

# Book Cliff Elementary

Green River, Utah

## Student Handbook



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## **School Welcome**

On behalf of the Faculty and Staff of Book Cliff Elementary we would like to welcome you. We hope the time you spend with us as a student or parent will be an enriching experience in your life. We look forward to working with you.

The information in this handbook has been designed to help you become acquainted with the policies and procedures at Book Cliff Elementary and hopefully to make you feel a part of our student body. These policies, procedures, and routines have been implemented for the student's education and safety. It takes everyone- faculty, staff, students, and parents- to make the school experience a rewarding one. We encourage parents to be involved in their child's education.

At Book Cliff Elementary School, we strive to provide a safe environment where students can learn and grow. We appreciate the time and effort that you as parents put into your child's educational welfare. We have created this handbook as a resource for you to refer to if questions arise about school policies or procedures.

We have a highly qualified staff of teachers and educational assistants who are here to provide your student with the knowledge and experience they need to become successful citizens of our city, state, country, and world. We believe that students deserve a safe environment in which to learn, and will do all within our power to ensure such an environment exists in our school. It is for these reasons that the policies found in this handbook were chosen.

We believe in order for a child to fulfill his or her potential, it is vital for parents to be involved in the educational process. This includes working with your child at home, reading to and with your child and being read to by your child, volunteering in your child's classroom, attending parent meetings and conferences, and alerting the school of any issues or concerns that you may have.

With your help, we can create an environment where gaining knowledge is encouraged and learning is applauded. We also believe that your involvement can lead to a respectful, responsible student body that will treat one another with courtesy and compassion.

Once again, we thank you for your interest in your child's success, and encourage you to work closely with your child, your child's teacher, and the school. Together we can make a difference.

Sincerely,

Book Cliff Elementary Faculty and Staff

## **Motto, Vision, Mission, and Goals**

### **Motto:**

**B**e Prepared

**E**arn Respect

**A**ct Responsibly

**R**eflect a Positive Attitude

**S**how Cooperation

### **Vision:**

Book Cliff Elementary School aims to provide a quality education where all students are able to reach their full potential in a caring and secure environment.

### **Mission:**

Book Cliff Elementary exists to produce life-long learners capable of applying academic and social skills successfully in every life setting.

### **Goals:**

- Book Cliff Elementary School strives to establish an effective learning environment that promotes positive self-esteem for students as learners and as individuals;
- Implement the most effective teaching methods, technology, and research so that students will exit our schools as lifelong learners having developed higher level thinking skills;
- Develop accountability and responsibility through individual and group process skills in creativity, problem solving, decision making, and communication; and
- Develop respect and concern for self and others.

*The Emery County School District is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupation. The Emery County School District is committed to a policy of keeping its work place free from sexual harassment. The Emery County School District provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans With Disabilities Act.*

# Enrollment Information

## Registering for Kindergarten

To be eligible to enter Kindergarten, a child must be at least five (5) years of age on or before September 1 of the particular year during which admission is sought.

The following documents are required **before** a child can be registered in school:

**1. Health Exam**—Make an appointment as early as possible with your health care provider or clinic.

**2. Birth Certificate**— Parents of *children born in Utah* may obtain their child's birth certificate from the Utah Department of Health, Office of Vital Records and Statistics, 151 S. University Ave., Suite 1100, Provo, UT 84601, 801-851-7000. The certificates may be ordered online, by mail, or in person. *Appropriate identification is required. The cost is \$15.* Information is online at <http://www.utahcountyonline.org/Dept2/Health/Vital%20Records/home.asp>. Birth certificates for *a child born outside of Utah* may usually be obtained from the department of health in the state in which the child was born. Information is online at National Center for Health Statistics website, —Where to Write for Vital Records: <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>. Please note that birth certificates must be state certified and not a hospital copy.

**3. Immunizations**—These are required by law for a child entering school:

- 4 DTP (**5<sup>th</sup> dose required** if the 4<sup>th</sup> DTP was given before 4 years old)
- 3 Polio (**4<sup>th</sup> dose required** if the 3<sup>rd</sup> Polio was given before 4 years old)
- 2 Measles, Mumps, Rubella (MMR) (Must have been given **after** the child's first birthday)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chicken Pox)

**4. Dental Examination (NOT REQUIRED)** - This is strongly suggested—Make the appointment early to allow time for needed corrections to be made.

**Withdrawing students:** If you are moving and are withdrawing your child from school, please call, come by the school or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

### **Parental Custody:**

To be enrolled at Book Cliff Elementary, a student must be living with his/her parents, or in the case of divorced parents – living with the parent who has legal custody. If this is not the case, then a legal document must be provided to the school establishing who has legal custody of the student. This must be completed **before** the student may be enrolled. The Division of Family Services or the Division of Social Services will be accepted as legal guardians in special cases.

# Attendance

## Student Attendance and Exemption from School Summary of Policies JE & JHB

### Emery County School District Policy States:

Regular school attendance is required by Utah State Law, but more importantly, it should be remembered that learning is an on-going process with each concept solidly attached to those that precede and those that follow. Therefore, to ensure that concepts and skills are consistently learned, regular school attendance is a must and we encourage that children not be allowed to stay home unless they are ill.

**Utah Compulsory Attendance Laws** (Code 53A-11-101-105) *requires that every school age child (ages 6-18) be enrolled in school and attend regularly.* Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: **illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays and family activity or travel (approved and arranged in advance with the principal).**

**A note or call to the school explaining your student's absence is required of each day your student misses school. In the Emery County School District:**

Local school administrators are designated by the Board to administer the District Truancy Prevention Policy (Policy JE: Student Attendance and Truancy Intervention

### **Students in Grades 1 – 6**

When a student becomes truant, the individual school's principal will notify the student's parent(s) by telephone, mail, or personal communication and use the following procedures for a school-age student who is in grades 1 – 6:

a. The principal shall issue a Notice of Compulsory Education Violation to a parent of a school-age child, if the school-age child is absent without a valid excuse at least five times during the school year. Valid excused absences, up to 6 each term, will not be counted in this number. After 3 consecutive unexcused absences, the parent will be contacted. Excessive absences will be managed through the office and dealt with by the administrator according to state law

b. The Notice of Compulsory Education Violation shall:

1. Direct the parent(s) of the school-age child to meet with school authorities to discuss the child's school attendance problem.
2. Direct the parent(s) to cooperate with the school in securing regular school attendance by the school-age child.
3. Designate the place, time, and with whom the parent(s) will meet.
4. State that it is a Class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with the school authorities, or fail to prevent the school-age child from being absent without a valid excuse five or more times for the remainder of the year.
5. Be served on the school-age child's parent(s) by personal delivery or certified mail.

If the school cannot resolve the attendance issue due to the failure of the school-age child's parent(s) to work with school authorities, the principal shall report the violation to the County Attorney. ***Utah Code 53A-11-101.5(7)***

Failure to notify school of your child's absence may result in up to two (2) calls per day from the automated ParentLink system until the absence has been accounted for. It is important to note that messages left on the ParentLink system are not sent to the school until Friday of each week. Therefore, it is necessary to call the school directly to avoid more calls from the ParentLink system

If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under Section 504/ADA of the Rehabilitation Act, have excessive absences and fall within the criteria of this rule, the student's IEP team, (IDEA), or school team (Section 504) shall ensure that the procedures of this rule apply consistent with State and Federal Law and Regulations

Attendance is an important part of school. The school understands there may be unavoidable delays or failure of transportation. Other circumstances that may result in an absence or tardy will be evaluated by the principal and determined whether it is justifiable. Excessive Excused or Unexcused absences will be monitored and documented. Book Cliff Elementary will adhere to District Policy JE-ES, Attendance/Notice of Compulsory Education Violation- Grades 1-6.

