

**Canyon View Middle School**

**Handbook**

**2019 - 2020**

**Home of the Cougars**

**\*Cougars PRIDE\***

## **Canyon View Middle School 2019-2020 Policy Manual**

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

### **REGISTRATION:**

To register you must have a birth certificate and proof of immunizations.

### **IMMUNIZATION INFORMATION:**

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

### **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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years.
- \$10 Art fee. Paid in 6<sup>th</sup> and 7<sup>th</sup> grade. These fees cover the consumable supplies used in art.
- \$25 Book Deposit is paid in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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. Paid in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years.
- \$12 Family Consumer Science fee. Sewing projects are additional at the cost of the project.
- \$45 8<sup>th</sup> grade Technology (shop) fee. This fee **includes** the cost of the class projects.
- \$10 Science fee to be paid in the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years.
- \$45 Band Instrument rental and maintenance fee. For students using school-owned instruments.
- \$10 Chorus Clothing and Music rental is paid in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years.
- \$25 Athletic Participation Fee per sport (except track).
- \$10 Track Participation Fee
- \$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 by providing proof in one of the following areas:

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 \$2.40; Breakfast is \$1.60; 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.

### **VISITORS:**

Parents are welcome at Canyon View and are expected to first check in at the school office. 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.

### **CLASS INTERRUPTIONS:**

Class interruptions by unauthorized personnel are not permitted. Students are not permitted to interrupt a class to talk with another student without written permission from an administrator or teacher. Students are not permitted to interrupt a class to discuss an issue or concern 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 during class time will be made only in cases of family emergency.

### **DRESS CODE:**

Students (male and female) are expected to dress appropriately with **no extremes in fashion**. This includes properly fitting and properly worn clothing, and clothing that covers underwear. Unlawful or objectionable ads, sayings or artwork on clothing is not acceptable and will not be permitted to be worn at Canyon View. This includes, but is not limited to, anything related to objectionable language, drugs, alcohol, tobacco, weapons, 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 over the shoulder. Shorts and skirts may be worn, but the length should not be shorter than four (4) inches above the knee. Pants with holes located higher than 4 inches above the knee must have leggings, tights, or other clothing covering the skin under the holes. Hats are not allowed to be worn in the building. ***Extremes in fashion*** applies 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 piercings. Any clothing that causes a distraction in school or at school related activities could be considered an extreme in fashion.

### **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 school computer agreement. The agreement is provided to parents at registration or is available on the school website. Violation of the computer-use agreement could result in loss of computer privileges at school.

### **ELECTRONIC DEVICES:**

Students may be in possession of cell phones, iPods, and other electronic devices. Electronic devices may be used before school, during class breaks, during lunch break, and after school hours. Electronic devices may not be activated during class time without the permission of the teacher or school administration and must be kept in the student's backpack. Violation of this policy will result in confiscation and impounding of the device. The phone will be returned to the owner when a \$20 impound fee has been paid **and** a parent or guardian comes to the school to retrieve the item. If a parent or 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.

### **CLASS CHANGE POLICY:**

Before a class change is permitted, the student will be required to obtain a signature from his / her parent or guardian and the teachers involved in the change. Student and / or parent initiated class changes will result in a fee of **\$10**. Fee must be paid before the class change will take place.

### **HONOR ROLL:**

The purpose of the Honor Roll at Canyon View Middle School is to recognize students that excel academically. The honor roll is divided into four (4) categories:

- Straight A: 4.0 GPA
- Highest Honors: 3.99-3.84 GPA
- High Honors: 3.83-3.69 GPA
- Honors: 3.68-3.5 GPA

### **HONOR SOCIETY:**

Academic requirement for membership is a minimum cumulative **3.75 GPA**. Citizenship, service, leadership and character are also considered.

### **TEACHER'S AIDE:**

Students using school time to be a Teacher's Aide is highly discouraged. However, when a teacher requests a teacher's aide, **only 8<sup>th</sup> grade students** will be considered if the following requirements are met:

1. Must have and maintain 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.

### **EXTRACURRICULAR ELIGIBILITY:**

Students must have and maintain a minimum grade of C- in every class and have NO "N" or "U" citizenship grades to compete or be excused from school for athletic competitions or extracurricular activities. 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 eligibility 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 will be notified of such standards.**

Any student 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.

### **PE LOCKERS:**

PE lockers are very expensive to maintain. PE lockers are rented to students. Students are responsible for any damage to their PE locker. Students are responsible for personal items kept in lockers. Students are encouraged to keep PE lockers locked at all times, including during PE class time. If a student "jams" their locker or leaves their locker open, they are responsible for items that are missing.

### **FUNDRAISING:**

Any class, school-sponsored organization, or club desiring to conduct a fundraising event must first receive approval for the project from their advisor **and** the principal. Some fundraisers also require district approval. Once permission has been granted for the project, all district fundraising policies must be followed. All monies collected must be submitted to the school office. All checks must be written to Canyon View Middle School. In addition, classes and clubs may not use class time to conduct fundraising activities.

### **EMERGENCY PREPAREDNESS:**

Emergency drills are held each year. Teachers will discuss evacuation routes in their classroom and work areas, and explain emergency preparedness procedures to students. Emergency alarms should be pulled only in the event of an emergency. False alarms are handled according to state law and school policy.

