Eureka Middle School Student Handbook



The Eureka Middle School Student Handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

To ensure students and families have access to the most accurate information, the Student Handbook is maintained as a living document, with updates published on the school website. It is designed to reflect current Board policy, which is regularly reviewed and adjusted.

Please note that references to policy codes are included to help parents confirm current policy in the district policy manual.
In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Eureka Public School District’s policies can be found on the district website at: www.lchigh.net

Parental Rights

Eureka Middle School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District’s website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student’s education:

Student and Family Privacy Rights – Policy 2132
Parent/Family Engagement and Involvement in Education – Policy 2158
Student Records and Confidentiality – Policy 3600
Student Health – Policy 3410
Student Immunization – Policy 3413

EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

Release of “Directory Information”

“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed [within ten school days] of the time this handbook was given to my child. Directory information ordinarily includes the student’s [name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended]. This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2. In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.

Rights concerning a Student’s School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent’s/guardian’s child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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ATTENDANCE

Maintaining accurate attendance records is essential for compliance with state reporting requirements and ensuring student success. The school district uses Infinite Campus (IC) to track student attendance, and our data is regularly accessed and verified by the Office of Public Instruction (OPI). To ensure accuracy, each attendance code must indicate:

1. Whether the student is present or absent.
2. Whether the absence is exempt or non-exempt.

State law requires:

- A student between the ages of 7 and 16 must attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered **truant** and subject to disciplinary action.

Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. See Policy 3122, and 3123.

Exempt Absences

An exempt absence does not count toward a student's overall attendance record or negatively affect their attendance status. The following reasons qualify as exempt absences (documentation required where noted):

- Medical Reasons (must have documentation)
- Court Appearance (must have documentation)
- Bereavement
- 504 Plan-Related Absence (must have a current 504 Plan on file)
- College Visit (must have documentation)
- Extracurricular Activities (school-sponsored only)
- Military Obligation (must have documentation)

Non-Exempt Absences

Absences that do not meet the exempt criteria will be categorized appropriately and count toward the student's overall attendance record. Previously, the code "O - Other" was used primarily for COVID-related absences but has since been removed. Any absence that does not meet the exempt criteria will be coded as "EX - Absent with Parent Approval." This ensures accurate reporting of student attendance.

EVERY MINUTE COUNTS...
JUST A LITTLE BIT DOESN'T SEEM MUCH BUT...

When your child misses just...	That equals...	Which is...	And over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hour & 40 minutes per week	Over 2.5 weeks per year	Nearly 1 year
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a half years
1 hour per day	1 day per week	8 weeks per year	Over 2 and a half years

Did you know?

- missing 2 or more days a month adds up to being 18+ days of missed instruction or 10%+ of a school year.
- research shows that by 6th grade, students with chronic absenteeism are at risk of dropping out of high school 7x more than other students.

(source: https://www.attendanceworks.org/)

If your student is going to be absent from school, please email Mrs. Marsh [bmarsh@teameureka.net] or call 406-297-5600.

Eureka Middle School Attendance Policy

Consistent attendance is critical for academic progress and student engagement. To support student success, Eureka Middle School has adopted the following attendance policy:

1. Semester Attendance Limit

Students are allowed up to 10 absences per semester. Absences beyond this limit may impact eligibility for certain school privileges.

2. Participation in School Activities

Students who exceed 10 absences in a semester will be ineligible to participate in school-sponsored field trips and school dances during that semester.

3. Excused Absences

An absence will not count toward the 10-day limit if it is accompanied by a written doctor's note or other administratively approved documentation (e.g., court orders, bereavement). All documentation must be submitted promptly to the office for consideration.

4. Monitoring and Support

Students with attendance concerns may be referred to the school's support team to identify barriers and develop a plan for improved attendance.

BEHAVIOR

Positive behavior is promoted at the middle school. Positive behaviors are recognized by school personnel to encourage productivity and support healthy self-esteem among the students. The middle school has three basic "school wide" rules.

BE RESPECTFUL

BE RESPONSIBLE

BE READY TO LEARN

In addition to following school-wide expectations, each teacher will establish specific classroom rules. Teachers hold primary responsibility and authority for consistently maintaining discipline in their classrooms, throughout the school building, and on school grounds.

Teachers may implement appropriate consequences for rule violations, which can include behavior instruction and consultation, staying after class, missing lunch recess, losing classroom privileges or rewards, and communication with parents through calls or notes.

Students who fail to meet behavioral expectations may also be excluded from extracurricular activities, including sports, if their conduct is found—by both teachers and the principal—to be in violation of school-wide or classroom rules.

Students who continue to display disruptive behavior after classroom rules and consequences have been applied will be assigned to in-school suspension (ISS) for the remainder of the day. Parents will be notified, and repeated offenses will result in more serious disciplinary action.

BICYCLES

Bikes are to be parked when students arrive at school in the appropriate areas. Bikes are not to be ridden during school hours. We encourage the use of safety helmets. Skateboarding or rollerblading on school property is not allowed at any time. Therefore, students are asked not to bring these items to school.