Although an absence may be excused, class expectations and assignments are not excused. It is the responsibility of the student and parent to request make-up work when absent for illness or other legitimate reasons. Teachers may set reasonable timelines for completion of make-up work. **(An absence is excused when the parent or guardian has notified the school prior to or the day of an illness, medical appointment, family emergency, or family activity).**

### **Tardies:**

Students are expected to be in class by the time the tardy bell rings. If a student is excessively tardy a conference may be called by the child's teacher and may include the teacher, child, parent or guardian, and - if deemed necessary – the school principal. Excessive tardiness may warrant referral under the excessive absence/truancy policy instituted by the Emery County School District.

### **Parent(s)/guardian(s) may appeal citations in the following manner:**

1) Within five (5) school days of receipt of a citation, parent(s)/guardian(s) may appeal a truancy citation by submitting a written appeal, clearly outlining the reason for the appeal and the desired outcome to the school appeals committee. The elementary school appeals committee shall consist of two parents and two teachers. The appeals committee shall render a written decision within ten (10) school days from the date the appeal was filed.

**If you have questions about your child's attendance, including excused and unexcused absences, please contact the school. Your support and cooperation are appreciated.**

### **Scheduling Appointments:**

Please try to schedule medical, dental, and other appointments outside of school hours. Private lessons should not be scheduled during school hours. If your child must leave during school hours, a parent or authorized individual who has been listed on the student registration form must check him/her out at the school office.

### **Travel and Vacations:**

Periodically students travel with their parents on business trips or vacations during the school year. To capitalize on the learning opportunities such trips provide, parents are encouraged to make prior arrangements with the teachers regarding the student keeping a journal, or maintaining some other account. Provisions should also be made to complete assignments that will be missed. To obtain these assignments in advance

teachers and school office should be notified one week prior to departure in order that proper preparations can be made.

### **Class Assignments:**

Since learning is progressive, it is important that all assignments are completed. Teachers will provide the opportunity for students to make up assignments missed, but *it is each student's responsibility to find out what assignments were given* and the date by which they are to be finished.

### **Arriving Late:**

Student attendance and tardiness are recorded at the school. Tardiness due to doctor and dentist appointments, with a note from the doctor, will be excused. All tardies not meeting these criteria will be considered unexcused unless excused by the Principal.

***Unacceptable reasons for being late*** include but are not limited to:

- baby-sitting
- sleeping in
- missing the bus
- running errands
- lack of transportation
- visiting relatives
- trouble with alarm clock
- a bad morning
- chores at home
- etc.

### **After school pickup:**

An attempt will be made to contact parents of students who are not picked up after school. If, within 30 minutes of the final bell, students still remain at school – to meet safety, supervision and legal requirements – the Sheriff's Dept. will be notified.

### **2017 Utah House Bill 239: Juvenile Justice Amendments**

All Criminal offenses committed by students enrolled in Emery District schools that occur on school property, or at school-sponsored activities off campus, that are not referable to juvenile court will be dealt with by the school administration in accordance with state law. Such criminal actions may result in fees, suspension, expulsion, participation sanctions, probation, restitution, school service hours, behavior modification programs/placement, and other consequences as deemed appropriate and necessary. Failure to comply with a school administrator's judgment on such criminal offenses will result in a referral to the appropriate intervention agency

**For information on School Hours, see appendix B**

# Student Health

## Illness:

Please follow these guidelines if your child is ill:

- 1- Take time to notify the school.
- 2- Before sending your child to school, be sure that she/he is well enough to be in school.
- 3- Do not assume your child will get better at school.
- 4- Understand that we have no provisions to care for sick children.
- 5- Understand that our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside.
- 6- Do not send your child back to school until they have been fever free for 24 hours without medication.

***\*If your child is absent for an extended period of time due to illness, a doctor's statement will be required upon returning to school.***

## Illness at school:

If a child becomes ill at school, every effort will be made to contact the parents who should be available to check the child out at the office and take her/him home. It is very distressing, not only to school personnel but also the child, to have a sick child at school and not be able to contact a person responsible for the child.

***Please notify the office of any updated emergency numbers.*** An ill child may not walk home alone. We request that you, or someone you designate, pick up your child.

## Chronic or serious conditions:

Diabetes, epilepsy, asthma, and similar conditions, which could require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration information sheet.

***This information is important for the safety of your child.***

## Infections and illnesses:

If you suspect your child has any of the illnesses listed below, please do not send him/her to school. We urge you to seek medical attention for diagnosis and treatment as needed.

- fever of 100 degrees or above
- abdominal pain
- diarrhea or frequent, loose, watery stools
- acute colds
- runny nose (non-allergenic)
- swollen glands around jaws, ears or neck
- suspected impetigo
- yellow, green or odorous pus in blister
- nausea or vomiting
- unusual drowsiness or tiredness
- sore throat
- persistent cough
- red, inflamed, discharging eyes (non-allergenic)
- suspected head or body lice
- skin rash of unknown origin
- any skin sore oozing of fluid

Please keep your child at home if s/he has any other symptoms suggestive of acute illness such as:

- Diphtheria

- Infectious mononucleosis
- Pink eye
- Mumps
- Strep infection
- Ringworm
- Measles
- Whooping cough

*Note: Children who have chicken pox may not return to school until all the sores are healed.*

### **Head Lice Policy:**

**Children will be referred for treatment at the end of the school day. Until the end of the day, they are to avoid head-to-head contact (i.e. headphones, headbands, combs, etc...)**

The nurses or trained personnel will check a child and any siblings suspected of having head lice. If lice are confirmed, parents, guardian, or the designated emergency person will be notified.

### **Accidents and Injuries:**

On your student's registration card, please indicate the names, addresses and phone numbers of individuals who should be contacted in an emergency. **Update this information promptly if it changes.** Students and parents may expect that these procedures will be followed in the event of an accident at school:

1. The student should report to the teacher her/his injury and what happened.
2. If minor medical attention is needed, the teacher will bring the student to the office.
3. In a more serious situation, the parents will be called immediately.
4. School personnel cannot take a child to a health care provider unless it is an absolute emergency.
5. We do not diagnose ailments or administer any medications in connection with an accident.

### **Medications:**

Medication can be administered at school under the following conditions:

1. Students who need to take any kind of medication must have written authorization from a parent/guardian **and** the student's health care provider.
2. Prescription medication should be brought to the school office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
3. It is the parent's responsibility to keep medication in adequate supply.
4. For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
5. If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.

### **Vision Screening:**

The State of Utah mandates periodic vision screening. The Emery County School District routinely screens students and upon teacher or parent request in other grades. A parent at any time may request that their child be exempt from the screening.

# Emergency Plan

## Drills:

Fire, earthquake, and other emergency drills are held at regular intervals as required by law and to ensure student safety. Instruction in safety procedures is given by the teachers in all classrooms at the beginning of the school year and reviewed periodically. It is essential that, when the signal is given, ***everyone in the building obeys orders promptly and clears the building by the required routes as quickly as possible.***

## School Closure, Delayed Start or Early Dismissal:

Book Cliff Elementary School will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force a school closure, delayed start, or early release. Parents and employees will be notified via a Parent Link phone call about any school closures, delayed starts, or early dismissal of students. All school closures, delayed starts or early dismissals are for one day only. No Parent Link phone call means that the school is open and regular schedules will be followed.

