

Canyon View Middle School

Handbook

2017 – 2018

Home of the Cougars

Cougar PRIDE

Canyon View Middle School 2017-2018 Policy Manual

ADMINISTRATIVE REGULATIONS:

The administration of each secondary school will develop administrative rules to create a safe, orderly, efficient, and effective school.

REGISTRATION:

To register you need a birth certificate and proof of immunizations

FEES:

Fees at Canyon View Middle School include the following:

- \$15 Student Activity Fee. Covers cost of assemblies, student programs, student activities, etc. This fee is paid in the 6th, 7th, and 8th grade years.
- \$10 Art fee. Paid in 6th and 7th grade. These fees cover the consumable supplies used in art.
- \$25 Book Deposit to be paid in the 6th, 7th, and 8th grade years.
- \$5 PE locker rental fee. Students are not to share lockers or give out locker combinations.
- \$15 PE Clothes fee (t-shirt and shorts). Students on Fee Waiver receive a PE uniform once. \$7.50 t-shirt and \$7.50 shorts.
- \$10 CCA Intro Fee for 7th graders.
- \$10 Language Arts Novels fee. To be paid in the 6th, 7th, and 8th grade years.
- \$12 Family Consumer Science fee. Sewing projects will be the cost of the project.
- \$10 8th grade Technology (shop) fee.
- \$10 Science fee to be paid in the 6th, 7th, and 8th grade years.
- \$45 Band Instrument rental and maintenance fee. For students using school-owned instruments.
- \$10 Chorus Clothing and Music rental to be paid in 6th, 7th, and 8th grade years.
- \$25 Athletic Participation Fee per sport.
- \$15 Yearbook
- \$20 Returned Check Fee. Covers the school's handling costs of checks returned for "insufficient funds." Note: Uncollected debt and fees owed to the school may be referred to small claims court for judgment.
- \$20 Impound Fee for violation of electronic device policy. Fee increases by \$5 each violation.
- \$15 Remediation Fee for students who remediate failed classes.
- \$10 Class Change Fee for student or parent initiated schedule change.

FEE WAIVER:

A student may qualify for fee waiver given proof of one of the following:

1. State custody
2. Foster care
3. State Aid to Families with Dependent Children
- 4. Proper income verification – W2 or Work Pay Stubs**

If you are applying for a fee waiver, please bring verification of wages to the school at registration. No fee waiver will be given without verification. Waivers may be applied for at the school office. A waiver cannot be granted without wage verification. If waiver is denied, it can be reviewed through the proper channels.

LUNCH:

School lunch is \$2.35; Breakfast is \$1.50; Extra milk is 50¢. Students are not allowed to charge lunches or breakfast. Please keep lunch accounts current.

Applications for free and reduced lunch can be completed online.

CVJH REMEDIATION:

1. Students in grades 6-8 who have Failing (F) grades in any subject area class at the end of a grading period are on Academic Probation and may be eligible for remediation.
2. Teachers will supervise remediation for their students receiving failing grades. Teachers will prepare the assignments necessary for a student to remediate and supervise student work on these assignments.
3. A 2-week (10 school days) period will be provided for remediation. However, teachers supervising remediation will have the option of extending this period if they feel necessary.
4. Students will not be allowed to remediate unless they are **at or above 45%** in course work for the term.
5. Students failing to remediate may pursue outside options, such as correspondence courses, to meet course requirements. Such outside pursuits must be approved by the Principal and / or counselor.
6. Students who do not meet remediation requirements will be subject to any or all of the following consequences as determined by the school Principal.
 - a. Repetition of the course(s) failed
 - b. Grade level retention (repeating an entire grade)
7. Students will be assessed a \$15 per failing grade remediation fee. The fee must be paid before the remediation process begins. These funds will go toward administration of the program.
8. Students who successfully remediate classes will receive a grade change no higher than a "C" on their permanent records.
9. Remediation for fourth term will take place during a one-week period following the conclusion of the school year.

The remediation process:

*Students must be at or above 45% in the coursework for the class

*Students failing classes must first check with and make arrangements with their teacher(s)

*Students must then pay the remediation fee of **\$15** at the office and receive a receipt of payment

*Students take the receipt to the teacher and receive the remediation packet

*When all work is satisfactorily completed, the teacher will turn in a grade change form to Mr. Hepworth.

REMEDICATION:

SB 102, (Middle School Exit Requirements) The bill requires that local school boards create remediation programs for secondary students.