BOOKS

Library books are purchased for student use. Students are encouraged to take books home and read them as well as use them in school. They should handle them with special care by keeping them away from younger children and not leaving them where pets can damage them. They should be returned promptly so others can use them. Textbooks are checked out to the students and we expect them to last for several years or until we are ready to replace them with new ones. Textbooks are very expensive and the cost of replacement can range from $35 to $75. Students will be assessed a charge at the end of the year for unduly damaged or lost text or library books.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication (“cyberbullying”) or threat directed against a student that is persistent, severe, or repeated, and that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry. [See Policy 3226]

Parents or guardians will be notified in a timely manner if their child is involved in a reported incident of bullying, either as the target or as the alleged aggressor. Notification will occur following an initial review of the complaint and will include any steps the school is taking to ensure student safety during the investigation process.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. For more information, please contact Anita Webb by email at awebb@teameureka.net or call the middle school office at (406)297-5600.

As of August 2024, breakfast AND lunch are free daily for enrolled students. However, this does not erase any previously accrued meal costs.

Lunch Prices:

Milk only $0.35
Adult Breakfast: $2.25
Adult Lunch: $4.25

Several education funding sources are based on the district's free/reduced lunch population. Please still complete the form. You can apply online at:

dca.opi.mt.gov/frapp/index

Or request a paper copy at the middle school office.

Payment Options:

In-person: Middle School Office (when school in session)
Online: Infinite Campus Parent Portal
Mail: PO Box 2000, Eureka, MT 59917 (make sure to note who should be credited with payment)

Eureka School District uses a computerized debit lunch program. Parents can make payments for all their children in the district through a single account.

Account Management:

- Parents are responsible for monitoring their children's lunch accounts and paying for all meals consumed. A monthly email is sent automatically. Please be sure to monitor your email.
- Maximum charge limit: $40 per account

Exceeding the limit:

- Reminder sent
- Account becomes delinquent; child receives alternate meal (charged to account)
- If not resolved within 5 days, school administration contacts parent/guardian

CHILD CUSTODY

The school district recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may review educational records and attend school functions or meetings regarding the student. Official notices and report cards will be sent to all parents/guardians of the student during the school year upon request. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school district will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school principal.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school so that other students who may have been exposed to the disease can be alerted. Reportable diseases are listed in the Administrative Rules of Montana (ARM) 37.114.203

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- isolate the student immediately from other students or staff; and
- inform the parent or guardian as soon as possible about the illness and request them to pick up the student.; and
- report each case of suspected communicable disease the same day by telephone to a local health authority or as soon as possible thereafter if a health authority cannot be reached the same day.

Students who express feelings of illness at school may be referred to a school nurse or other responsible person designated by the Board and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school nurse or other responsible person designated by the Board to determine appropriate measures to be taken to protect student and staff health and safety. A school nurse or other responsible person designated by the Board, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- Before and after preparing, eating, or handling food or drinks
- Before and after administering medication or screening temperature
- After coming in contact with bodily fluid
- After handling garbage
- After use of the restroom

Further information may be found at policy 3417 and 3431 in the District's Policy Manual

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual. In general, a parent or student should first discuss the complaint with the individual involved. If unresolved, a written complaint and a request for a conference should be sent to the Principal. If still unresolved, the matter may be referred to the Superintendent. Under some circumstances, the District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Some complaints require different procedures. Any building office or the Superintendent's office can provide information regarding specific processes for filing complaints. Additional information can also be found in the designated Board policy, 1700, available on the website at www.lchigh.net.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Violations of use may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — e-mail — using District computers are not private and may be monitored by District staff.

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network

Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. (See Appendix B for district Acceptable Use Policy)

CONCERTS

Middle School Band/Choir Expectations:

- **Participation:** 6th-8th graders can choose band or choir.
- **Code of Conduct:**
  - Punctuality, respect for space/equipment, and appropriate behavior are required.
  - No food/gum/drinks (except water) in the music room.
- **Attendance:** Rehearsal attendance is crucial; absences are noted, not excused/unexcused.
- **Concerts:**
  - Three mandatory concerts per year (Winter, Spring, End of Year).
  - Boys: black trousers, black button-down, black shoes.
  - Girls: black trousers/skirt, black button-down, black shoes.
  - Contact the teacher by October 1st for attire assistance.
  - Concert grade: based on conduct, punctuality, attire, and participation.
  - Unexcused concert absence: "F" grade.
  - Excused concert absence: makeup work allowed within 2 weeks.
- **Repertoire:** Diverse music selections will be chosen based on student level and educational needs.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy — even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or building standards of grooming and dress.
- Obey all building and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
- Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
- Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:

- On school grounds before, during, or after school hours or at any other time when school is being used by a school group.
- Off school grounds at a school-sponsored activity or event or any activity or event that bears a reasonable relationship to school.
- Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention
- Clean-up duty

- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict or cause corporal punishment on a student. Corporal punishment does not include reasonable force District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline.

The Board authorizes teachers to remove students from classrooms for disruptive behavior.