**\*Parents: Make sure that the school has correct contact information for you including a current telephone or cell phone number.**

## Family Plan:

**It is advisable for each family to have a predetermined plan, which children can follow should it be necessary for school to be dismissed early for emergency reasons.**

## Emergency Procedures:

Your children will be given the following instructions for each of these specified emergencies:

- **Bomb threat:** Search by personnel for suspicious packages, evacuation if deemed necessary by the person in charge.
- **Earthquake:** Drop, cover, and hold; evacuate when instructed. Out-of-doors, move to open space away from power lines; drop, cover neck and head.
- **Fire:** Students exit in an orderly way, via assigned routes, and remain at school boundary awaiting further instructions.
- **Flood:** Students evacuate to the highest level of the school building.
- **Hazardous spill:** Close windows and await instructions in the event of a chemical or other hazardous materials spill.
- **Incident weather:** This is the superintendent's decision. Parents should listen to radio if concerned.
- **Gas Leak:** A brass bell will be used to notify teachers. Students will be evacuated in an orderly manner from the building and taken to the designated evacuation point.
- **Evacuation:** Parents are responsible to claim their children by notifying your child's teacher as well as the principal or his designee. Responsibility for your child's welfare ultimately belongs to you, the parents.

**For questions about the emergency, contact the school office.**

# Transportation Eligibility and Rules

Riding the bus is a privilege. Improper conduct on the bus will result in loss of bus riding privileges. It will then become the parent's responsibility to get their child/children to and from school.

## **The following rules will be followed at Book Cliff Elementary School:**

- 1- Students living farther than 1.5 miles from the school are eligible for transportation services.
- 2- All students who ride the bus are expected to behave in a courteous and respectful manner while waiting to board the bus.
- 3- Students are to be on time at the designated bus stops and are to wait until the bus comes to a complete stop before attempting to board.
- 4- Students are to arrive at the bus stop not more than five (5) minutes before pick-up time.
- 5- Students are expected to conduct themselves in a courteous and cooperative manner on the bus at all times.
- 6- While on the bus, the students are under the authority of, and directly responsible to, the bus driver. Loud and boisterous talking or laughing is prohibited on the bus while students are being transported.
- 7- Students are to be properly seated while the bus is in motion and are prohibited from waving hands out of the windows of the bus.
- 8- Students who come to school on the bus should go home on the bus unless parents have given them permission to do something else.
- 9- Non-bus students are discouraged from requesting permission to ride the school bus, and should go directly home after school. Students are not to remain in or around the school without permission.

Copies of the bus rules will be given to every parent to sign and return to the school stating that bus policy has been discussed with their child/children. During the school year, all students will ride the bus, (i.e. field trips, high school events, etc), therefore students are required to have a signed form on file even if they are not regular bus riders.

**If you would like a copy of the bus rules – please inquire at the school office.**

Questions regarding transportation of students should be directed to the district transportation department at 435-687-9846.

# School Meals Program

Book Cliff Elementary School participates in the Federal School Breakfast and Lunch Program. Under this program, some students are eligible to receive meals free or at a reduced price. Applications for these benefits are provided with each student registration packet. All information provided in your application will be kept confidential.

## Please note the following details about meals eaten at school:

*If your child is not allowed to eat certain foods, please contact the school office and cafeteria manager for information and assistance.*

Meal money may be paid yearly, quarterly, monthly, or weekly. **Students should not charge meals. After 5 charges a student will NOT be allowed to eat a school meal until all charges are paid in full.** One additional milk/juice may be purchased separately at the price of \$0.50.

**\*Please Note:** Pricing is set at the beginning of each school year. Please contact the office for current pricing.

You may write one check for all the students in one family who attend the same school. Please include students' names and student identification numbers. When paying by check, please make payable to **Book Cliff Elementary**.

Accounting is done on a computer with a terminal located in the school office. Lunch money is deposited into a unique account assigned to each individual student. Each student is also assigned an identification number. He/she enters the number on a keypad each time a meal is obtained. The appropriate amount is then deducted from his/her individual account.

Students not buying school lunch are expected to bring a lunch from home. **No glass containers, carbonated beverages, or energy drinks** are to be sent in home-packed lunches or brought to add to their school meal. A student may purchase milk/juice with a home lunch for \$0.50. Any student who purchases a drink to go with a lunch brought from home will be charged \$0.50 regardless of whether they qualify for free or reduced lunch. Cash for the drink must be paid at time of purchase, or the price of a full meal will be charged to the student's account.

Although we encourage students to eat their meals, no effort will be made to make students eat all of their meal.

For health reasons, trading food is not permitted between students, whether it is a school lunch or a lunch from home. **Food is not to be taken out of the lunchroom area unless permission has been given by the supervising staff member.**

We ask students to display proper manners, talk quietly, and refrain from derogatory comments or actions in an attempt to provide a pleasant atmosphere in the cafeteria.

**\*Please Note:** Menus may change without prior notice due to circumstances beyond the lunchroom manager's control.

# Dress Code

Students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment (see Policy JICA, Appendix A). Clothing should be neat, clean, and appropriate for learning and weather conditions. The school administrator and/or staff will determine whether or not a student is in violation of the dress code. Parents will be called to bring the student a suitable change of clothing. Parents are also expected to observe the dress code whenever they are in the building.

The following would be considered ***in violation*** of the dress code:

- Garments that are low enough to reveal a student's underwear
- Clothing advertising drugs, alcohol, tobacco, acts of violence or lawlessness
- Clothing associated with gangs, illicit drugs, or illegal substances,
- Clothing with offensive and/or vulgar language and/or designs
- Clothing which calls attention to the body, including bike pants, spandex, unitard knit tights, bodysuits, sheer clothing or skin tight clothing, spaghetti straps, or low necklines
- Hats or caps worn in the building
- Clothing with intentional cuts, slashes, fraying, or holes
- Short shorts, running shorts, or miniskirts (as a rule of measurement, short/skirt hems should reach the finger tips when arms are held loosely at the side)
- Crop tops showing midriffs, tube or tank tops or halters
- Swimsuits
- Sunglasses
- Visible body piercing (except ears)
- Hairstyles that are distracting

While not in violation of the dress code, the following items are **NOT** recommended at school:

- Flip-flops
- Open toed shoes
- High heels
- Slippers

**Please Note:** Due to safety issues during PE and/or recess, sturdy shoes are recommended. Your child will be allowed to change shoes if needed during these times if the parent provides alternate shoes.