ACADEMIC PROBATION:

Any student who receives a Failing (F) grade at the end of a grading period (mid-term or end of term) is automatically on Academic Probation and will not be eligible to participate in school activities or athletic events or be taken out of class for such activities until the following requirements are met:

1. Student has completed a minimum of three (3) school days suspension from activities;
2. Failing grades have been remediated or the student is passing all classes at the next grading period (mid-term or end of term)
3. **Athletic coaches and club advisors have the option of establishing additional or more rigorous academic standards regulating participation for their teams and groups. Team members and parents should be notified of such standards.**

Academic Remediation at End of Term:

- Remediation refers to all classes, not just core areas
- There are two (2) ways a student may get off Academic Probation:
 - Remediate failing grades
 - Achieve passing grades in all classes at the end of the next grading period.

Note: The following amendment was approved on 2/12/08.

When a student withdraws from a class prior to mid-term or prior to the end of a term and the teacher gives that student a “WF” (Withdraw Failing) at the end of a grading period (including mid-term) that student may be placed on Academic Probation. Such placement will be made 1) by request of the teacher and 2) approval of the school administrator. Requirements for removal from such probation will be determined by the school administrator with input from those teachers involved in the class change.

CITIZENSHIP POLICY:

Based on conduct, attendance, and tardies, students at Canyon View will receive a citizenship grade on their report cards each grading period from each of their classes. An administrative citizenship grade may also be used by the Principal for discipline purposes. This, however, will not be included on student report cards.

The citizenship grades will be as follows:

- H- Honors or outstanding citizenship
- S- Satisfactory citizenship
- N- Citizenship needs improvement
- U- Citizenship is unsatisfactory

Citizenship Probation:

1. If a student receives one (1) or more U or two (2) or more N’s at the end of a grading period, the student will be placed on Citizenship Probation. Parents will be notified.
2. A student who receives a “U” in any class or administratively for discipline / behavioral issues at any point in the quarter, will be placed on Citizenship Probation. Parents will be notified.
3. A student who receives his / her fourth tardy in any class will immediately be placed on Citizenship Probation. Parents will be notified by mail when their student has three tardies.
4. Students who are in attendance at school and have someone check them out of school to avoid lunch detention classes or probation classes will lose the right to attend extra-curricular activities until probation requirements are met.

Consequences of Citizenship Probation:

1. While other students are allowed to attend assemblies, athletic events, dances or other special functions, either during or after school hours, students on probation will be denied these privileges until they have met the requirements to get off probation. In addition, students are not eligible to participate in school sponsored extracurricular events or travel with teams to extracurricular events until probation requirements have been met.
2. However, students in Band / Chorus (performing groups) and PE (County Days Track Meet) who are on probation will be allowed to attend performances / meets when such are part of the students’ required course work. In addition, class field trips that have assignments as part of the field trip or class curriculum, the teacher has the discretion to allow probationary students to attend or to remain at school.

3. Citizenship Probation Consequences

- A. Attend three (3) Lunch Detention Classes per “U”
- B. Minimum of three (3) Days Probation Status
- C. Maintain at least an “S” citizenship grade until the end of the next grading period.

Conduct Policy:

Students are expected to comply with all requests of teachers regarding classroom control and discipline as well as academic work. Cheating will result in academic, citizenship, and disciplinary penalties.

Students will follow rules of conduct in the classrooms, hallways, cafeteria, physical education areas, library, and school grounds. No students will be allowed in the building without adult supervision. All students are expected to be out of the building by 3:40 p.m. unless supervised by a teacher or authorized adult. Students should make arrangements for transportation when it is apparent that they will need to stay after school.

Failure to comply with the school's "expected conduct policy," will result in the following disciplinary action.

- 1st offense – Student warned, parent notified.
- 2nd offense – Student placed on Citizenship Probation.
- 3rd and Subsequent offense's – three (3) days out of school or in In School Suspension. Parent / Administrator / Teacher meeting before student can return to school.
- Habitually disruptive students will be referred to juvenile court

ATTENDANCE:

Regular school attendance increases student success in school. While it is possible for students to make up work that was missed due to an absence, the teacher instruction and learning opportunities that occur during class is not repeated.