Refer to board policies 3310

SCHOOL COUNSELING

Montana School Counselors are obligated to address concerns of ALL students regarding academic, personal/social, and career matters. Students may choose to talk to a school counselor about topics that keep the child from concentrating on learning.

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

The school counselor does not provide extended, individual therapy for students, although she can help families find resources when additional support is needed.

School Counselor: Danielle Fleenor
Counseling Assistant: Shelly Shay

CURRICULUM OFFERINGS

The curriculum at Eureka Middle School aligns with the guidelines established by the Office of Public Instruction in Helena. Core subjects—mathematics, science, English, social studies, and physical education—are offered in all grades. In addition, students have the opportunity to explore a variety of elective courses, including art, shop, band, choir, world language, careers, home economics, and computer science. Classes are departmentalized, with students transitioning between classrooms throughout the day. In grades 5

and 6, students are primarily in self-contained classrooms, with some departmentalization among the teachers at those grade levels.

DAILY SCHEDULE

Doors Open: The doors open daily at 7:30 a.m. for the students to enter the building. Until that time, the students are required to remain outside.

Classes Begin: The bells rings at 8:15 a.m. This gives the students time to go to their lockers, get their books, and visit briefly with friends before classes begin.

Lunch: Lunch begins at 11:05-11:40 for the 5th and 6th grade, then from 12:00-12:40 for the 7th and 8th grade. Lunchroom monitors are hired by the District to supervise students as they eat. Students must stay in the lunchroom to eat. Playground supervisors are in charge of the students during the noon recess and the students are expected to follow school rules.

Eureka Middle School will only allow students to leave the campus to go to their own home to eat. Any students that eat at home must first have turned into the office a parent permission form signed by the student's parents or legal guardians. No other students will be allowed to leave during the lunch break. All other students must stay on campus during their lunch breaks. Lunch may only be eaten in the designated areas.

DANCES

To help the students develop appropriate social skills, and to have some fun dances and other social activities are scheduled throughout the school year.

- Students will not be permitted to re-enter a dance after they leave. If students leave early, their parents will be called.
- No entry will be allowed one hour after the start of the dance.Three teachers are required to attend as chaperones. If chaperones are not available, the dance will be cancelled.
- The dances are open to 7th and 8th graders only. Sixth graders may attend the final dance of the year, the “Hello 6th, Goodbye 8th” dance.
- **All students attending the dance are to help clean up before they leave**.
- Proper dance etiquette will be observed.
- All school rules will be observed during the dance **(Including dress code)**. If students cannot follow the rules, parents will be called.
- We ask parents to be prompt in picking up their children after the dance. We do not allow students to walk home.
- Students must attend school on the day of the dance and have passing grades in all classes to be eligible to attend.

DISTRIBUTION OF MATERIAL

School Materials
All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-School Materials
Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards (refer to Policy 3224). Students and parents may determine a student's personal dress and grooming standards, however, if a child's appearance, odor, or hygiene disrupts or distracts from the teaching or learning process, that child will be asked to make modifications in order that the disruption or distraction will cease.

Appropriate Dress

In an effort to maintain a safe and comfortable learning environment, inappropriate clothing will not be allowed while at school. We encourage parents to assist their student in meeting the outlined dress code described below.

Inappropriate clothing includes garments that are revealing and clothing labeled with alcohol or drug logos and/or inappropriate comments. Appropriate dress is determined by reasonable coverage of the body. Shirts must cover cleavage, waist, back and shoulders. Spaghetti straps are not allowed and tank top straps must be at least 3 fingers wide. Shorts and skirt length need to reach the end of a person's fingertips when the arms are fully extended alongside the body. Additionally, we do not allow pajamas to be worn at school. Students should put on school-appropriate clothes when coming to school.

Teachers suspecting inappropriate dress will make a referral to either the principal or school counselor. If clothing is deemed inappropriate, the student will contact parents/guardians and/or arrangements will be made for covering or changing into school-appropriate clothing.

Hats are allowed in the hallways and in classrooms at teachers discretion. Hoods are not to be worn inside.

Students are expected to dress adequately for cold weather as they are often outside during the school day such as during recesses and occasionally during P.E.

DROP-OFF/PICK-UP

Buses pick up and release children from the High School parking lot. All other vehicles should be dropped off or picked-up in front of the middle school or on the EAST side of the Elementary (See Map at Appendix A). Students should not be dropped off before 7:45am. Students should be picked up promptly after school ends at 3:25pm.

Safety Guidelines

- Be your child's best example. Be patient & courteous and follow the safety guidelines. Everyone's goal is student safety. Disrespectful and rude behavior will not be tolerated.
- Pay attention to the Crossing Guard. They control the flow of traffic.
- Stay in your vehicle. NO parking in drop-off/pick-up lanes. If you must get out, please park in a spot in the lot.
- Pull as far forward as traffic allows. This speeds up the drop-off/pick-up and allows more vehicles to enter the lane.
- Use caution when pulling into through traffic.
- Stay off your phone - be alert for children and other vehicles

Drop-Off

- Drop off at 7:45am or later. There is not supervision before that.
- Do not drop off by main entrance until 8:15am or later.
- Pull as far forward as traffic allows.
- Stay in your vehicle. No parking. If you want to walk your child(ren) to the door/playground, please park in the lot.

