on campus revoked.
- Offensive writing, signage, or gang affiliation items may not be displayed in or on vehicles on EHS property.
- Students may not loiter in vehicles parked on EHS property during class hours.
- Tickets related to criminal/traffic violations may be issued by the School Resource Officer resulting in a court appearance, fines, or loss of points on the driver's license.
- Vehicles may be towed at the owner's expense for severe violations and/or when necessary to maintain a safe environment.
- Vehicles larger than current parking spaces or that are pulling trailers on the property must have Administrator approval.
- Disrespect to other drivers or insubordination to staff may result in parking privileges on campus being revoked and further student disciplinary action taken.
- Parking privileges on EHS property may be temporarily or permanently suspended for any violation deemed appropriate.
- **The speed limit on Eaton High School's campus is 10 MPH.**

***Staff Parking Lot:*** EHS staff may park in the lots or stalls specifically reserved for staff. You must display a current EHS Staff Parking Pass that is visible. Parking in Red Zones, or on the campus grounds is prohibited at all times. Violators will be ticketed.

***Visitor Parking:*** There will be a limited number of visitor parking stalls that visitors will park in during the school day located in the south parking lot near the main entrance of the school.

***Handicapped Parking:*** There are a number of stalls designated for handicapped parking. Cars parked in handicapped stalls must have the appropriate handicap placard visible. Violators will be ticketed.

**Students are expected to comply with Eaton School District, Eaton High School, and the Town of Eaton regulations.**

### **MEDIA CENTER**

The Media Center is open daily from 7:45 AM - 3:45 PM. No food or drinks are allowed in the media center at any time. Reading materials and computers can be provided for student research. Materials may be checked out in accordance with the Media Center policy. Limited school supplies are available for purchase in the library and/or student store. Please be respectful of other students that are working quietly in the media center and maintain the integrity of the space.

### **BULLETIN BOARDS / POSTERS**

Bulletin boards are for school purposes only and will be maintained by the office staff or appointed students. Announcements and posters must be approved by the administration. Only blue painter's tape or existing cork strips should be used to decorate hallways or classroom doors.

### **COPY MACHINES**

Staff copy machines are to be used by the teachers and student aides authorized by the office personnel (after being trained ONLY). Violators of copyrights will be subject to disciplinary or legal action. Student printers are available for students to access throughout the building.

### **TEXTBOOKS & COMPUTER ACCESS (BOE Policy JS, JQ)**

Textbooks may be issued and computer access is granted to students. Students are responsible for the replacement costs of the textbook(s) if damaged, lost, or stolen. Books will not be issued, nor access to computers granted for subsequent years until replacement fees/fines have been recovered. Students are required to sign a [computer use agreement](#) at the beginning of every year before utilizing EHS computer services. Eaton school district assesses every student a \$50 technology fee each year, with a maximum district-wide family fee of \$150. This fee allows us a 1:1 Chromebook distribution to all students. Students are required to use district issued technology for any district and/or state-mandated tests.

### **SOCIAL EVENTS (ref: BOE Policy JJB)**

All dances, socials, classes, and organizational activities must be approved by the principal at least two weeks (minimum) prior to the activity. No such activity is to be planned without the prior knowledge of the sponsor and principal. A faculty member must be present at all scheduled activities. It is encouraged for all clubs and organizations to have big events on the calendar prior to the school year starting.

### **LOST AND FOUND**

Storage of these items is maintained at various sites throughout the building. Losses should be reported immediately to the main office. Bring all articles found in and around the building to the main office. Items not claimed from our Lost and Found will be donated during semester break and summer break.