## Book Cliff Elementary—Dress Code at a Glance

The purpose of our dress code is to maintain a good learning environment.  
Clothing choices or hairstyles that distract from this goal will not be allowed.

|   |   |  |
|---|---|--|
| <p><b>Head</b></p> <p>No hats, visors or sunglasses</p> <p>No extreme hairstyles that are distracting</p>   | <p><b>Approved</b></p>   | <p><b>Not Approved</b></p>   |
| <p><b>Tops</b></p> <p>Must cover shoulder to shoulder</p> <p>No undergarment showing</p> <p>No bare middle</p> <p>No halter tops, tank tops, spaghetti straps or muscle shirts</p> <p>No open back or sheer/lace tops</p> | <p><b>Approved</b></p>   | <p><b>Not Approved</b></p>   |
| <p><b>Bottoms</b></p> <p>No undergarment showing</p> <p>Shorts, Skirts and Dresses are fingertip length</p> <p>No slashes, cuts, rips or holes above fingertip length</p>   | <p><b>Approved</b></p>  | <p><b>Not Approved</b></p>  |

Absolutely NO clothing or accessories containing or promoting profanity, suggestive slogans, illegal substances, violence or gang affiliation will be acceptable

## Student Discipline

The faculty and staff at Book Cliff Elementary believe that children want, and feel more secure in a setting that has rules and limitations. Our main purpose for having a student discipline policy is to maintain order and provide for the well-being of the students and staff while at school. Any student damaging or defacing school property or equipment will be expected to pay for the repair, replacement, and/or cleanup. This includes books, desks, or any other item for which the student may be responsible.

Students are expected to use language suitable for a public place. Senate Bill 33 states “A student may be suspended or expelled from a public school for any of the following reasons: frequent or flagrant willful disobedience; defiance of proper authority, or disruptive behavior including the use of foul, profane or abusive language and gestures”.

### Discipline Policy:

Discipline problems will be classified into two categories:

| <b>CATEGORY #1</b>   |   |
|--|---|
| If a student commits an offense such as but not limited to the following: disrespect, insubordination, disobedience, and profanity, failure to follow a teacher or staff member’s request then the following steps will be followed (at the discretion of the school): |   |
| <b>Grades K-6</b>  |   |
| 1 <sup>st</sup> Offense  | A written referral is completed by the teacher. A warning is issued and parents are informed.   |
| 2 <sup>nd</sup> Offense  | A written referral is completed by the teacher. A second warning is issued. The student is assigned in-school suspension and parents are informed by the principal. |
| 3 <sup>rd</sup> Offense  | A written referral is completed by teacher or principal. The student is assigned in-school suspension and a parent meeting is held.                                 |
| 4 <sup>th</sup> Offense  | Moved to Category 2: An uncorrected series of negative behavior. Category 2 steps are followed.   |

| <b>Category #2</b>   |  |  |
|--|--|--|
| If a student commits an offense such as but not limited to the following: possession of tobacco, alcohol, or drugs, bullying, theft, fighting, destroying property, possession of weapons or look- alike, willful disobedience, harassment, or uncorrected series of negative behavior the following steps will be followed (at the discretion of the school): |  |  |
|  | <b>Grades K-3</b>  | <b>Grades 4-6</b>  |
| 1 <sup>st</sup> Offense  | A written referral is completed by the teacher. Incident is recorded in Aspire. The student is assigned in-school suspension and/or suspended for up to three days. Parents are contacted.   | A written referral is completed by the teacher. Incident is recorded in Aspire. The student is assigned in-school suspension and/or suspended for up to three days. Parents are contacted.   |
| 2 <sup>nd</sup> Offense  | A written referral is completed by the teacher or principal and recorded in Aspire. The student is assigned in-school suspension and may be suspended for up to three days. A parent meeting is held to discuss how to best resolve the issue. | A written referral is completed by the teacher or principal and recorded in Aspire. The student is assigned in-school suspension and may be suspended for up to three days and referred to Juvenile Court, if appropriate. A parent meeting is held to discuss how to best resolve the issue.                          |
| 3 <sup>rd</sup> Offense  | A written referral is completed and record in Aspire. Student is suspended for up to three days. A parent meeting is held to discuss the issue.  | A written referral is completed and recorded in Aspire. The student is suspended for three days and is referred to Juvenile Court, if appropriate. Parents must accompany the student to get him/her back into school.<br>*If appropriate, further offenses will result in referral to the School Board for expulsion. |

**Note:** Students who are suspended or placed on citizenship probation will not be eligible to participate in school sponsored activities during that period of time. Any offense which involves possession of firearms, explosives or other weapons (real or imitations) will be suspended 10 days and referred for expulsion.

## Bullying

The Emery School District supports a secure and school climate that is conducive to learning and is free from threat, harassment, and any type of bullying behavior. Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. A student who engages in any act of bullying is subject to appropriate discipline action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Book Cliff Elementary recognizes that bullying and intimidation have a negative effect on students and school climate. Students who are intimidated and fearful cannot give education the focus needed for success. Bullying also leads to violence, and other anti-social behavior. Every student has the right to an education and to be safe in and around school. Bullying is defined as an unfair, one sided, pattern of abuse over time. It happens when someone keeps hurting, frightening, threatening, or learning someone out on purpose.

### **Bullying**

The three types of bullying are indirect, verbal, and physical.

#### **Bullying behaviors include (but are not limited to) the following:**

- Hurting someone physically by hitting, kicking, tripping or pushing, spitting, invasion of personal space
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, including name calling sexual remarks, taunting and /or threatening
- Emotional harassment such as using put-downs, insulting someone's, race, gender, and/or beliefs
- Spreading rumors or untruths about someone, slander, and/or improper comments
- Exclusion from social activities
- Improper gestures

**Consequences for Bullying will follow the Discipline Policy under Category #2.**

# Citizenship Policy

## Rights and Responsibilities

All students and staff have a right to learn and teach in a safe, caring and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits a student's ability to learn or a teacher's ability to teach will be considered a violation of personal rights.

It is inappropriate to improperly touch, pinch, write offensive messages, make obscene gestures or bring inappropriate print/pictures to school.

Personal Responsibility and Respect for self and others is central to good citizenship:

- *You have the **right** to personal respect and a safe environment in this school and on its grounds.*
- *You have the **right** to be protected from offensive or demeaning comments or behavior.*
- *You have the **right** to report any type of harassment or bullying immediately to school authorities.*
- *You have the **right** to learn in a quiet, cooperative place where you can work and think.*
- *You have the **responsibility** to treat others in a kind, understanding, and caring way.*
- *You have the **responsibility** to conduct yourself in a way that will enable others to learn.*

## Manners

An understanding of good manners is an important step toward success in life. Good manners here, as everywhere, are based on kindness and consideration toward others. A student's background and training are revealed in their day-by-day contacts with other students and teachers. Thus, a student should ask himself/herself the following questions:

- Do I show proper consideration toward my teachers?
- Is my behavior appropriate when among other students?
- Do I have proper regard for school property?

In order to acquire an appreciation and understanding of correct classroom conduct, the following modes of behavior should be considered carefully by all students. Students should show respect for the teacher by being on time, listening attentively, and sitting quietly. Students should not reach or touch anything on a teacher's desk. Student with good manners will not laugh or ridicule another student's statement made in a classroom discussion, he will listen attentively to his classmate's remarks, and when he disagrees, he will state his point in a polite, matter-of-fact manner and avoid rude interruptions.

The primary goal of education is the development of individuals who possess the knowledge, skills, and human characteristics necessary to enable them to live meaningful lives and to make positive contributions to society.

To support this educational concept, schools and parents should expect students to be in regular attendance, punctual in arriving to class, appropriate in their conduct at school, and responsible for their behavior.

To stress academic grades without placing at least equal emphasis upon citizenship performance fails to recognize one of the major purposes of public education. For these reasons, Book Cliff Elementary has established a Citizenship Policy as a portion of student expectations.