Pick-Up

- Do not get in the pick-up line until 3:10pm or later. Buses need out.
- Stay in your vehicle. Park only in the lot.
- Pull as far forward as traffic allows.
- Nothing can happen at pick-up until students come out of the building. Dismissal is 3:25pm. Be patient.

****When it's all said and done, pick-up takes no longer than 11 minutes once students come outside.****

ELECTRONIC DEVICES and PERSONAL ITEMS

Students are encouraged to leave ALL personal items at home, unless exceptions have been made such as show-and-tell or planned fun day.

Items such as cell phones, interactive smart watches, interactive gaming devices, Ipods, Ipads, etc. are NOT allowed to be used in school during school hours, including recess times. The school cannot be held responsible for missing, damaged, etc personal items. These items cause a distraction from a student's learning environment and interfere with their social experiences. If a student is found with any of these items out, they will be turned into the principal for the parent to pick up. In the event that a student needs a device for after school purposes, the device must be turned off and stored in the student's backpack.

Chromebooks are the device used in the classroom and are provided by the district. We are able to put certain controls on our chromebooks and therefore we require students to use a school issued device while at school.

Skateboarding or rollerblading on school property is not allowed at any time. Therefore, students are asked not to bring these items, including "heelys", to school.

Money at school for purposes other than lunches or payment of fees is also not recommended. There are times when classrooms and lockers cannot be monitored to prevent theft, and valuable items should be left at home. Money brought to school should be placed in an envelope and clearly marked for what it is for.

****Please mark all of your child's belongings (including shoes, coats, backpacks, lunch boxes, gloves, etc), with his/her full name in permanent marker.** Often, students at school have identical items and cannot be distinguished. Any unclaimed items will be put in the Lost & Found located by the Southwest doors. Unclaimed lost and found items will be brought to the local thrift store on a trimester basis.

EMERGENCY INFORMATION

It is vital that the school office be notified of any change of address and/or telephone number **immediately**. There are times when an emergency necessitates our having an exact address and/or telephone number. Please call the office at 406-297-5000 to notify the school any time during the year if any Emergency Information changes.

EXCUSED NON-PARTICIPATION IN P.E.

The physical education program is an important part of the educational experience for students. If a health condition prevents a student from participating in physical activities over an extended period of time, a note from a doctor indicating the limitation is required. For a student to be excused from physical education for a short period of time (up to three days) due to a temporary illness or physical condition, a written request from a parent is sufficient.

EXPECTATIONS

At Eureka Middle School, students and staff are expected to exercise the 3R's each day:

Be Respectful, Responsible, & Ready to Learn.

Parents are also an important part of this team and have responsibilities as well. Working together can make your child's experience at school more meaningful.

Student Responsibilities

- To attend school daily.
- To be on time for school.
- To be prepared for the school day.
- To follow the 3R's by being respectful, responsible, and ready to learn.

Parent Responsibilities

- To send your child to school each day on time, with all the necessary materials, well rested and properly dressed.
- To check your child's backpack and email for school communication notes on a regular basis.
- To listen to, or read to, your child daily.

- To communicate with your child's teachers when you are concerned about their health or school success.
- To provide your child with a suitable place to work on school materials.

Staff Responsibilities

- To provide students with quality educational programs in an integrated setting.
- To provide an orderly classroom and a safe environment in which to learn.
- To develop programs and activities which will respond to the social, emotional, personal, and physical developmental needs of each student.
- To assist parents in helping their students develop self-discipline, self-respect, and self-confidence to successfully participate in school as productive and responsible members of the student body.

EXTRACURRICULAR ACTIVITIES

General Information

Participation is open to all students at the designated grade levels. District-hired coaches provide instruction in the fundamentals of each sport. Every effort is made to ensure a safe and positive experience for all participants, with appropriate physical conditioning included in each program to help reduce injury risk.

Eligible Sports by Grade Level

- Grade 5: Track, Cross Country, and Basketball
- Grades 6-8: Track, Football, Cross Country, Volleyball, and Basketball

Participation Requirements

Medical Documentation:

- Current sports physical
- Proof of health insurance
- Signed concussion information form
- Physicals are valid only for the current academic year

Practice Attire:

- Students must wear appropriate athletic clothing for their sport
- School clothes are not permitted during practice
- Students unprepared with proper attire will not be allowed to participate

Academic Eligibility Policy (Athletics)

Academic Requirements

- Students with grades of D or F must attend a minimum of two 30-minute lunch tutoring sessions per week until their grade improves above a D
- Students with two or more Ds/Fs after the first week of tutoring may not travel to away games
- Unexcused absences from required tutoring will result in athletic ineligibility for that week
- Students in eighth grade who take part in high school extracurricular activities need to be passing all of their classes with no D's or F's in order to travel to away competitions.

