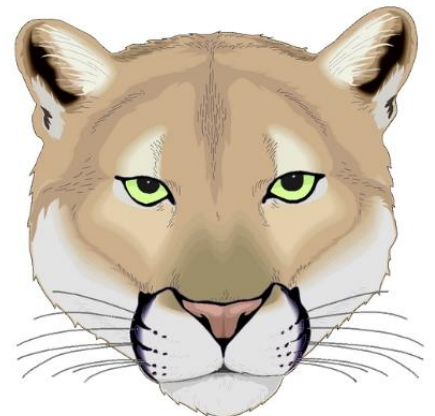


Emery County School District

# Elementary School Handbook

**Castle Dale Elementary**  
**195 East 600 North**  
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**Castle Dale, Utah 84513**  
**(435) 381-5221**



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## **School Welcome**

On behalf of the Faculty and Staff of Castle Dale 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 Castle Dale Elementary and hopefully to make you feel a part of our student body. These policies, procedures, and routines have been implemented for our students' 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 Castle Dale 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 students 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,

Castle Dale Elementary Faculty and Staff

## Motto, Vision, Mission, and Goals

Castle Dale Elementary is a school where students, staff, administration, and parents work together to create a safe, orderly, and dynamic environment.

### Motto:

Cougars Conquering the Challenge

### Vision:

Castle Dale Elementary's vision is to create a:

Community of *Learners*

Community of *Caring*

Community of *Collaboration & Teamwork*

- A community of learners is a community in which everyone is teaching and everyone is learning simultaneously under the same roof.
- A community of caring is a community in which adults and students alike protect and attend to each other's individual needs. It teaches character, service, and universal values. Standards of conduct are outlined, taught, practiced, and then expected to be demonstrated by all.
- A community of teamwork and collaboration is a community that realizes goals cannot be achieved by working alone. In such a community flexibility is practiced. It is a place where teachers, principals, and students talk with, observe, share their knowledge, and actively help one another become more successful.

Community of *Risk Takers*

Community of *Commitment*

Community that *Celebrates Diversity*

- A community of risk takers is a community that provides a safety net for adventuresome learners. It is a community in which students, teachers, and principals feel comfortable to ask for support.
- A community of commitment is a community in which every student and every adult commits themselves to their work of teaching and learning and deliberately chooses each day to be in school in order to learn and teach.
- A community that celebrates diversity is a community that looks for differences of all kinds in students and teachers, attends to these differences, and further celebrates the differences as good news and as opportunities for learning.

### Mission:

Our mission is to work as partners with families to provide skills and tools that empower all of us to ***learn, dream, care, and believe*** we can determine our future.

### Goals:

We strive to:

- Establish a learning environment that is effective and promotes positive self-esteem for students both as learners and as individuals;
  - Implement effective research, teaching methods, and technology so students leave our school as lifelong learners with higher-level thinking skills;
  - Develop personal responsibility and accountability through increasing individual and group skills in decision making, problem-solving, communication, and creativity;
- and -
- Develop respect and concern for self and others.

## Enrollment/Withdrawal 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 (Not Required)** – This is strongly suggested. Make an appointment as early as possible with your healthcare provider or clinic.

**2. Birth Certificate**– Parents of *children born in Utah* may obtain their child's birth certificate from the Southeast Utah Health Department, 25 West Main, Castle Dale, Utah 84513. Phone number (435) 381-2252. 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:

- 5 DTP (**Only 4 doses required** if 4<sup>th</sup> DTP was given on or before the fourth birthday)
- 4 Polio (**Only 3 doses required** if the 3<sup>rd</sup> Polio was given on or before the fourth birthday)
- 2 Measles, Mumps, Rubella (MMR) (One must have been given **after** the child's first birthday)
- 3 Hepatitis B
- 2 Hepatitis A (First dose **MUST** be after one year of age. Second dose **must** be administered a minimum of six months **after** the first dose.)
- 2 Varicella (Chicken Pox) (First dose **MUST** be after one year of age. History of the disease is acceptable. A parent **MUST** sign a verification statement that is kept on school record.)

**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 an Elementary School in the Emery County School District, a student must be living with his/her parent/guardian, 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**

Attendance at school is a critical element for student achievement and success. Excessive student absence from school leaves learning gaps that are difficult to fill. Compulsory Education laws of the State of Utah require students who are at least 6 years of age and not more than 18 years of age, shall attend school unless properly exempted by the Board of Education. Parents or legal guardians of a student between 6 and 18 years of age are responsible for sending the student to school. (Utah Code Ann. 53A-II-101)

**A note or call to the school explaining your student's absence is expected for 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, Appendix A).