Participation Points:

Students earn daily participation points for attending class and participating in class activities. If a student is not in class they do not earn daily participation points. If a student is absent due to a school activity, the daily participation points do not count against them. If a student is absent for any reason other than a school activity, the student can work with the teacher to earn a portion of the daily participation point. However, a student cannot earn the full daily participation points if they are not in attendance in their class.

Closed Campus:

Students are to remain on campus all day, including lunch time. Students checking out during the school day must sign out at the office and have parental approval. Parents may not excuse students that are not their own unless parents have contacted the office previously. Students coming to school after the tardy bell must check in at the office.

Consequences for unauthorized absences:

1. 1st Offense – Student warned, parent notified
2. 2nd Offense – Student placed on citizenship probation
3. 3rd Offense – Student will be considered truant and follow truancy policy

TARDY POLICY:

Students should be in their assigned class area when the tardy bell rings. Each time a student is late to class the teacher will enter a tardy in the attendance area of the grade book. Each tardy drops a student's citizenship. Once a student has accumulated four (4) total tardies, in any class or combination of classes, they will be required to attend homework lunch and complete a tardy packet.

Consequences

1. First and second tardies- No disciplinary action
2. Third tardy- Parents will be notified by the school, either by mail or by phone.
3. Fourth tardy- A “U” citizenship grade will be given and the student will be placed on Citizenship Probation.
4. Continued tardiness – Students will remain on Citizenship probation and continued lunch detention.
5. Tardies cannot be worked off with individual teachers once a student has four (4). The school policy must be followed.

Canyon View Attendance Policy

It is the responsibility of parent / guardian to notify the school when your son / daughter is going to be absent. You can call the office or leave a message on the answering machine. Notification must be made the day of or prior to an absence.

Excessive Absence Policy-

When a student is absent from school for six or more days, or portions of a school day (excused or unexcused) during one term, but not including doctor excused, or school-excused absences, he / she will be subject to the following procedures / conditions:

1. On the third absence, the student’s parents will be notified by mail or administrative phone call that their child has reached three of the six absences that are allowed each quarter.
2. On the sixth absence, the student’s parents will be notified by mail or administrative phone call and a meeting will be scheduled to discuss the problem.
3. In the meeting, a review of the attendance will take place to determine whether there are extenuating circumstances that have contributed to the student’s absences. If not, all future absences will be excused only by doctor’s excuse, a school administrator, or preapproved parent written request.
4. If absences beyond the sixth absence in any one term are not cleared according to the policy; 2017 Utah House Bill 239: Juvenile Justice Amendment; students will lose citizenship credit and be required to make up the class time missed in either the after school homework class or the after school Adapt class.

Excused Absence-

An absence approved by parent / guardian and school personnel. School approval can only be given if parents contact the school.

Student Checking Out of School-

If a student is leaving the school for any reason, he / she must check out at the office. Under no circumstances may a student leave the school without permission from the office.

Parent Permission-

Parents may excuse their students from school by informing the office prior to the absence. This will be an excused absence, and teachers must give the students a reasonable opportunity to make work up. When parents exceed the number of absences they are permitted to excuse, according to district policy, the absences will be considered unexcused and lead to disciplinary action. Parents may only excuse their own student from school.

Doctor’s Excuse–

Excuse documents from medical personnel or medical facilities will be accepted and absences excused and not counted toward the total number of absences allowed each quarter.

Tardies-

Students are expected to be in class by the time the tardy bell rings. Parents may not excuse tardies at any time. Student citizenship will be dropped for each tardy. On the third tardy, parents will be notified and the student will receive an "N" in citizenship. On the fourth tardy, the student will receive a "U" in citizenship. Once a student receives two N's or one U, they will be placed on Citizenship Probation for that grading period. Any tardies after four will result in unexcused absences, which will count toward the unexcused absence policy.

Note: All Canyon View faculty will follow a similar attendance policy. Please make sure you and your student are aware of it. Contact teachers or administration if you have any questions.

Please note that two tardies after a student has already had four tardies in any class will result in one unexcused absence and be applied to this policy.

Parent/guardian may appeal citations in the following manner:

Within five (5) school days of receipt of a citation, parent/guardian 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 secondary appeals committee shall consist of a parent, school administrator, and two teachers. The appeals committee shall render a written decision within ten (10) school days from the date the appeal was filed.

SPECIAL PUPIL SERVICES:

Each student with a disability, age 3 through 21 in the Emery School District, who has not graduated from high school with a regular high school diploma, receives a free and appropriate public education that includes special education and related services, as specified on the Individual Education Program (IEP) designed to meet the student's unique needs and to prepare them for employment and independent living.