Behavioral Requirements

- Students must demonstrate appropriate conduct and behavior as determined by school staff
- Students serving in-school or out-of-school suspension may not participate in any extracurricular activities on the day of suspension, including:
    - Practices
    - Competitions
    - Attendance at events

Attendance Policy

- Students absent from school may not attend practice or game on that day
- Exception: Pre-approved doctor's appointments

FEES/FINES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Participation fees for extracurricular activities.
- Musical instrument rental/purchase (i.e. recorders)
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made via email to the building principal.

FEES

Items such as textbooks, library books and chromebooks are often issued to students. Returning these items in satisfactory condition is the student's responsibility. If an item is lost or damaged, the student will be required to pay for the item.

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property

until the pupil or the pupil's parent or guardian satisfies the obligation.
(Refer to Policy 3520)

FIELD TRIPS

Field trips of various types are a part of the curriculum and serve a valuable service in that students actually get to see first hand the things they have been studying in the classroom. Field trips can also serve as a motivator for student learning. Parents may be asked to help monitor field trips. Students are expected to be on their best behavior on field trips because of the added supervision problems that accompany this type of event. Should problems arise, disciplinary measures may include denial of the privilege to participate in similar events. If students are denied the privilege of attending a field trip or parents elect to not have their child attend, **students are expected to be in school and working on appropriate studies on the day of the event**.

Trips that are part of a particular curriculum have criteria for attending set by the teacher responsible for the trip (examples: Montana History trip, Forest Service trips, Hooked on Fishing, Mini-Courses).

FIREARMS AND WEAPONS

It is the policy of Eureka Public School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. (Refer to Policy 3311)

FOOD, BEVERAGES & GIFTS

If treats are sent to celebrate birthdays, please make arrangements with the classroom teacher prior to the event. We encourage parents to provide healthy snacks. Gifts, especially balloons, are very distracting and may be kept in the office until the end of the school day. We encourage parents and friends to have balloons delivered at home.

Eureka Middle School does not allow energy drinks at any time.

GRADES

Letter grades will be earned according to the following guideline:

A **Superior: 90-100%** Work is superior in nature, ideas are fully developed, with evidence of superior understanding of the material being presented.

B **Above Average: 80-89%** Work is above average and complete. A higher than average understanding of the ideas is represented. Some room for further development of ideas exists.

C **Average: 70-79%** Work is average in completion with some context errors that demonstrate an incomplete understanding and application of the concepts.

D/F **Near Failing/Failing: 60-69%** Work does not meet completion standards and demonstrates little or no understanding or application of the concepts.

- **We operate on a point system. If a student receives 4 points for the year they are required to attend summer school to be promoted to the next grade. Points are assigned on a Trimesterly basis: 1 point for each F and ½ point for each D. Summer school hours are assigned as follows: 4 points = 40 hours, 5 points = 60 hours, 6 points = 80 hours, 7 points = 100 hours, 8 points = 120 hours. Beyond 8 points the student fails the grade and may be required to repeat their current grade or be subject to a staff enforced behavior/academic plan.**

HOMEWORK AND DAILY ASSIGNMENTS

Philosophy on Homework:

Our school prioritizes student well-being and encourages a balanced lifestyle. We believe students benefit significantly from participation in after-school activities and quality family time. Therefore, we generally do not assign regular, daily homework. However, to reinforce classroom learning and develop essential academic skills, occasional at-home assignments may be required. These assignments typically include:

- **Completion of unfinished classwork:** If a student does not complete an assignment within the allotted class time, they may be expected to finish it at home.
- **Long-term projects:** Periodically, students will be assigned projects that require extended time and may necessitate work outside of regular school hours.

Parental Involvement:

We recognize the importance of parental support in fostering academic success. Parents are encouraged to:

- Provide a conducive learning environment for their child.
- Encourage consistent study habits, such as establishing a regular time for reading or review, even when formal assignments are not given.
- Offer guidance and support, while allowing the student to take ownership of their work.

Absence Policy:

- **Planned Absences:** For planned absences, parents are requested to notify the school in advance. This allows teachers to provide assignments, enabling students to maintain academic progress. Please inquire whether the absence will be excused or unexcused.
- **Excused Absences:** Students with excused absences will be granted one day for each day of absence to complete missed work.
- **Unexcused Absences:** The opportunity to make up work for unexcused absences is at the discretion of the individual teacher.
- **Suspensions:** Students suspended from school are required to submit all completed assignments on the day of their return to receive credit.
- **Student Responsibility:** It is the student's responsibility to proactively request make-up work from their teachers.

Late Work Policy:

Due to the diverse nature of grade levels and subject areas within our school, individual teachers will establish and communicate their specific late work policies. These policies are subject to administrative approval and support.

ILLNESS

Do not send your child to school with:

- Fever (100.0 or more),
- diarrhea,
- vomiting,
- Conjunctivitis (pink eye)
- or other contagious illness.

Students may return to school 24 hours after:

- A fever has ended **without** fever-reducing medication
- Diarrhea and/or vomiting has stopped
- Antibiotics have been in the child’s system for 24 hours

Children sent to school with these or similar conditions will have parents/guardians contacted to pick them up.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized.