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. *(bolded underline added for emphasis)*

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)

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.

### **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.

### **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 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 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 possibility of the student keeping a journal, or maintaining some other account of their trip. Provisions should also be made to complete assignments that will be missed. To obtain these assignments in advance teachers and the 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/absent*** include but are not limited to:

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

**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 Emery County Sheriff's Department will be notified.

**Juvenile Justice Amendments as of 2017**

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.



## 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 may be requested 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. You, or someone you designate, must 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. A health plan should be made with the District Nurse.

***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 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 will be referred to the school nurse or local health department.***

### **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 activity that involves head-to-head contact or sharing of head gear (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. Children **may return to school after treatment. A second treatment should be done 7-10 days after 1<sup>st</sup> treatment if an over-the-counter product is used.** When a case of lice has been confirmed, a letter, appropriately marked, may be sent home to the parents/guardians of the affected student(. Parents are encouraged to check their children's heads for lice regularly.

### **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.

### **Concussion/Head Injury Protocol:**

Any student who sustains an injury to the head should be evaluated by staff. The ideal person to evaluate the student is the school nurse. If the school nurse is not present, the student should be evaluated by the school's first responder using the flowchart. Each student who experiences an injury to the head should be monitored using the checklist for a minimum of 30 minutes, and parent or guardian must always be called. A copy of the parent notification form and the checklist should be sent home every time a student has an injury to the head. (See Appendix B.)

### **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 yearly vision screening and a reporting of those screenings on the K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> graders. 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 by completing and submitting an opt out form. These forms are available in your school office or website.

**Hearing Screening:**

The State of Utah mandates yearly hearing screening and a reporting of those screenings on preschool, kindergarten, 1st graders and all new students. 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 by completing and submitting an opt out form. These forms are available in your school office or website.

# 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, Reunification Plan:

Schools 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, as well as other media types 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. In the event that reunification is required, the plan in Appendix C will be followed.

**\*Parents/Guardians: Make sure that the school has correct contact information, including a current telephone or cell phone number and email or you will not receive these notifications.**

## 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 the 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.
- Inclement weather:** The superintendent will make all final decisions regarding actions taken. Parents will receive a ParentLink call if notification is required.
- 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.
- Lockdown :** Students will follow the instructions of the school staff for the type of lockdown that is called.
- Reunification:** Students will be sheltered in the gym until reunified with their parent/guardian following the plan in Appendix C.

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 his/her child/children to and from school.

### **The following rules will be followed at all elementary schools:**

- 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 parent permission is given in the form of a signed note.
- 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.
- 10 - Notes to ride to other stops are not acceptable. Students will only be dropped off at their regularly designated bus stop.

Copies of the bus rules are included in registration materials for the parent to sign and return to the school. Parents are requested to discuss the bus policy with their child/children. During the school year, all students will ride the bus, (i.e. field trips, 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 or website.**

Questions regarding transportation of students should be directed to the district transportation department at 435-381-2611.

## School Meals Program

Emery School District 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.** We encourage all families to apply for assistance. 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 for information and assistance.***

Meal money should be paid yearly, quarterly, monthly, or weekly. One additional milk 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 district 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.

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 lunch from home. ***No glass containers are allowed. We also discourage sending carbonated and caffeinated beverages including energy drinks*** in home-packed lunches. Home lunches should come in a ready to eat state. Students do not have access to microwaves or refrigerators. A student may purchase milk 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.

Although we encourage students to eat their meals and provide ample time for them to do so, no effort will be made to make students eat all of their meals.

For health reasons and according to regulations, 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 members.**

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 lunchroom for all students.

**\*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, and 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 items 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
- Swimsuits (except for scheduled swim days)
  - One piece suits are recommended
- Clothing with offensive and/or vulgar language and/or designs
- Crop tops showing midriffs, tube or tank tops with spaghetti straps or halters
- Heelies/shoes with wheels
- Hats or caps worn in the building (except for school spirit days)
- Sunglasses during class time

While not in violation of the dress code, the following items are **NOT** recommended at school. These items are highly discouraged.