Related services are support services that an IEP team determines are required to assist a student with a disability to benefit from special education. These services may include transportation, speech-language pathology, physical and occupational therapy, orientation and mobility services, etc.

Hearing screening tests are given annually to all district preschool, kindergarten and 1st grade students as well as any students referred for this testing by their teacher or parent.

If you feel that your student could benefit from Special Education or related services, contact the Principal or the resource teacher.

Guidance counselors in the secondary schools can explain special education services when students come to register for classes.

HONOR ROLL:

The purpose of the Honor Roll at Canyon View Middle School is to recognize those students who excel academically. The honor roll is broken into four (4) areas: Straight A, 4.0 GPA; Highest Honor, 3.99-3.84 GPA; High Honors, 3.83-3.69 GPA; and Honors, 3.68-3.5 GPA.

HONOR SOCIETY:

Academic requirement for membership is a minimum cumulative 3.75 GPA. Also, citizenship, service, leadership and character are considered.

CLASS CHANGE POLICY:

Before a class change is allowed, the student will be required to get a signature from his / her parent(s), and the teachers involved. Student and / or parent-initiated class changes will result in the assessment of a **\$10** fee.

IMMUNIZATION INFORMATION:

Each student must have in his / her permanent record a recent certificate of immunization. Students moving into the Emery County School District from other districts must provide an up-to-date record before the students can register.

CCR INFORMATION:

Each student with parent or guardian will be conferenced with during each school year by school counselor as part of the CCR program.

CLASS INTERRUPTIONS:

Class interruptions by unauthorized personnel are not permitted. Students are not permitted to interrupt a classroom for another student without written permission from an administrator. Students are also not permitted to interrupt a class to discuss an issue with the teacher. Parents are not permitted to interrupt classes to hold a discussion with a teacher, an appointment must be made. Transfer of calls to students will be made only in cases of family emergency.

DISCIPLINE:

HARASSMENT:

Student Rights: Everyone has the right to attend school and not be harassed in any way, be it physical, mental, emotional, or social.

Three types of Harassment:

1. **Physical:** hitting, kicking, taking another's possessions, theft, fighting, spitting, etc. (invasion of a person's space)
2. **Verbal:** name-calling, insults, racial remarks, teasing, taunting, threatening, etc.
3. **Indirect:** emotional harassment, spreading rumors, slander, exclusion from social activities, gossiping, improper gestures, improper comments in notes, letters, email, texts, etc.

Consequences:

Each of these categories has a different degree of severity and cannot be dealt with on a set policy. The Principal will decide at what level to begin consequences for each offending student. This guide of action is for a single year's process and should not be carried over from year to year.

Recommended Starting Place for Harassment Concerns and Action Steps

1st Offense:

- Indirect- Discussion with Principal (documented);
- Verbal- Discussion with Principal (documented) and parents contacted.
- Physical- Steps one and two, 1-day suspension in or out of school.

2nd Offense - 3-day suspension in or out of school;

3rd Offense - 5-day suspension in or out of school;

4th Offense - 10-day suspension in or out of school; and

5th Offense - Recommendation to the school board for alternate school placement.

Note: This policy does not include sexual harassment, which is dealt with through the district policy

FIGHTING:

The Physical Harassment policy will be followed for fighting. In addition, the Principal has the option of notifying law enforcement, filing a juvenile court referral, and reducing the student's citizenship grade.

VANDALISM:

Destruction of school property will not be tolerated. Students involved will pay for any damage and / or clean-up costs. Such students will also be referred to the juvenile court and be subject to school policy sanctions.

SMOKING / TOBACCO USE BY STUDENTS:

To support and encourage a healthy lifestyle for students the Board of Education establishes the following smoking / tobacco policies.

The word tobacco shall include cigarettes, cigars, pipes, smokeless, or other tobacco products in any form. School District property shall be tobacco-free 24 hours a day, 365 days per year. This includes all days when school is not in session and all functions taking place on school property, including activities not associated with or sponsored by the School District.

Tobacco Use / Possession:

1) Disciplinary action, independent of any court action, shall be taken by the school in cases involving the use, possession, sale, or distribution of tobacco / tobacco products.

On the first tobacco violation, the Principal or designee shall confiscate the tobacco and notify the parents / guardians. The Principal or designee may also:

- a) Submit a court referral; and
- b) Refer the student to a tobacco cessation program.