### **POLICY FOR DELIVERING LUNCHES, MESSAGES, ETC**

Lunches must be delivered to the main office and students will not be called out of class to pick them up (please keep this to a minimum). Due to the distraction and to eliminate disruptions, no personal messages will be delivered during class time. Students can be called down to the office to pick up any items or messages during passing time or nonclass time. Balloons, flowers, food, and gifts will not be delivered to

students during class time. Emergency messages from parents or family will be communicated in a timely manner that will not disrupt the classroom environment. Uber Eats, Doordash, Grubhub, NoCo Nosh, or any other professional food delivery services will be prohibited during the school day. Students should not be ordering food during class time, and/or meeting a food delivery person on school grounds

### **SCHOOL DANCE REGULATIONS/GUEST PASSES**

To provide a safe and positive environment for school events, the EHS Administration reserves the right to deny admission to anyone. Activities and dances are for EHS students only and their invited guests. Guest passes may be obtained from the main office and must be approved in advance by the given due date. Guests must be under the age of 21. Guest passes will be issued to school activities as long as the guest is in good standing at their current high school of residence. Any behaviors from guests that violate the ESD code of conduct or dress code will not be tolerated and will result in that guest not being allowed to attend any EHS event in the future. If any student and their guest are suspected of being under the influence, the parents will be notified and may be referred to law enforcement. Guests must have a valid photo ID such as a driver's license or school identification card and must provide that upon check-in at the event. All students and their guests must comply with all ESD policies. EHS students are limited to one guest per activity.

### **VISITORS (BOE Policy KI)**

Visitors are required to register with the main office where they may be issued a "visitor pass." Students are not permitted to bring guests on campus during the school day. To ensure visitors do not disrupt the educational process or other school operations and that no unauthorized persons enter schools, all visitors must report to the school office immediately when entering a school. Authorized visitors may: (1) be required to sign in and out; (2) be given name tags to wear identifying themselves as visitors; and (3) be accompanied by a district employee for some or all of the visit. School administrators may approve additional building procedures pertaining to school visitors to preserve a proper and safe learning environment. Unauthorized persons must not loiter on school property at any time. Law enforcement authorities may be called to enforce this policy provision.

### **BICYCLES**

Bicycles are to be used as transportation to and from school. Students must not chain bikes to trees or light poles and should be locked at all times at the bicycle racks provided (EHS is not responsible for any damages if bicycles are not properly secured to the provided bicycle rack). Bicycles or any other motorized vehicle are prohibited in the building.

### **SKATEBOARDS**

Skateboards are prohibited on campus and inside the building. Students using skateboards for transportation must secure them in the designated skateboard storage racks located near a main entrance.

### **SCHOOL IDENTIFICATION**

All students must have an EHS student I.D. card in their possession at all times, including extra-curricular activities. If a student loses their ID card, you will need to see the front office to get a new one (replacement cards cost \$5.00 each).

### **RESTRICTED AREAS**

Students are expected to stay in designated areas throughout campus at various times. ***Students who enter restricted areas will be issued disciplinary consequences.*** Restricted areas include the following but not limited to:

- Elevators (unless prior approval and access by Admin)
- Fitness Room, Wrestling Room, Gyms, Kitchen, Greenhouse, Auditorium (unless permitted by EHS staff)
- Teacher work rooms/conference rooms (unless permitted by EHS staff)
- Locker Rooms during class or lunch (unless permitted and supervised by EHS staff)
- **Students are prohibited from being in any of the listed areas during lunch:**
  - Gymnasiums/locker rooms (unless permitted by EHS staff)
  - Tennis Courts, Track/Football field, Athletic Fields, Greenhouse
  - Media Center (unless permitted by EHS staff), Fitness Room/Wrestling room, Auditorium
  - Classrooms (unless under the supervision of EHS Staff)
  - Hallways/stairwells (exception is the learning staircase)

Food and drinks during lunch are preferred to stay in the cafeteria/commons, learning staircase, and student courtyard area(s)