- 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
- Clothing with intentional cuts, slashes, fraying, or holes above the finger-tips when arms are held loosely at the side.
- Short shorts, running shorts, or miniskirts (as a rule of measurement, short/skirt hems should reach the fingertips when arms are held loosely at the side)
- Visible body piercing (except ears)
- Hairstyles and colors that are distracting
- 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.

## Student Discipline

Emery County School District Elementary Schools 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-5 (including Grade 6 at Book Cliff Elementary)</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 the 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.



### Category #2

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):

	Grades K-3	Grades 4-6
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 recorded 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.  *If appropriate, further offenses will result in referral to the School Board for expulsion.

**Note:** Students who are suspended and/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.

**Please Note:** Students that are on IEP (individual education plans) and/or behavior plans may have alternate policies in place to maintain and correct their behavior, therefore parts of the above policy may not be applicable.

## **BULLYING**

The Emery School District supports a secure and safe 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 disciplinary 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.

Emery School District 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.

Emery School District defines bullying as **an unfair and one-sided pattern of abuse over time. It happens when someone keeps hurting, frightening, threatening, or leaving 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

# Citizenship Plan

## 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. Students 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.

# School Rules and Expectations

## Classroom expectations

- Respect school property.
- Use school materials and equipment appropriately.
- Keep hands, feet, and objects to self.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use school appropriate language.
- Dress appropriately.
- Attend classes, be on time, and follow classroom rules.
- Be good citizens.
- No cellphones or smart watches (refer to District Policy JICJ)

## Lunchroom rules

- Enter and exit quietly.
- Wait quietly in line.
- Sit at assigned tables and eat politely (no trading or throwing of food).
- Clean up your area and clear your 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 bulletin boards or decorations.
- Carry playground equipment quietly.
- No jumping and hitting door frames, light fixtures, or hanging items.
- No sitting on or sliding down handrails.

## 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.

## Playground rules

- Respect yourself and others.
- Be concerned with safety always—for yourself and others.
- No fighting and no contact sports (including tackling or wrestling).
- Use school appropriate language.
- Stay in the 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 running behind, in front of, or between swings
  - No dodge ball
  - No throwing balls against undesignated walls
  - No hard bats, baseballs, or softballs
  - No sliding on ice
- Remain outside during recess.
- Report problems to an adult on duty.
- If it looks too rough, it is too rough!
- Do not pick up or throw pinecones, sticks, rocks, or other objects. This includes ice and/or snowballs.

## Assembly rules

- Enter and exit quietly with your class.
- 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, wash hands, and leave quickly.

## Office rules

- Use the office phone for school business.
- Wait at the office window for help.
- Make arrangements with parents before school for activities with friends.

## **Cell Phone and Electronic Device Policy**

- **District Policy JICJ- Electronic Communication Device Used by Students (Revised May 2019)**
- **District Policy IJNDB- Bring Your Own Technology (Revised May 2019)**

### Emery School District 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 (8:15 a.m. - 3:05 p.m., 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.

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## 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 <https://www.uen.org/core/>

### **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 levels of mastery/grades and/or missing assignments, please arrange to meet with your child's teacher or the school administrator. Our teachers will be using Aspire which provides 24-hour access to your student's current levels of mastery and/or grades and will be updated weekly. 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.
- 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**

Please note that parents/guardians who will be working in non-teacher supervised small groups in classrooms or who are invited to chaperone field trips will be required to complete a background check through the District Office. Volunteer parents/guardians are **not** to bring younger/older children with them as they volunteer in classrooms.

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

- Tutors in math, spelling, reading, etc.
- 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 guest teacher, is in school or to see if the regular schedule is being followed during the desired visit. There are times that special assemblies or projects are being participated in and class visits would not be advised during those times.

**For student learning and safety, ALL visitors (including parents) must check-in at the office and obtain a visitors badge 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.** Emery County School District identifies potential English language learners through the registration process. A home language survey is required for new and/or transfer students. This will be part of the registration process. Additionally, 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 students.

### **Counselor**

A counselor is available at least 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 student wellness, 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 scheduled for every grade level. Other times are available as needed by teachers/students.

### **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. The nurse consults with parents, school personnel and health care providers by implementing healthcare plans (Individualized Health Care Plans and Emergency Action Plans) for students with specific health needs that interfere with learning. The nurse works with Emery School District 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. Emery School District 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.