Second tobacco violation the Principal or designee shall:

- a) Confiscate the tobacco;
- b) Submit a court referral;
- c) Notify parents/guardians;
- d) Suspend student from school for up to ten (10) days in or out of school; and
- e) Order the student to complete a tobacco cessation program.

Third and subsequent tobacco violations, the Principal or designee shall:

- a) Confiscate the tobacco;
- b) Submit a court referral;
- c) Notify parents/guardians;
- d) Suspend student from school for up to ten (10) days; and
- e) Begin immediate expulsion procedures.

4) If a student desires to return to school after the suspended or expulsion time, he / she must show evidence of being enrolled in or, having completed the tobacco cessation program and must be in acceptable standing with the school administration.

Possession of tobacco paraphernalia by students, including lighters and matches, is strictly prohibited on school district property or at school related activities and may result in disciplinary action as determined appropriate by the school administration.

Advertising of tobacco products is prohibited in school buildings, on school property, at school functions and in all school publications. This includes clothing that advertises tobacco products.

Any student who is interested in quitting tobacco use may take the tobacco cessation classes on a voluntary basis. Students will not be penalized in any way for requesting to take the cessation classes on a voluntary basis. The school will make every effort to assist the student in accessing the program.

ALCOHOL, DRUGS, NARCOTICS AND STIMULANTS:

The Board of Education recognizes that the illicit use, possession, distribution or sale of alcohol, controlled substances, imitation controlled substances, or drug paraphernalia constitutes a hazard to students and is illegal under the statues of the State of Utah. Therefore, the use, possession, distribution or sale of such substances and paraphernalia are prohibited on any district-owned property, at any activity sponsored by any of the district schools, or when students are being transported in vehicles dispatched by the district or school, whether or not it is district-owned property or during regular school hours.

PENALTIES FOR DRUG / ALCOHOL RELATED ACTIVITIES:

Disciplinary action, independent of any court action, will be taken by the school district in cases involving the use, possession, distribution or sale of alcohol, controlled substances, imitation controlled substances, drug paraphernalia, or for students visiting/resorting. Students may be subject to immediate in-school suspension, change of school program, or expulsion for violation of policy.

A. A student who violates the District Alcohol and Drug Policy for the first time shall be suspended from school for a minimum of three (3) days to a maximum of 10 days, as determined by the school Principal.

1. A student returning to school following a suspension shall be automatically referred to the school counselor / advisor for supportive follow-up.

2. A non-use contract shall be signed by the student, parent and designated educator.

3. The student shall complete (at district expense) counseling sessions at school with the Four Corners Mental Health organization, and at least one parent is also encouraged to participate in the sessions. However, if the student and parent so desire, they may choose counseling (at their own expense) from one of the licensed counseling agencies. They must provide proof of counseling arrangements, at the beginning of counseling, to the Principal. At the end of counseling, they must provide to the Principal a letter stating counseling has been completed.

4. If the student fails to complete a counseling program as outlined in Number 3 above, the student will be assigned to an alternative school program.

5. The student shall participate in a formal alcohol and / or drug assessment, which is provided by the Emery County School District, with the cost of the alternative assessment assumed by the parents. Failure to secure such an assessment may result in further appropriate action such as placement in an alternative school program.

6. A student who participates in school sponsored activities and functions such as clubs, teams, band, choir, etc., or who serves as an elected or appointed student body or class officer, shall not participate during the time of suspension. During the recommended professional counseling period, participation in school activities is dependent upon attendance with the counselor. To return to such activities, the student must also be in good standing with the school Principal who will authorize any return to participation in such activities.

B. A student who violates the District Alcohol and Drug Policy a second time shall be expelled from school if he / she has attained the age of 16 years or more. If under 16 years of age, the student will be placed in an alternative school program.

STUDENT SELF-REFERRAL:

If a student voluntarily admits to having drug or alcohol abuse problems, the district will provide a conference with the Principal or designated educator, waive the school penalties regarding suspension, ineligibility to participate in school activities, and reporting to the sheriff's office. The district will provide counseling for the first-time offenders as outlined above. Possible additional resources for assistance will be provided.

Discipline Problems Will Be Classified Into Two Categories:

Category 1: If a student commits an offense such as, but not limited to, the following: disrespect, affection in the halls, insubordination, profanity, failure to follow a teacher's or staff member's request, etc. then the following steps will be taken:

First Offense: A written referral is completed. A warning is issued, and parents are notified.