The immunizations required are:
diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. **Within thirty (30) days** after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. **This statement must be renewed yearly.**

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. **This certificate must be renewed yearly unless the physician specifies a life-long condition.** The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P. [For further information, see policy 3413]

LAW ENFORCEMENT

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at School:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

MAINTENANCE ANNOUNCEMENT

As federally mandated asbestos inspection is completed in all public school buildings, management plans are on file at the school. Within five working days of the request, community members may see the files during regular working hours.

MEDICINE AT SCHOOL

Under normal circumstances, prescribed medication should be dispensed before and after school hours under supervision of the parent or guardian. If a medication must be dispensed during school hours, the parent must **deliver the medication to the office in its prescription container**. All medications (including cough drops, inhalers, and vitamins) are to be kept at the office and a parent must fill out a Permission for Medication form. Students are not to carry any medications or store them in their lockers.

A student who has authorization to possess and self-administer medication must have completed and filed, with the office, either a Montana Authorization to Carry and Self-Administer Medication or a Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy, or Anaphylaxis Medication form. Details regarding self-administration of medication are available at the office as outlined in Policy 3416, 3416F, 3416F1]

MONTANA HISTORY TRIP

Eureka Middle School 8th Grade History Field Trip Policy

Eureka Middle School offers a multi-day field trip as a culminating experience for the 8th-grade Montana history curriculum. This trip is a privilege available to any 8th-grade student who meets the following criteria:

1. Has been enrolled as a full-time student at EMS for at least three months prior to the trip.
2. Demonstrates appropriate citizenship, punctuality, attendance, academic performance, and cooperation.

Final decisions regarding a student's eligibility to participate in the trip will be made at the discretion of the administration.

*See eligibility rubric in Appendix C

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

The District believes that the best educational result for each student occurs when all three partners are doing their best: the District staff, the student's parent(s), and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, every parent is urged to:

• Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
• Review the information in the student handbook with their child and sign and return the acknowledgement form(s) and the directory information notice. A parent with questions is encouraged to contact the school principal.
• Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
• Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (406)297-5600 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

PERSONAL DISPLAYS OF AFFECTION

All persons are expected to maintain high standards of courtesy, decency, clean language, honesty, neat appearance, and wholesome relationships with others. Personal displays of affection (PDA's) including hand holding, kissing, hugging, etc. are considered inappropriate for school and are expressly forbidden. Students who do not conduct themselves according to the common standards of the workplace will be subject to disciplinary action.

PROMOTION AND RETENTION

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on standard achievement tests or other testing. A student shall not be promoted or retained based on age or other social reason not related to academic performance. [Policy 2421]

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the building sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office or school nurse. The administrator or nurse will decide whether or not the student should be sent home and will notify the student's parent(s).

Whenever parents/guardians are taking their children out of school before the dismissal bell, they must first stop at the office to check the student(s) out. If the student returns to school before the end of the day, the parent must come to the office and record the return on the form.

RELIGIOUS PRACTICES

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. Students may also pray in groups and discuss their religious views with other students as long as they are not disruptive or coercive. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. Student prayer, even if nonsectarian or non-proselytizing, will not be broadcast over the school public address system.

Students may study religions ancillary to the studies of human history and development and various national, cultural, and ethnic groups. This study will give neither preferential nor derogatory treatment to any religion or religious belief. The inclusion of religious music, symbols, art, or writings during instruction or in school programs or performances may occur where the religious content has a historical and/or independent educational purpose consistent with the approved curriculum. A student may read the Bible or other religious material during free reading time or when self-selected and consistent with a classroom or course requirements. For additional information, please see Policy 2332.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to

parents at least once every Trimester. Due to the ongoing increase of postage, report cards and progress reports will not be mailed home but will be sent home with each student. Refer to the district calendar for dates of midterm and trimester reports.

Conferences

Parent/Teacher conferences generally happen once a year in the fall. See district calendar for dates.

SAFETY

Accident Prevention

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety.

A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as equipment malfunction
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained in the office.

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

Disaster Drills and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. [Policy 8301]

Emergency School-Closing Information:

In the event that school must close, information will be posted on the district website at lchigh.net. It will also be posted on district social media outlets, such as Facebook, Instagram, etc. The district may also use its Student Information System (SIS) called Infinite Campus (IC) to send a message to all parents/guardians directly to their cell phones and/or email. It is imperative that contact information be up to date.

SEARCH AND SEIZURE

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. See policy 3231. Legal References: T.L.O. v. New Jersey, 105 S.Ct. 733 (1985)

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. Searches may also be conducted at random, in accordance with law and District policy. See policy 3231. The parent will be notified if any prohibited items are found in the student's desk or locker.

Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current Montana State Plan under Part B of IDEA. Refer to Policy 2161 & 2161P.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the principal to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT SUPERVISION

Supervision of students begins at 8:00 am. Although the building is accessible before that time (7:30 am) to accommodate early arrivals, it is best if those students who are capable of arriving after 8:00 a.m. or later do so. Every effort will be made to accommodate those students, who for a variety of legitimate reasons, must arrive early. As noted, supervision does not begin until 8:00 a.m., and the expectation for this privilege of early arrival to continue is strict adherence to school rules. All students must proceed to their designated area at 8:00 a.m. ***Students should also leave the building at 3:30 p.m. unless they are under the direct supervision for activities/sports and/or special help***.

TARDY POLICY

Tardiness in the classroom interrupts student learning, therefore, as an effort to control student tardiness, the following procedures will be implemented. Teachers have the discretion to handle tardiness within the classroom until it becomes a chronic problem that is referred to the office. At this time, a tardy plan will be written for that individual student. Generally, the plan is as follows:

- ➢ 4 tardies per Trimester warning
- ➢ When a student receives their 5th tardy for a Trimester a lunch detention is assigned for each tardy past five. If this does not fix the problem an individual plan is set.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents — before the scheduled trip — a written request that the student be permitted to ride with an adult designated by the parent.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the middle school office at (406)297-5600.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook.

Students must:

- Follow the bus driver's directions at all times and the first time they are given.
- Use a volume level of 1 or 2. Screaming/yelling will not be tolerated.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.

- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while the bus is moving.
- Not use profanity or obscenities - they will not be tolerated
- Follow all school behavioral expectations on buses and at stops.

Consequences:

1. Warning from your Bus Driver.
2. Conference with Driver and a specific seat assignment for one week.
3. Driver will call your parents and assign you a seat for two weeks - write up completed
4. Sent to the office for a conference with the principal and your parents - write up completed and possible removal from bus for a determined number of days.
5. No longer allowed to ride on the bus.

(policy 8110)

IMPORTANT NOTE: Students are UNABLE to ride any bus EXCEPT the bus that takes them to and from their residence. Any exceptions to this rule require prior arrangement by parents by calling the school office. Students must receive a "bus note" from the office in order to be able to ride a different bus.

When students ride in a District van or passenger car, seat belts must be fastened at all times.

VIDEOTAPING OF STUDENTS

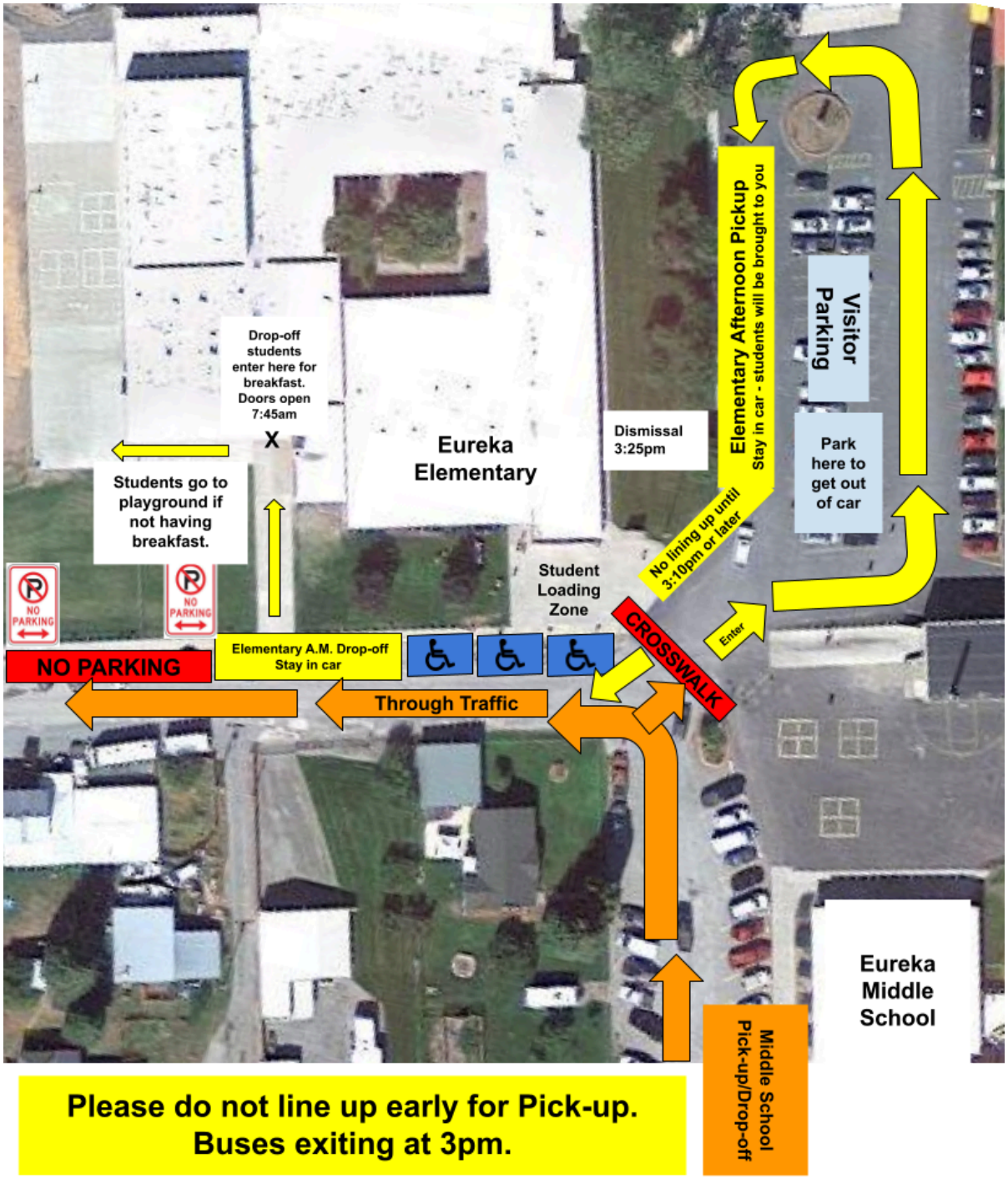
The District uses video cameras [with audio] on District property, including buses, to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school, all visitors must first report to the front office of the school building, entering through the main entrance. Visitors must sign into the office and put on a Visitor Badge.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