**Resource/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/Special Education 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: <https://www.emeryschools.org/StudentServices>

**Title I**

Students whose academic performance is below grade level may require intervention in small groups or one on one instruction in Language Arts and Mathematics. They may benefit from working with a Title 1 paraprofessional and/or interventionist.

**Speech Services**

During specified hours, a speech and language specialist is available to meet the needs of qualifying 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, keyboarding, computer science, and digital citizenship.

- **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.

## 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 to 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. Students may leave for the lunch periods if written permission has been submitted to the office.
- **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.** Emery School District follows the Utah Core Standards. All textbooks used are from the State textbook adoption list. ([Utah Core Standards - UEN](#))
- **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. As needed, teachers will ask for the participation of parents on field trips. Chaperones are **not** to bring younger/older children on field trips. 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 for most field trips.
- **Fundraisers.** Schools may hold one fundraiser a year. 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 **are to 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. If balloons or gifts 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 school 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 may be subject to disciplinary action.

- **Playground Use.** If your children would like to use the playground after school hours, parents/guardians are responsible for their supervision.
- **Recess.** Unless otherwise informed, 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, notification from a parent/guardian will be requested.
- **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.
- **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 middle schools and high schools 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 family in the district will not be allowed to attend school.
- **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. 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 (live more than 1.5 miles from the school).
- **Visitors.** Parents, you are welcome to visit. However, it is expected that any person entering a school will sign-in at the office and get a visitor's badge. 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-- brothers, 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.
- **Wheels.** Non-motorized transportation to school is encouraged. Students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, hee-lies, 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.

## Leave Me Home

Emery School District 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:** Hard balls or bats should not be brought to school. Other equipment such as basketballs or footballs that are brought will be at the discretion of parents and is at their own risk.
- **Electronics:** such as cell phones, gaming systems, etc. Unless the teacher has requested the items be brought, these items should not be brought to school.  
***Consequences for not following the rules are listed in the district policy.***
- **Toys:** such as trading cards, any board game, card game, or toy weapons. This includes makeup, perfume, and nail polish.
- **Pets:** *Animal Control will have to be called* if pets follow students to school and remain at the school.
- **Weapons:** Items such as knives, firearms, matches, guns, darts, bullets, arrows, caps, firecrackers, stars. Please see Appendix A- Policy JIC1: Dangerous Weapons in the Schools
- **Food:** such as gum, candy, snacks (unless required for health purposes), soda pop, energy drinks
- **Money:** except for lunch money, book orders, fundraiser payments, and donations.
- **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.

#### **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.

## Emery County School District Policy: JE—Student Attendance and Truancy Intervention

Date Adopted: 2 November 1988  
Current Review / Revision: 11 November 2020

### Compulsory Education

Attendance at school is a critical element for student achievement and success. Excessive student absence from school leaves learning gaps that are difficult to fill. Compulsory Education laws of the State of Utah require students who are at least 6 years of age and not more than 18 years of age, shall attend school unless properly exempted by the Board of Education. Parents or legal guardians of a student between 6 and 18 years of age are responsible for sending the student to school (Utah Code 53G-6-201). Accordingly, the District promotes and encourages regular school attendance of all students and implementation of appropriate interventions when students are truant. The District expects parents and students to fully comply with the State's compulsory attendance law.

### Exemptions

The Board shall excuse a school-age student from attendance if the school-age child's parent/guardian submits a signed affidavit stating the school-age child will attend a home school.

The Board may excuse a school-age child from attendance if it has received sufficient evidence to support a finding by the Superintendent that the school-age child is over the age of sixteen (16) and is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline, or as otherwise provided in Utah Code 53G-6-204.

When a school-aged child is excused from attendance by the Board, a certificate shall be issued within 30 days of receipt of signed affidavit stating that the school-aged child is excused from school attendance for the period specified on the certificate.