Teachers and administrators may select from the following citizenship grading options:

**H-** Honors

**S-** Satisfactory

**N-** Needs Improvement

**U-** Unsatisfactory

Most Students should be able to earn an “H” or “S”. Teachers will provide comments identifying specific behaviors for those who earn an “N” or “U”.

### **Parent Notification**

Teachers and administrators shall make reasonable attempts, by phone or in writing, to notify a parent/guardian when their student’s behavior may result or has resulted in a “N” or “U” citizenship grade.

### **Unsatisfactory Citizenship**

A Need Improvement Citizenship Grade (“N”) can result from:

- Use of foul, abusive, or profane language
- Defying authority
- Disruptive behavior
- Defacing school property

An Unsatisfactory Citizenship Grade (“U”) can result from:

- An uncorrected series of negative behavior
- Possession, control, or actual or threatened use of a real weapon, explosive, or flammable material
- Any actual or threatened use of a look-alike weapon with intent to intimidate or cause disruption
- Illicit use, possession, or distribution of controlled substance or drug paraphernalia, and the use, possession, distribution of tobacco or alcoholic beverages contrary to law
- Hazing, bullying, demeaning, or assaultive behavior, whether consensual or not
- Destroying school property
- Theft
- Posing a significant threat to the welfare, safety or morals of a student, school personnel, or operation of the school
- Fighting
- Sexual or other harassment
- Gang-related attire or activity
- Willful disobedience or violation of a school or district rule

Teachers will also consider citizenship in the following areas:

- Completion of assignments on time
- Cooperation and respect toward others
- Level of engagement in learning and ability to stay on task
- In class on time and ready to learn
- Keeping work area organized
- Paying attention and following directions

- Respecting authority and obeying rules

Classroom behavior should be appropriate and consistent with each teacher's expectations. Serious negative behavior may include, but not limited to conduct such as:

- Obvious disrespect for school authority or staff members
- Repeated use of vulgarity or profanity
- Direct and willful disobedience of classroom rules and school policies
- Disruption of classroom and/or school activities
- Theft or destruction of school property
- 

### **Citizenship Remediation**

Remediation for each "U"= up to 2 hours before/during/after school.

Remediation for each "N"= up to 45 Min. before/during/after school or through teacher-approved classroom service. Citizenship Remediation hours may be worked off over more than one day. The amount of time will be based on age-appropriate levels. **Explanations and details are available through the office.**

Students who have an "N" or a "U" WILL NOT BE ALLOWED TO PARTICIPATE IN ANY ACTIVITY OUTSIDE OF THEIR TYPICAL SCHOOL DAY. This may include but not limited to; **class parties, assemblies, school/class activities, field trips, and end-of-year activities such as movie day, track and field, games, or swim day.** THERE WILL BE NO EXCEPTIONS ON THIS.

### **Remediation for technology violations includes:**

A Canvas course on digital citizenship to be completed by the Parent/Guardian and student before technology privileges are reinstated.

### **Detention**

Detention/Remediation is the result of major behavior issues or poor citizenship grades. Parents will be notified **immediately** if your student receives Detention or Citizenship Remediation. We will make our best effort, by phone or in writing, to keep you informed of potential citizenship issues to prevent having to be placed on remediation.

Before/After school detention and Citizenship Remediation is not provided for social hour(s). Students will be expected to bring work from class, missing assignments, a book to read, or will be provided work. If student behavior is inappropriate the time will not count toward completion.

**\*\*Transportation will not be provided for those who receive detention/remediation. This will be the responsibility of the parent to make sure transportation has been arranged.**

# School Rules and Expectations

## Classroom Expectations

- Respect school property.
- Use school materials and equipment appropriately.
- Keep hand, feet voice, and objects to self.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use acceptable language.
- Dress appropriately.
- Attend classes, be on time, and follow classroom rules.
- Be good citizens.
- No cell phones.

## Lunchroom Rules

- Enter and exit quietly.
- Wait quietly in line.
- Sit at assigned tables and eat politely.
- No trading or throwing food.
- Clean up your area and clear tray properly.
- All food is to remain in the lunchroom.

## Hall Rules

- Respect personal space.
- Walk quietly in the halls at all times.
- No climbing on or jumping from hallway fixtures and furniture.
- Do not vandalize or harm bulletin boards or decorations.
- Carry playground equipment quietly.

## Bus Rules

- Act in a safe, courteous manner while waiting for the bus.
- Always remain seated while the bus is in motion.
- Obey the bus driver, or you will lose the privilege of riding the bus.
- Do not disturb the bus driver.

## Office Rules

- Use office for school business only.
- Make arrangements with parents before school for activities with friends.
- Check in cell and watch phones.

## Playground Rules

- Respect yourself and others.
- Be concerned with safety always- for yourself and others.
- No fighting and no contact sports (including tackling).
- Use appropriate language.
- Stay in assigned playground areas.
- Use equipment properly.
  - No climbing up the slides.
  - One person in a swing at a time.
  - No jumping from or twisting in swings.
  - No dodge ball.
  - No throwing balls against non-designated walls.
  - No hard baseball or softballs.
  - No snowball throwing.
  - No pine cone or stick throwing.
  - No sliding on ice.
  - Remain outside during recess.
  - Report problems to adult on duty.
  - If it looks too rough, it is too rough!

## Assembly Rules

- Enter and exit quietly with your class.
- Sit in your class assigned seats.
- Keep hands and feet to yourself.
- Sit flat and quietly in assigned places.
- Listen with respect.
- Applaud when appropriate.

## Restroom Rules

- Use proper bathroom manners.
- Keep walls and floors clean.
- Use quiet voices.
- Use supplies wisely.
- When finished, leave quickly.

## **Cell Phone and Electronic Device Policy (Appendix A)**

- District Policy JICJ- Electronic Communication Device Used by Students (Revised May, 2017)
- District Policy IJNDB- Bring Your Own Technology (Adopted May 2017)

### **Book Cliff Elementary policy for Cell Phone/Communication Device Use by Students:**

Students may possess an electronic communication device in school, on school property, at after-school activities and at school related functions provided that during school hours (7:45-2:50), the electronic communication device remains off. The device must also be concealed or checked in at the office, unless the device is being used as part of an instructional lesson as directed by a teacher.

Communication devices **Will Not** be turned on or available for operation *during class time, testing, lunch, breaks or transitions, school programs, assemblies, concerts, field trips, and other school activities* without permission of the classroom teacher or school administrator and should be limited to instructional use.

Communication devices **Will Not** be used by any student in a way that might reasonably create in the mind of others an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Communication devices may need to be used during this time as directed by school employees in cases of emergencies such as, *medical, hostage, in-school violent act, or intruder.*

Communication devices **Will Not** be used for video or audio capture, recording, or transmission of the words or images of others without express prior notice and explicit consent and where such use is in violation of law or policy.

#### **Discipline:**

1<sup>st</sup> Offense- Verbal Warning

2<sup>nd</sup> Offense- Phone Confiscated and kept in the office until the end of the day

3<sup>rd</sup> Offense- Phone Confiscated and kept in the office until a Parent or Guardian arrives to retrieve the device.

Continued violation of the school policy may result in privileges being revoked or phones being turned into the office at the beginning of the school day and retrieved at the end of the school day.

## **Report Cards and Progress Reports**

## **Curriculum Standards**

Standards are statements about what students should know and be able to do within each content area. Elementary content areas include language arts (reading and writing); mathematics; science; social studies; fine arts (visual, drama, dance, music); physical education and health; and information technology.