### **SCHOOL MEALS/FOOD SERVICES (BOE Policy EF, EFEA, EFC)**

Nutrition services shall provide hot lunches and breakfasts, through participation in the National School Lunch Program and School Breakfast Program. The EHS kitchen staff prides itself on providing a variety of nutritious options for our students. If your child has allergies to foods and you need accommodations, you must have a [Meal Modification Form](#) filled out by your child's doctor and have this on file with our district nurse. This form needs to be filled out every year. While it is our desire to serve the planned menu every day at every school, supply chain issues and extreme labor shortages nationwide are simply beyond our control and may not allow us to do so. When changes to the posted school menu become necessary, we will attempt to substitute a similar item to the extent possible based on availability. We continue to work very closely with our vendors and distributors to secure the food and non-food supplies needed to support our programs; however, this could continue to be a factor throughout the school year. **Meals are no longer free through the USDA grant we had for the past 2 years.** Please see [here](#) for meal prices. If you need help paying for school meals, please fill out an application for Free and Reduced Meals, and for other information, please visit <https://www.eaton.k12.co.us/food-nutrition> Questions? Contact Laura Baxley Food Service Director at (970)454-5239 or email: [lbaxley@eaton.k12.co.us](mailto:lbaxley@eaton.k12.co.us)

### **ELECTRONIC COMMUNICATION DEVICES (BOE Policy JS, JICJ)**

Electronic devices with earphones are permitted in the school, and in classrooms and buses, **subject to teachers'/drivers' discretion**. Cell phones are permitted in some, but not all, classrooms and should be operated in compliance with *each* classroom policy. The school is not responsible for lost or stolen items. Electronic devices with cameras are prohibited in locker rooms, bathrooms, or other locations where privacy rights are extended.

### **STUDENT STORE "RED ZONE"**

The EHS Student Store is located near the main entrance and across from the main office. The hours of operation are posted on the EHS website and will be run by EHS students/organizations. The store is open to all EHS students, staff, and the community during specific hours of operation that offers various spirit items, clothing, and school supplies. All proceeds will fund EHS student activities and events.

### **TRADITIONS AND CUSTOMS**

**A. HOMECOMING** - Homecoming week activities may include:

1. Spirit days where students are encouraged to dress for a particular theme (beach bum day, red and white day, etc.)
2. Competition between the classes for the most spirit including a homecoming parade which involves students, staff, and community members.
3. A "powder-puff" ball game for the girls.
4. A "power-stuff" volleyball for the boys.
5. Voting and crowning of a homecoming king and queen.
6. Homecoming dance on Saturday night.

**B. JUNIOR-SENIOR PROM**

Prom, which is sponsored by the Junior Class, is the major formal affair of the year. It is typically followed by an "after prom party," lasting until dawn, sponsored by parents and community members. (APCOM = After Prom Committee)

**C. SENIOR BANQUET**

This is a mid-day banquet sponsored by the senior class to honor the seniors on their last day of school. Attendance is restricted to only seniors and their sponsors. It is held on Class Day ~ typically the Wednesday prior to graduation.

**D. CLASS DAY**

Class day is on the last day of senior attendance, usually the Wednesday before graduation. Seniors are honored by the reading of the class history, class prophecy, class wills, and 'most/best' awards. The rest of the students are symbolically promoted to their new class rank.

**E. GRADUATION CEREMONY (ref: [BOE Policy IKFB](#))**

Because the board believes that completion of the requirements for graduation is an achievement that deserves recognition, the board wishes to recognize each graduating senior's accomplishment at a graduation ceremony held outside at the EHS football stadium where admittance is open to the public. Should weather or extenuating circumstances necessitate a change, it is possible the ceremony would be moved inside. Typically, each graduating student would then receive a specified number of tickets as determined by the superintendent or principal for the graduation ceremony. This is dependent on extenuating circumstances or established guidelines. These tickets may be distributed to family members and other invited guests. All persons seeking admittance to the graduation ceremony shall be required to present a ticket. Students wanting additional tickets may apply to the principal/superintendent. Their decision on additional tickets shall be final.

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***We are ONE ~ family!***



E.A.T.O.N.