### Definitions

- a. Compulsory Education Violation – means a notice issued in accordance with subsections (3) and (4) of Utah Code 53G-6-202.
- b. Excessive Absence – is being absent from school, or any individual class thereof, more than 6 times in any school term. This does not include excused absences and school-sponsored activities.
- c. Excused Absence – is an absence that has been excused by the school administration or parent/guardian for a reasonable period of time for a death in the family, severe physical or mental illness or injury, family emergency, or approved school activity. An absence may also be permitted by a student's Individualized Education Plan (IEP), or 504 Accommodation Plan.
- d. Preapproved Extended Absence – is a long-term absence (three days or longer) that may be approved by the school principal if it is determined the extended absence will not adversely impact the student's education.
- e. Truant Minor – is a school-age minor who is subject to the State of Utah Compulsory Education law and who is absent from school or class without a legitimate or valid excuse.
- f. Notice of Truancy – is an administrative notice to a school-age child who is in grade 7 or above, unless the school-age child is less than 12 years of age, and has been truant at least five (5) times during the current school year.
- g. The Notice of Truancy shall: identify the classes and/or dates for which the student has been considered truant; direct the student and parent to meet with school authorities to discuss the student's trancies; and inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the school-age child.
- h. Habitual Truant – is a school-age minor who is truant at least ten times during one school year and who fails to cooperate with efforts on the part of the school authorities to resolve the minor's attendance problem.
- i. Truancy Citation – is an administrative citation to a school-age child who is in grade 7 or above, unless the school-age child is less than 12 years old, and is truant. A copy of the Truancy Citation shall be personally delivered or mailed by regular mail to the parent or legal guardian of the school-age child.
- j. Notice of Compulsory Education Violation – means an administrative notice to a school-age student in grades 1-6 and their parent(s), after five unexcused absences in a school year.
- k. Parent – shall mean the child's parent(s), guardian(s), or an individual acting for or on behalf of the child under a power of attorney or other similar legal document.



**Excessive Absence**

Absence from school for six (6) or more days, or portions of a school day during one (1) term, not including school-excused absences, shall be considered as "excessive absence" under this policy. The following procedure will be followed to assist in avoiding excessive absences on the part of students:

- a. On the fourth (4<sup>th</sup>) absence the student's parent(s) will be notified by mail or administrative phone call that their child has reached 4 of the 6 excessive absences that are allowed each quarter and ask for their assistance in improving their student's attendance.
- b. On the sixth (6<sup>th</sup>) absence, the student's parent(s) will be notified by certified mail or administrative phone call of the problem and of a meeting to be held to discuss the problem. This meeting may be waived if the parents have prior approval from the school for their student's excessive absences due to extenuating circumstances.  
In the meeting, a review of the attendance will take place and determine whether there are extenuating circumstances that have contributed to the student's absences. If the principal/designee determines that no extenuating circumstances exist the principal/designee has the option of: a) excusing future absences, or (b) requiring prior written notice from the student's parent/guardian of an excused absence as defined in Utah Code 53G-6 and in this policy.
- c. If absences beyond the sixth (6<sup>th</sup>) absence in any one term are not cleared according to the procedure outlined in this policy, such absences may be considered unexcused absences.
- d. The school's principal/designee shall monitor all student attendance, especially as it relates to academics, and will contact parent(s) at any time prior to the sixth (6<sup>th</sup>) absence when it is apparent that absences are impacting the education of the student.

**Extended Absences**

Circumstances may arise when parent(s) request that their child be excused for purposes other than illness, medical appointments, family emergencies, or death of a family member. Periodically students travel with their parents on business trips or vacations during the school year. In such circumstances, parent(s) must contact the school principal to discuss the reasons and possible academic impacts of the absences. After reviewing the student's grades and academic status, the principal will discuss any potential negative impacts the absence may have on the student's education.

Since learning is progressive, it is important that all assignments are completed. The student should gather ahead of time (at least a week, if possible), all homework or other assignments that he/she will be missing. The student is then responsible to turn in all assignments and make up all exams within a prearranged time frame.

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.

**School-Sponsored Activities**

Students who participate in school-sponsored activities are considered present when calculating attendance. However, the students are expected to complete all missed assignments and testing as arranged with individual teachers.

**Truancy Prevention and Intervention**

The school shall make and document efforts to resolve a student's attendance problems and interventions shall include, as reasonably feasible:

- a. counseling of the student by school authorities using positive behavioral interventions and supports;
- b. making any necessary adjustment to curriculum and schedule to meet special needs of the student;
- c. considering alternatives proposed by a parent or legal guardian;
- d. monitoring school attendance of the student;
- e. voluntary participation in truancy mediation
- f. providing a student's parent, upon request, with a list of resources available to assist the parent in resolving the student's attendance problems;
- g. enlisting the assistance of community intervention education classes as appropriate;
- h. Issuing a Truancy Citation to a student who is in grade 7 or above, unless the school-age child is less than 12 years old;
- i. Issuing a Notice of Truancy to a student who is in grade 7 or above, unless the school-age child is less 12 years old;
- j. Issuing a Notice of Compulsory Education Violation to the parent or legal guardian of a student who is in grade 1 through 6.