Curriculum standards for all grade levels and subjects may be found at the Utah State Office of Education website at <http://www.schools.utah.gov/curr/core/page2.htm>

## **Report Cards**

As parents/guardians, you can expect to see your child's report card within one week after the end of each term. For further information about your child's report card, please see his/her teacher.

## **Progress Reports**

If you have questions regarding your child's current grades and/or missing assignments, please arrange to meet with your child's teacher or the school administrator. Some teachers may be using the Student Information System (SIS) on-line grading software, which will give you 24-hour access to your student's grades and missing assignments. For help in accessing your child's log-in information, please contact the school office or your child's teacher.

# **Parental Involvement**

The greatest influence in the lives of children is their family. The second greatest influence may be their teachers. Of 8,760 hours in each year, children spend a minimum of 990 hours with teachers during their school years. It is critical that both home and school focus on helping children be the very best they can be. As parents, you are members of your child's educational team, which monitors the welfare of your child and makes decisions for his or her program. Schools, parents, and teachers must all work together to ensure students are successful in schools.

You can increase the effectiveness of the educational process in the following ways:

- See that your child is at school on time and has eaten a good breakfast.
- Attend all conferences as scheduled.
- Let your child's teacher or the principal know immediately if you must cancel a meeting.
- Ask questions.
- Give your ideas.
- Call the school if you have concerns or if you have information that would be helpful to the teachers as they work with your child during the day.
- Become a partner in the learning process by practicing and reviewing schoolwork at home with your child.
- Read with your child.
- Show support for the school in word and action.
- Support the PTA.
- Read all communication from the school. Remember to check book bags and pockets for important papers.
- Spend 15 minutes of uninterrupted time with your child daily.
- Take responsibility for replacing lost or damaged textbooks, library books, or equipment
- Check-in at the office every time you visit.
- Except in cases of emergency, do not call the school to talk with your child. This is disruptive to his/her learning. A message will be taken and given to the student at the end of the school class time.
- When possible, inform your child of changes to his/her regular after school routine before they arrive at school.

### **Volunteering**

***Wanted:*** Adults willing to donate time, energy, and love toward the enrichment of students' education. Positions available in all areas of school activity, helping teachers and students. Hours are flexible, whatever time you can spare. It pays well in smiles, happiness, gratitude, and the personal satisfaction of service to others. For further information about volunteering, please contact the school office.

Parents and community members can help in a variety of ways. Here are just a few ideas:

- Tutors in math, spelling, reading, etc.
- Clerical, typing or photocopying
- Library (shelving books, entering books into the database)
- Special programs
- Presentations of special topics
- Classroom volunteers
- At-home projects

### **Classroom Visits**

Parents are welcome to visit their child/children's classroom. Please call in advance to make sure the regular teacher, not a substitute, is in school or to see if the regular schedule is being followed during the desired visit. Sometimes we have special assemblies or projects and class visits would not be advised.

**For student learning and safety, ALL visitors (including parents) must check-in at the office before visiting anywhere in the school building.**

## **Classroom Parties**

If you are providing treats or materials for a classroom celebration, please adhere to the following rules:

- All food items must be store bought. Please do not bring any homemade food items.
- When providing beverages, please remember that there is to be **NO** caffeinated beverages or colored drinks that will stain the carpet (for example: red and/or purple soda or juice)
- No gum
- Healthy foods are encouraged, such as crackers, cheese, fruits and vegetables. (For questions about possible food allergies/medical conditions, contact the school office or classroom teacher)

## **Shared Governance**

### **School Community Council**

**The School Community Council (SCC)** is comprised of:

The school administration and parent/community representatives

**Anyone is welcome to attend any meeting of the SCC.** If you wish to place an item on the agenda, please contact the principal prior to the meeting. If you are interested in becoming a member of this council, please contact the principal or current chair.

**SCC voting members are elected in a manner determined by the individual councils.** Representation from minority groups and all geographic areas of the school shall be considered in the selection of members. The term of service for any member must not exceed three successive two-year terms. Parents will comprise at least one more than half of the members in this council. The SCC meets as often as necessary.

With guidance from state law and Emery County Board of Education policies, the **SCC makes policy decisions for the school.** It has the following specific responsibilities:

- Develop and approve the annual school improvement plan.
- Approve the school's plan for spending state LAND Trust monies.
- Evaluate and recommend improvements to the education programs and school environment.
- Develop and review the school discipline policy.
- Develop and monitor safe walking routes and general school safety plans.
- Monitor the implementation of the district's wellness policy and anti-bullying plan.
- Address community concerns.

In the decision-making process, **employees and patrons have parity** (equality of status or position). One group may not impose a decision upon the other.

# Special Services

The following general and special services are available through Emery County School District.

**Alternative Language Services.** Book Cliff Elementary School identifies potential English language learners through the registration process. The registration card asks:

- What language is used most by the student?
- What is the language used most often at home?

If *English* is the answer for both questions, the student does not qualify for Alternative Language Services. If a language other than English is listed on either question, the student will be assessed for English proficiency. If a student's test results indicate that s/he is a non- or limited-English speaker, reader or writer, s/he qualifies for Alternative Language Services. If a student qualifies for Alternative Language Services, the school will notify parents in the parents' primary language. Parents have the right to decline Alternative Language Services for their student.

## **Counselor**

A counselor is available once a week during specified hours to help students with personal, social or academic issues or concerns. Our counselor also presents classroom guidance curriculum in the areas of anti-bullying, truancy prevention, and drug, alcohol and violence prevention. She or he also offers developmentally appropriate classroom and small group opportunities for students to learn more about themselves and others.

## **Library Services**

Weekly visits to the school library/media center are available for Kindergarten through sixth grade classes.

## **Nurse**

The district nurse develops programs to meet student's basic health-related needs. When available, the nurse offers emergency medical advice to school staff and limited medical attention to students. She consults with parents, school personnel and health care providers to develop student health care plans or 504 plans. The nurse works with Book Cliff Elementary students and parents to ensure that all state immunization requirements are met. The nurse directs the periodic vision-screening program mandated by the state of Utah. Book Cliff Elementary routinely screens children in all grades, and upon teacher or parent request in other grades. Parents may request that their student be exempted from the screening.

## **Preschool Program**

Serving children three to five years old, the district's preschool curriculum is developmentally appropriate with an emphasis on social skills and language. Eligible children with a developmental delay may attend at no cost. Neighborhood children may attend for a fee if space is available.

## **Title I, Resource, and Special Education**

Students whose academic performance is below grade level and who need one-on-one or small group instruction in English, mathematics, and reading may benefit from working with a Resource teacher. Potential participants must be tested to qualify under federal and state guidelines. An Individualized Education Plan (IEP) is developed for each student involved in Resource and Special Education. For more information about Resource services in the elementary schools or about self-contained Special Education classes in ECSD, please call 435.687.9846 or visit the district website at: <http://www.emerycsd.org/departments.cfm?subpage=580251>.

## **Speech Services**

During specified hours, a speech and language specialist is available to meet the needs of hearing-impaired or speech-delayed students. Speech services assist students with articulation, language, fluency, and voice disorders.

## Technology

Every elementary school has a computer lab with access to software designed to help students develop skills in math, reading, writing, and keyboarding.