Second Offense: A written referral is completed. The student is suspended for one full day.

Third Offense: A written referral is completed. The student is suspended for three full days. Fourth Offense: A written referral is completed. The student is suspended for five full days. A referral will be made to juvenile court. A parent, student, administration meeting will be held. Any further offense will result in a referral to the school board for expulsion.

Category 2: If a student commits an offense such as theft, fighting, possession of tobacco, possession of alcohol, possession of drugs, vandalism, disobedience, profanity, etc., the following steps will be taken:

First Offense: A written referral is completed. The student is suspended for three days and is referred to juvenile court, if appropriate. Parents must accompany the student to get him/her reinstated to school. The Emery School District alcohol and tobacco policies will be followed in addition to the above steps.

Second Offense: A written referral is completed. 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 while on probation. Any offense that involves possession of firearms, explosives or other weapons (real or imitations) will result in a 10-day suspension and referral to the school board for expulsion.

HAZARDOUS ITEMS:

No knives, lighters, matches, explosive devices or any item that could be considered a weapon, whether real or not, are allowed on school property. State law allows for a one-year expulsion for any kind of weapon brought to school. Real or look-a-like items are subject to expulsion.

COMPUTERS:

Students and parent(s) / guardian(s) must sign a computer-use agreement and pay necessary fees before being allowed access to school computers and computer programs. Students are then subject to the terms of the agreement. The agreement is provided to parents at registration or is available on the school website.

ELECTRONIC DEVICES:

Students may be in possession of cell phones, I-pods, and other electronic devices that may be used before school, during class breaks, during lunch break, and after school hours. But these devices may not be activated during class time without the permission of the teacher / administration. Violation of this policy will result in confiscation of the device. It will then be impounded. The phone will be returned to the owner when a \$20 impound fee has been paid and a parent / guardian comes to the school to retrieve the item. If a parent / guardian does not come to retrieve the device, it may be returned to the student at the end of the school year. Subsequent violations will result in an increase of \$5 per violation.

PE LOCKERS:

PE lockers are very expensive to maintain and are rented to students. Students will be responsible for any damage done to their lockers as well as for personal items kept in lockers.

FUNDRAISING:

Any class, school-sponsored organization, or club desiring to run a fundraising event must first clear the project through their advisor **and** the Principal. Once permission has been granted for the project, all district fundraising policies must be followed. In addition, classes and clubs may not use class time to earn money.

ACTIVITY EXCUSE PROCEDURES:

Only those students who are participating in school-sponsored activities will be excused from classes by the school. School activities do not count against a student's attendance or class participation points.

EXTRACURRICULAR ELIGIBILITY:

Students must have and maintain a GPA of at least 2.5 based on the last report card (including mid-term) and have no failing grades (F) to compete or be excused from school for athletic competition. At the discretion of the head coach, students may tryout and practice while on probation but will not be eligible to play or travel until probation requirements are met.

Athletic coaches and club advisors have the option of establishing additional more rigorous academic standards regulating participation for their teams and groups. Team members and parents should be notified of such standards.

Any student who is accused of, or arrested by law enforcement for a misdemeanor and / or felony, will be immediately excluded from participation in all extracurricular activities.

Any student found guilty by a court of law of any misdemeanor or felony will be ineligible for participation in all extracurricular activities and from holding leadership positions in the school until all judgments and orders of the court, and any additional discipline imposed by the school, are met and satisfied.

TEACHER AIDE:

Students using school time to be a Teacher's Aide is highly discouraged. However, when a teacher aide is requested by a teacher only 8th grade students have the option of being a TA if they meet the following requirements. 1. Must have a 3.5 GPA or above. 2. Cannot be on citizenship / academic probation. 3. Must be enrolled in all core subjects. 4. Must have Parent / Guardian permission. 6th and 7th grade students cannot be TA's.

EMERGENCY PREPAREDNESS:

The required number of emergency drills will be held each quarter. Teachers are required to post evacuation routes in their classrooms and work areas and to explain emergency preparedness procedures to students. Emergency alarms should be pulled only in the event of an emergency. False alarms will be handled according to state law and school policy.

VISITORS:

Parents are welcome at Canyon View and encouraged to check in at the office first, then arrangements can be made to talk with necessary individuals. No students from other schools will be allowed to visit Canyon View without permission from the Principal. All adult visitors, vendors, repair and sales personnel, etc. are required to check in at the office and to present credentials and work orders.