### **Truancy Citations and Notice of Truancy**

Earnest and persistent efforts to resolve student attendance problems may include the issuance of a Truancy Citation and/or Notice of Truancy, as follows:

- a. Truancy Citations: A school administrator or a designee of a school administrator may issue a Truancy Citation to a school-age child who is in grade 7 or above, unless the school-age child is less than 12 years old, and is truant. A copy of the Truancy Citation shall be personally delivered or mailed by regular mail to the parent or legal guardian of the school-age child.
- b. Notice of Truancy: A school administrator or a designee of a school administrator may issue a Notice of Truancy to a school-age child who is in grade 7 or above, unless the school-age child is less than 12 years of age, and has been truant at least five (5) times during the current school year. The Notice of Truancy shall:
  - identify the classes and/or dates for which the student has been considered truant;
  - direct the student and parent to meet with school authorities to discuss the student's trancies; and
  - inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the school-age child.

Copies of truancy citations and notices shall be retained in the student's permanent record.

If a student enters or leaves the District, truancy citations and notices issued may follow the student at the discretion of the receiving district.

The parent shall have the right to appeal a truancy citation or notice of truancy in writing to the building level administrator within ten (10) days of being issued.

### **Compulsory Education Violation**

A school administrator or a designee of a school administrator acting as a school resource officer, may only issue a Notice of Compulsory Education Violation to the parent of a school-age child in grade 1 through 6 if the school-age child is truant at least five (5) times during the school year.

The Notice of Compulsory Education Violation shall:

- a. direct the parent to meet with school authorities to discuss the student's attendance problems;
- b. the parent to cooperate with the school in securing regular attendance by the student;
- c. designate the school authority with whom the parent is required to meet;
- d. state that it is a class B misdemeanor for the parent to intentionally or without good cause fail to meet with the school authority or fail to prevent the student from being truant five (5) or more times during the remainder of the school year.

The Notice of Compulsory Education Violation must be served on the school-aged child's parent by personal service or certified mail.

If a parent or legal guardian intentionally or without cause fails to meet with the school authority, or the school-age child is absent without a valid excuse an additional five (5) or more times during the remainder of the school year, or if school personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent has failed to make a good faith effort to ensure that the student receives an appropriate education, the issuer of the compulsory education violation shall report to the Division of Child and Family Services:

- a. identifying information of the school-age child and the school-age child's parent who received the Notice of Compulsory Education Violation;
- b. information regarding the longest number of consecutive school days the school-age child has been absent or truant from school and the percentage of school days the school-age child has been absent or truant during each relevant school term;
- c. whether the school-age child has made adequate educational progress;
- d. whether the school-age child is two or more years behind the District's school's age group expectations in one or more basic skills;
- e. whether the school-age child is receiving special education services or systematic remediation efforts; and
- f. efforts made by the school to resolve the school-age child attendance problems.

If the school efforts are not successful, based on the interventions and documentation to resolve attendance issues, the school administrator/issuer of compulsory education violation shall report violations to the County Attorney. Utah Code 53G-6-202

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### **Learner Validated Enrollment Measurement for Distance or Online Education Students**

A learner validated enrollment measurement is a method of documenting a student's enrollment status in lieu of conducting a daily in-person attendance check. For students enrolled in a District distance or online education program, the following minimum enrollment measurements are allowed:

- a. Student login or teacher contact a minimum of once per week (more frequent is allowed and encouraged)
- b. A minimum hourly requirement, per day or week, when students are engaged in course work
- c. Required timelines for a student to provide or demonstrate completed assignments, coursework or progress toward academic goals

Schools and teachers will determine the specific enrollment measurement for each course and this measurement will be clearly outlined in the class syllabus. Enrollment measurements will be approved by the school principal and district supervisor.

Schools will document each student's continued enrollment status in compliance with this policy at least once every ten consecutive school days. The district will not count a student as an eligible student if the school or district has not engaged with the student during the prior ten consecutive school days.

The District will follow current state rules and guidelines for coding and tracking student attendance. Schools will appropriately adjust and update student membership records in the District's student information system for students that did not meet the learner validated enrollment measurement.