## Just So You Know

- **Books.** Students are responsible for books taken home from school. When students damage or lose books or other school property, parents will be expected to pay replace the item.
- **Clothing Labels.** Each year many items of clothing are left at school and cannot be returned because there are no owners' names on the items. Please protect the investment you make in your children's clothing by labeling each item clearly with a laundry marker.
- **Closed Campus.** We operate a closed campus. Students are required to stay on the school grounds during school hours. They are not to go to their own home, a friend's home, the store, etc. during the time they are required to be in school- including recess and lunch periods.
- **Concerns.** The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of school personnel beginning with your child's teacher.
- **Curriculum.** Book Cliff Elementary follows the Utah Core Standards. All textbooks used are from the State textbook adoption list. (<http://www.uen.org/core/> or <http://www.schools.utah.gov/core/> )
- **Field trips.** Field trips are planned by teachers and designed to enrich the curriculum. Parents will be informed in advance of any scheduled field trip and provided with details such as place, departure and return times, and other special information. Teachers welcome and will ask for the participation of parents on field trips but ask that you please **not** bring younger children with you on the field trip. Students must have **written permission** to go on field trips with their classmates. Verbal permission (such as a phone call) is not considered sufficient. Students without written permission will remain at school. If a student misbehaves during a field trip, the teacher may call the principal and have the student brought back to school. Students may not be allowed to participate in future field trips unless assurances are given that similar misbehavior will not occur. If misbehavior continues, the student will only be able to participate in field trips if accompanied by a parent or parent designee. School buses are used in most field trips.
- **Fund Raisers.** Book Cliff Elementary may hold one or more fundraisers a year (book fair, PTA, etc.) While participation is encouraged, it is NOT mandatory. District policy prohibits door-to-door sales by elementary age students.
- **Gifts, Treats and Outside Activities.** Invitations to birthday parties and other activities not related to school functions should be delivered outside of school hours. This will protect uninvited students from hurt feelings. Treats (for birthdays, special days, etc.) may be brought to school with advance permission of the teacher, but must include enough for the entire class. It is also required that treats be store bought and individually wrapped. **Please DO NOT send/bring balloons** to the school for birthdays, holidays, etc. (unless there is one for every child in the classroom). If balloons are sent to the school, they will be kept in the office. The student can pick them up when school is out.
- **Insurance.** All students are eligible for accident insurance. If you desire coverage for the school year, information is provided through the office.
- **Language.** Students are expected to use appropriate language while at school. Profanity and the use of obscene gestures are inappropriate, whether directed toward the staff or other students. Students who fail to observe these rules will be subject to disciplinary action.
- **Messages.** For the safety of your children, the school staff will not deliver messages to students because it is impossible for school staff to verify the identity of the caller.

- **Playground Use.** If your children would like to use the playground after school hours, you are responsible for their supervision.
- **Recess.** All students will be expected to go out for all recesses unless inclement weather requires **all** students to remain indoors. Under normal weather conditions, if a parent wishes to have a student remain indoors more than one day, a note from a doctor will be required.
- **Respect for Property.** Students are responsible for the proper care of all equipment, supplies and furniture supplied by the school. Students are also expected to show respect for school and community property and for the personal property of others. Students who deface, damage, or destroy school property will be expected to pay for repairs or replacement costs for the items.
- **Snowballing.** The throwing of snowballs at school is forbidden.
- **Special Accommodations.** In compliance with the law, Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters, during a meeting should notify the school secretary at least three working days prior to the meeting.
- **Student supervision.** Adult supervision will be provided when students are (1) in school; (2) traveling under school auspices; (3) at school for necessary intervals before (especially between the time bused students are brought to the school and the time school begins) and after school; or (4) engaging in school-sponsored activities. During school hours, or while engaging in school-sponsored activities, students will be released only pursuant to directions of custodial parents/guardians or other authorized persons.
- **Student visitors.** We request that students from the high school not be at the elementary school during regular school hours, unless prior arrangements have been made ( i.e. tutoring). This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. This behavior will be reported to the police as trespassing. In addition, elementary age students visiting in Green River will not be allowed to attend school. The only exception to this policy is if the students are enrolled in our school as students.
- **Telephone.** Children should use the telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the phone for social reasons. School staff will not deliver messages to your children. Asking to go to a friend's house or anyplace else after school is not an emergency and the student will not be allowed to use the telephone. Missing the bus is not an emergency unless you are not a courtesy rider.
- **Visitors.** Parents, you are welcome to visit. However, it is expected that any person entering a school will check in at the office. If you desire more than a visit, such as a conference with your child's teacher or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect a teacher's time prior to school each day as teachers are preparing for students' arrival. All other individuals-- brother, sisters, relatives or ex-students--are not to visit in the classrooms.
- **Walking to School.** Students are responsible for their conduct going to and from school and should treat each other with respect. Students are to show respect for school and community property. **A crossing guard is provided at the corner of Main Street and Solomon Street from 7:45 am - 8:30 am and 3:00 pm - 3:45 pm.**
- **Wheels.** Non-motorized transportation to school is encouraged. Students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, —heelies, roller blades, etc.) on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. The school is not responsible for lost or stolen items. Students who violate the rules may be prohibited from bringing wheeled equipment to the school in the future at the discretion of the school principal and/or staff.

## Leave Me Home

Book Cliff Elementary is not responsible for lost or stolen personal belongings brought to school. The following items, if brought to school by students, will be confiscated and returned only to the parents upon request. Some items may occasionally be brought for —show-and-tell or classroom activities. Parents will be notified in advance, after the principal has approved the activity, if students are allowed to bring any of these items, and how they are to be removed from school property. The following should **not** be brought to school:

- **Sports equipment:** such as hard balls or bats, basketballs, footballs
- **Musical equipment:** iPods and other mp3 players
- **Toys:** such as trading cards, any board game, card game, or toy weapons
- **Pets:** *Animal Control will have to be called* if pets follow students to school and remain at the school.
- **Grooming:** such as makeup, perfume, nail polish
- **Weapons:** such as knives, firearms, matches, guns, darts, bullets, arrows, caps, firecrackers, stars. Please see Appendix A- Policy JICI: Dangerous Weapons in the Schools
- **Food:** such as gum, candy, snacks (unless required for health purposes), bottled soda pop, energy drinks
- **Money:** except for lunch money or book orders
- **Inappropriate reading material:** including adult magazines or books

## Appendix A

### **Select Emery County School District Board Policies**

#### **Policy JICA Student Dress Code**

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criteria.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. In partial attainment of the foregoing, a student must use footwear and wear clothing that is not disruptive.

#### **Policy JHB Truancy Prevention**

At the beginning of each school year, a letter informing parent(s)/guardian(s) of the compulsory education law encouraging parental cooperation will be mailed or sent home with every child and shall be printed in the school handbooks. A student registering in the school district during the school year shall be provided written notice explaining the compulsory education laws and encouraging parental cooperation. Students with a past history of attendance problems, as determined by the principal or designee, shall meet with parent(s) / guardian(s) and principal / designee prior to enrollment for the next school year to discuss such problems and establish strategies for avoiding future problems.

Local school administrators are designated by the Board to administer the District Truancy Prevention Policy and make referrals to Juvenile Court as necessary.

-First unexcused absence - a school official shall counsel with the student and a written notice will be mailed to the parent(s)/guardian(s).

-Second unexcused absence - a written notice shall be mailed to a parent(s)/guardian(s).