DRESS CODE:

Students (male and female) will be expected to dress appropriately with **no extremes in fashion**. This includes properly fitting and properly worn clothing, and clothing that covers the underwear. Unlawful or objectionable ads, sayings or artwork on clothing will not be acceptable. This includes, but is not limited to, anything related to objectionable language, drugs, alcohol, tobacco and sexual innuendo. Immodest clothing, such as tank tops, mini-skirts and belly shirts, and low-cut tops that expose the chest are not acceptable school wear. All tops must have a sleeve that extends down the shoulder. Shorts and skirts may be worn, but length should not be shorter than four (4) inches above the knee. Hats are not allowed in the building. The clause referring to **extremes in fashion** is applied to such things as unnatural hair coloring, face painting, excessive piercings, tattoos, improper clothing such as pajamas and slippers, and dirty, tattered, torn or excessively worn clothing. The clause also refers to nose, face, lip, and tongue piercing's as well. Any clothing that causes a distraction in school or at school related activities could be considered an extreme in fashion.

OPEN DISPLAYS OF AFFECTION:

While holding hands is acceptable, any physical contact beyond that is not allowed. This would include, but is not limited to: hugging, kissing, stroking, petting, fondling, and groping. When these behaviors are exhibited by students, the following actions will be taken:

- **First Offense:** Students warned - parents notified.
- **Second Offense:** Students placed on Citizenship Probation.
- **Third Offense:** Students suspended (in or out of school) from school up to three (3) days.
- **Additional Offenses:** Students involved will be suspended from school for up to ten (10) days in or out of school suspension and placed on full probation status.

GRIEVANCE PROCEDURES- DUE PROCESS:

District administrators recognize that each student has the right to present, through accepted channels of communication, any grievance that he / she may have. The grievance may be presented, reviewed and equitably resolved through due process. Each student is entitled to due process by having his / her grievance heard in accordance with the following steps:

1. The grievance should be presented to the Principal / acting Principal in writing which clearly outlines the grievance and the desired outcome.
2. If the grievance is not satisfied by the decision of the Principal / acting Principal, the student may appeal the decision to the appeals committee for arbitration. The appeal must also be in writing, clearly outlining the grievance and the desired outcome. Serving on the appeals committee will be a parent, a member of the student council, and two teachers. The appeals committee will give a written decision or direction within ten (10) school days from the filed grievance.
3. If the grievance is not satisfied by the decision of the appeals committee, the student may appeal the decision to the Principal for arbitration. The Principal will give a written decision or direction within five (5) school days from the filed grievance.

4. If the grievance is not satisfied by the Principal's decision, the student may then submit the grievance in writing to the Emery County School District Board of Education within fifteen (15) school days from receiving the Principal's written decision.

ASPIRE – SCHOOL GRADEBOOK PROGRAM

Parents can check and print student grades at any time. Each student has a Username and Password that will allow students and parents access to their individual student academic and citizenship progress. Students are made aware of their Username and Password at school. Parents can call the school or ask their student what the Username and Password is and how to access their account.

From the Canyon View Website go to the **Student/Parent** tab. Click **Aspire**. Enter the **Username** and **Password** and click **Login**. This brings up the Grade Summary page where you can see the current grade and citizenship in each class. You can also see if your student has any missing assignments, their absences and tardies, and the Lunch Account balance. Under the 8th Hour class you will see **Complete Progress Report**. Click on this to access each class with each assignment listed. By viewing Complete Progress Report you can see each assignment in each class and compare the points your student received with the points that were possible.

DIRECTORY INFORMATION:

The following information relating to students has been declared “directory information” and may be made public: a) name, address and telephone listing; b) birth date; c) major field of study; d) participation in officially recognized activities and sports; e) weight, height, and grade level of members of athletic teams; and f) degrees and awards received. Parents or students (18 years of age or older) who do not want the information to be made public must make a formal request in writing to the school Principal within 30 days after the student enters school each year.

Non-Discrimination Statement:

It is the policy of the Emery County School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program or activity. Any person with special handicap needs desiring to visit Canyon View Jr. High School will be accommodated by giving the school three days notice. (Information regarding this policy and / or grievance procedures may be obtained from: Jed Jensen, OCR Compliance Officer, 120 North Main, Huntington, Utah 84528, 435-687-9846.)\