APPENDIX A: Drop-off/Pick-up Map



APPENDIX B: EPS ACCEPTABLE USE

It is the intent of the Eureka Public Schools to advance and promote education by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

General Network Use

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply, and users must comply with District standards and honor the agreements they have signed. Beyond the clarification of such standards, the District is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on District servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet, and email for educational purposes when appropriate, will enable students to use thousands of libraries and databases and correspondence with experts in their field. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. Eureka Public Schools believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Websites. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

Notification of Family Educational Rights and Privacy Act (FERPA)

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their son/daughter; also, students eighteen

years and older have access to their own records. Arrangement for such reviews should be made through the school principal. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a possible cost of ten cents per page.

The federal law, Family Education Rights and Privacy Act of 1974, states that:

1. Parents (or non-dependent students eighteen and older) must give written consent before release of "supplemental" or "confidential" information about their student (or themselves).
2. "Standard" or "regular" school records may be forwarded by the school or school district upon request and without parent/student consent.
3. "Directory information" about a student may be released to the public without parent/non-dependent student consent unless that parent gives the school district written notice to the contrary using FERPA Student Opt-out Form, available from school secretary. "Directory information" includes any one or all of the following: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, photograph or other digital image, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, and most recent educational agency or institution attended.

Eureka School District does not provide directory information to private parties for commercial use; however, the district does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow the Eureka School District to include this type of information from your child's education records in certain school publications. Examples include: the honor roll or other recognition lists, school websites, graduation programs, a playbill showing your student's role in a drama production or concert, and sports activity sheets, etc. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement.

APPENDIX C: **Eureka Middle School 8th Grade History Field Trip Eligibility Rubric**

Criteria	4 - Excellent	3 - Satisfactory	2 - Needs Improvement	1 - Unsatisfactory
Citizenship	Consistently follows school rules, shows respect to peers and staff, and demonstrates leadership.	Generally follows school rules, with occasional reminders needed.	Frequently needs reminders to follow school rules and shows occasional disrespect.	Regularly disregards school rules, disrespects peers/staff, or has major disciplinary actions.
Punctuality	Rarely late (0-2 tardies in the three months prior to the trip).	Occasionally late (3-5 tardies).	Frequently late (6-8 tardies).	Excessive tardiness (9+ tardies).
Attendance	Attends 95% or more of school days in the three months prior to the trip, with no unexcused absences.	Attends 90-94% of school days, with minimal (1-2) unexcused absences.	Attends 85-89% of school days, with 3-4 unexcused absences.	Attends less than 85% of school days or has 5+ unexcused absences.
Academic Performance	Maintains passing grades (C or higher) in all core classes with consistent effort.	Maintains mostly passing grades with occasional struggles.	Struggles academically with multiple failing grades and inconsistent effort.	Has failing grades in multiple subjects with little effort to improve.
Cooperation	Works well with peers and adults, actively participates in group settings, and follows instructions.	Usually cooperative, with occasional issues requiring redirection.	Struggles to cooperate, frequently needs redirection.	Uncooperative, disruptive, or refuses to follow directions.

Eureka Middle School 8th Grade History Field Trip Eligibility RubricScoring Guidelines

- **Total Score: 17-20** → Strong eligibility for the trip.
- **Total Score: 13-16** → Eligible, but administration may review case individually.
- **Total Score: 12 or below** → Likely ineligible; subject to administrative review.

Student Handbook Signature Page

Eureka Middle School Student Handbook can be found online on the school district website.

Go to lchigh.net
Click on the arrow next to “schools” and choose “Eureka Middle School”
Click on “25-26 Student Handbook” from the menu bar.

“I acknowledge that I have received access to the Eureka Middle School Student Handbook. I understand that the handbook contains information that may be needed during the school year. I have read and understand the policies and procedures outlined in said handbook.”

Parent/Guardian Printed Name	**Student Printed Name**
Parent/Guardian Signature	**Student Signature**
Date	**Date**