-Third unexcused absence - a first truancy citation shall be mailed (certified) to the parent(s)/ guardian(s) requesting parental support in securing regular attendance by the minor and notifying the parent(s)/guardian(s) that refusal to respond to the notice is a class B misdemeanor. A meeting shall be scheduled with the parent(s)/guardian(s) and the student to review the student's attendance problem, and if appropriate, discuss possible adjustments to the student's curriculum or schedule.

-Fourth unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

-Fifth unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

-Sixth unexcused absence - a second truancy citation shall be mailed (certified) to the parent(s)/guardian(s). A pre-court hearing meeting will be scheduled for the parent(s)/guardian(s) and student where the attendance problem will be discussed and final alternatives will be presented prior to court referral.

-Seventh unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

-Eighth unexcused absence - a third truancy citation shall be mailed (certified) to the parent(s)/ guardian(s) and a meeting will be scheduled to address the issue with the school administrator in accordance with state law.

Other discipline actions may be imposed by individual school policies as outlined in individual school handbooks.

If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under Section 504/ADA of the Rehabilitation Act, have excessive absences and fall within the criteria of this rule, the student's IEP team, (IDEA), or school team (Section 504) shall ensure that the procedures of this rule apply consistent with State and Federal Law and Regulations.

Parent(s)/guardian(s) may appeal citations in the following manner:

1) Within five (5) school days of receipt of a citation, parent(s)/guardian(s) may appeal a truancy citation by submitting a written appeal, clearly outlining the reason for the appeal and the desired outcome to the school appeals committee. The elementary school appeals committee shall consist of two parents and two teachers. The secondary school appeals committee shall consist of a parent, a member of the student council, and two teachers. The appeals committee shall render a written decision within ten (10) school days from the date the appeal was filed.

### **Policy JICJ Electronic Communication Device Use by Students**

(Revised May 3, 2017)

#### **Definition:**

An "electronic communication device" includes cell phones, tablets, two-way radios, video broadcasting devices, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video, still images, or other information.

The Emery County School District has determined that electronic communication devices are appropriate in some instances and have educational value in the school context, but they may also create a distraction to the learning environment.

A student may possess an electronic communication device in school, on school property, at after school activities and at school-related functions, provided that during school hours, the electronic communication device remains off. The device must be concealed, unless the device is being used as part of an instructional lesson as directed by the teacher. Although electronic communication devices can be brought into the building, the following must be adhered to in order for a positive learning environment to exist:

- 1) Electronic communication devices shall not be turned on and available for operation during school hours, class time, testing, lunch, class changes, school programs, assemblies, concerts, field trips and other school activities without permission of the classroom teacher or a school administrator.
- 2) At no time may electronic communication devices be utilized by any student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- 3) Student use of an electronic communication device during restricted time and when directed by a school employee may be necessary in emergencies, including medical emergencies, a hostage situation, a case of an in-school violent act, or an in-school intruder who becomes violent.
- 4) During school activities when the use of electronic devices are permitted, students shall not use electronic devices for video or audio capture, recording, or transmission of the words or images of others without express prior notice and explicit consent and where such use is in violation of law or policy.
- 5) All uses of electronic communication devices and on school property or during off-campus school-sponsored activities are subject to all school and district policies as well as USBE board rule and State and Federal Law

#### **Electronic Device Search**

Search of an electronic device shall be restricted to data areas where reasonable suspicion that a law or policy has been violated. Data Searches may be conducted only to the extent necessary to retrieve evidence of law or policy violation.

#### **Discipline:**

If any of the above rules are violated the student will be informed of policy violation and will be subject to school discipline, which could include confiscation of the electronic communication device. A confiscated electronic communication device will be given to the school principal or his/her designee and returned to the student or to the student's parent or guardian at the end of the school day. Repeated violation of this policy may lead to student suspension or expulsion and will require the parent or guardian of the student to pick-up the device from the principal or his/her designee. Reports of policy violation should be made to a student's principal, assistant principal, teacher, or advisor.

*The Emery County School District and its schools are not responsible for the loss, theft or damage to an electronic communication device owned/possessed by a student.*

# Emery County School District



## Policy: IJNDBA—Bring Your Own Technology

Date Adopted: 3 May 2017  
Current Review / Revision: 3 May 2017

### Purpose

The Emery County School District uses instructional technology as one way of enhancing our mission to teach the skills, knowledge, and behaviors students will need as responsible citizens in the global community. Students learn collaboration, communication, creativity, and critical thinking in a variety of ways throughout the school day. In an effort to increase access to these 21<sup>st</sup> Century skills, the District will allow personal devices on the guest wireless networks available on school grounds. This access will be granted to students who agree to abide by the District's Acceptable Use policy and the Bring Your Own Technology (BYOT) guidelines in this policy.

The District strives to provide appropriate and adequate technology to support instructional purposes. The use of personal devices by students is optional, and students who do not participate in BYOT will not be penalized. Alternate methods of participation will be provided by the school or District. Students are expected to comply with all class, school, and District rules while using personal devices. The use of technology at school is a privilege, not a right. When abused, these privileges may be taken away.

### Device Types

For the purpose of this policy, "devices" will include: laptops, netbooks, cell phones, smart phones, iPods, tablets, e-Readers, and any other device with data capability. Portable gaming devices with data capability are not allowed.

### Guidelines

- ✓ Students and parents/guardians participating in BYOT must adhere to the Student Code of Conduct, Student Handbook, Network Acceptable Use Policy and all Board policies.
- ✓ Each teacher has full discretion to allow and regulate the use of personal devices for valid instructional projects in the classroom.
- ✓ Approved devices must be in silent mode while on a school campus unless otherwise allowed by a teacher. Headphones may be used with teacher permission.
- ✓ Devices may not be used to cheat on assignments, quizzes, or tests. Also, they may not be used for non-instructional purposes (such as making personal phone calls, text messaging, or utilizing Social Media).
- ✓ Students may not use devices to record, transmit, or post photographic images or video of a person or persons on campus during school hours or during school activities without the approval of those being photographed or videoed, as well as the approval of a teacher or administrator of that school.
- ✓ Devices may only be used to access computer files on internet sites which are relevant to the classroom curriculum. Teachers will provide a list of appropriate sites for any assignment/project which they allow the use of a BYOT device.

## **JICI Dangerous Weapons in the Schools**

The Emery County School District strongly supports efforts to eliminate and prevent violence in our schools. Schools should be places where students, staff, community members, and visitors experience a safe environment that is conducive to learning and free from disruption and violence.

### **Definitions:**

"Dangerous weapon" - means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury;

"Firearm" - means any weapon (including a starter gun) that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other propellant;

"Destructive device" - means any explosive, incendiary, or poison gas.  
Policy:

It is the policy of the Emery County School District that a student who is found to have brought a dangerous weapon, including a firearm or destructive device, to school, or to a school-supervised activity, or to be in possession of such a weapon while at school, or when involved in any school-sponsored activity, shall be expelled from school for a period of not less than one year. The one-year expulsion also applies to any violation of this policy involving the use or threatened use of a look alike dangerous weapon, firearm, or destructive device with the intent to intimidate or threaten another person. (Utah Code 53A-11-904(2)(a-b))

The superintendent, or the superintendent's designee, may modify the expulsion requirement for a student on a case-by-case basis as outlined in Utah Code 53A-11-904(2)(b).  
Expulsion from school under this policy shall be subject to applicable Utah Code and Federal Civil Rights Laws.