## Appendix B

### Emery County School District

#### Policy: JLCEB - Concussion and Head Injury

Date Adopted: 20 July 2011

Current Review / Revision: 20 July 2011

According to the National Federation of State High School Associations and the Sports Medicine Advisory Committee, a concussion is a type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body.

Continued participation in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death.

In order to protect students from the serious effects of concussions and head injuries, it is the policy of the Emery County School District Board of Education that if a student exhibits any signs, symptoms, or behaviors that raise suspicion that he or she may have had a concussion, the student must be immediately removed from all physical activity, including sports and recreation.

While parents and coaches are not expected to "diagnose" a concussion, if there are any symptoms and behaviors of a possible concussion, the student must be removed from all physical activity and shall not be permitted to resume activity until cleared by an appropriate health-care professional.

Symptoms of a Concussion Reported by and Athlete (National Federation of State High School Associations):

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

Signs Observed by Parents, Friends, Teachers or Coaches: (National Federation of State High School Associations):

- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can't recall events prior to hit

- Can't recall events after the hit

If there is any doubt as to whether or not an athlete has suffered a concussion, parents and coaches shall not allow the student to continue participation. Parents, coaches and teammates should never encourage a student to "play through" the symptoms of a concussion.

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after the bump, blow, or jolt to the head or body and may develop over a few hours. A student should be observed following a suspected concussion and should never be left alone.

#### Medical Clearance

Any child suspected of sustaining a concussion or a traumatic head injury shall be immediately removed from participating in a sporting event and shall be prevented from participation until evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion. A qualified health care provider is one that is licensed under Title 58, Occupations and Professions to evaluate and manage a concussion within the health care provider's scope of practice. A written statement shall be required of the health care provider stating that:

- the health care provider has, within the past three years, successfully completed a continuing education course in the evaluation and management of a concussion; and
- the child is cleared to resume participation in school sporting events.

#### Parent or Guardian Certification

Coaches, teachers, employees, and volunteers responsible for students involved in District-sponsored sports programs, camps, practices and tryouts, as well as physical education classes, shall provide a copy of this policy to parents and shall obtain the signature of a parent or legal guardian, acknowledging that the parent or legal guardian has read, understands, and agrees to abide by the Concussion and Head Injury Policy. (See Exhibit JLCEB-E1 of this policy).

Utah Code 26-53-101

Utah Code 26-53-102

Utah Code 26-53-201

Utah Code 26-53-301

## Appendix C -

### **Excerpt from CDE Reunification Plan**

An essential component of school crisis response is the reunification of students with their primary caregivers. This plan describes reunification services to be provided by Castle Dale Elementary to assist children in their custody and to re-establish contact with their families under strictly controlled circumstances. The sooner the students are reunited with their caregivers, the less likely they are to exhibit traumatic stress. In addition, the school is accountable for maintaining the chain of custody for every student during and after a crisis.

**Reunification Drills** are conducted to practice the procedures for reuniting parents and students after an emergency. Please note the instructions given herein for information on what to do during a drill or an actual emergency. We appreciate your willingness to participate and your patience as we make sure things are in place to keep our students safe.

- 1) A call/text/email will be sent out notifying you of the drill or emergency. You will need to come (or send another authorized emergency contact) to be reunified with your child(ren).
- 2) Anyone who is sent to pick up a child HAS to be on your **Emergency Contact List** or the student will not be released to them.
- 3) Those picking students up will be required to show a **Government issued Photo ID**. This would include a Driver's License, Non-Driver Photo ID, U.S. Passport or Passport Card. Please make sure you or your **authorized emergency contact** bring this Government Issued Photo ID which includes both First and Last names with them. The name on the ID needs to match the contact information on your child(ren)'s profile.
- 4) The road(s) around the school will be closed by Law Enforcement personnel. We ask that you approach the school by turning east on 200 North from Center Street. Proceed up the twirly hill onto 200 East and head north toward the elementary. Law enforcement will be directing cars at the intersection of 200 East and 600 North. A map has been attached to show you how traffic will be directed and the areas that you should avoid parking.
- 5) Those picking students up will be asked to stay in their cars. They will then be asked to verify their identity. They will then proceed to a second station and personnel at designated tables will make sure that the person is on the Emergency Contact List.
- 6) If information is verified, school personnel will retrieve the child(ren) needed and escort them to their parent or designated emergency contact.