### **OPEN DISPLAYS OF AFFECTION:**

Holding hands is acceptable, but any physical contact beyond that is not allowed at Canyon View. This would include, but is not limited to hugging, kissing, stroking, petting, fondling, and groping. When students exhibit these behaviors, the following actions will be taken:

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

### **AFTER SCHOOL HOMEWORK CLASS:**

Canyon View offers an after school homework class on Tuesday afternoon from 3:30 until 5 pm. A teacher supervises the class and computer use is available. Students that attend the class for the entire time are allowed to ride the activity bus home. The bus leaves the school at approximately 5:15 pm. Parents are welcome to pick their student up early

### **AFTER SCHOOL ADAPT:**

Canyon View students have the opportunity to work on essential life skills on Thursday mornings in the ADAPT class. The class is offered and facilitated by Juvenile Justice Services (JJS). The ADAPT class is a great opportunity for students to gain skills that promote success in life and provide coping skills to employ when stressful situations arise. Decision-making skills are also a focus.

### **EXTENSIONS and INTERVENTIONS:**

Canyon View offers opportunities to experience additional mini courses during our 8<sup>th</sup> Hour class time. We also offer intervention opportunities for our students that are struggling with specific concepts in Language Arts, Math, Science, History, and other classes.

### **COUGAR PRIDE:**

Cougar PRIDE is a program that encourages and rewards positive academic and citizenship behaviors in students at Canyon View. Students can earn Cougar PRIDE Cards for being great students and people. We hold daily, weekly, monthly, and End-of-Year drawings to recognize positive academic and citizenship behaviors and improvements in our students.

### **ASPIRE – SCHOOL GRADEBOOK PROGRAM**

Parents can check and print student grades, citizenship, and attendance 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. Parents can also access their student's information by creating their own login information. The school office can help you

with this. Canyon View strongly encourages parents to get the District APP on their phone that allows instant and timely access to grades, citizenship, attendance, assignments, etc.

On 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 8<sup>th</sup> 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. To access citizenship, simply click on a citizenship grade and the citizenship portion of Aspire will open and you can see individual classes and the specific reasons for citizenship being lost.

Contact the school for help with accessing grades and citizenship in Aspire or the Emery District APP.

### **COLLEGE AND CAREER READINESS (CCR) INFORMATION:**

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

### **CONDUCT POLICY:**

Students are expected to comply with all requests of teachers, substitutes, or school personnel regarding classroom control and discipline as well as academic work. Cheating will result in academic, citizenship, and disciplinary penalties. Students are expected to follow rules of conduct in the classrooms, hallways, cafeteria, physical education areas, library, and all school grounds.

Students will not be allowed in the building without adult supervision. All students are expected to be out of the building by 3:45 p.m. unless supervised by a teacher or authorized adult. Students should arrange for transportation when it is apparent that they will be staying after school. Failure to comply with the school's "Conduct Policy," will result in the following disciplinary action.

- 1<sup>st</sup> offense – Student warned and parent notified.
- 2<sup>nd</sup> offense – Student placed on Citizenship Probation.
- 3<sup>rd</sup> and Subsequent offenses – 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 Justice Services (JJS).

### **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, athletic events, travel with teams, 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 (midterm or end of term).

Academic Remediation at End of Term:

- Remediation refers to all classes, not just core areas
- There are two (2) ways a student may complete Academic Probation:
  - Remediate failing grades; or
  - 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 receive a citizenship grade on report cards each grading period for each class. An administrative citizenship grade may also be used by the Principal for discipline purposes.

The citizenship grades are 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 in citizenship 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 when their student has three tardies.
4. Students who are in attendance at school and have someone check them out of school to avoid homework lunch 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 the privilege of attending 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 complete probation remediation. 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. Students in Band or Chorus (performing groups) and PE (County Days Track Meet) that are on probation will be allowed to attend performances or meets when such are part of the students’ required course work and class grade. Teachers have the discretion to allow probationary students to attend a



field trip or to remain at school when a class field trip has an assignment pertaining to the field trip or class curriculum.

3. Citizenship Probation Consequences

- A. Attend three (3) Homework Lunch Class per “U”
- B. Attend one (1) Homework Lunch Class per “N”
- C. Minimum of three (3) Days Probation Status
- D. Maintain at least an “S” citizenship grade until the end of the next grading period.

**REMEDIATION:**

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

**CVMS REMEDIATION:**

- 1. Students in grades 6-8 who have Failing (F) grades in any 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 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. The Principal and / or counselor must approve such outside pursuits.
- 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 at the conclusion of the school year.
- 10. Fourth Quarter Academic and Citizenship grades will be used to determine extracurricular eligibility for all Fall activities.

**Remediation process summary:**

- 1. Students must be at or above 45% in the coursework for the class.
- 2. Students failing classes must first check with and make arrangements with the teacher(s).
- 3. Students must pay the remediation fee of **\$15** at the office and receive a receipt of payment.
- 4. Students take the receipt to the teacher and receive the remediation packet.
- 5. When all work is **satisfactorily** completed, the teacher will fill out and turn in a grade change form to Mr. Whitesel.

## **CHEATING:**

At Canyon View, we encourage and expect high Academic Integrity and Honesty. We expect students to take advantage of learning opportunities that are offered and take advantage of opportunities to receive tutoring help and remediation. Cheating is acting dishonestly or unfairly in order to gain an advantage. Cheating is not allowed or encouraged at Canyon View. Students that cheat, as well as students that facilitate the cheating will be held responsible. We encourage students to ask teachers for help, set and achieve reading goals early in the quarter, stay to the after school homework class, or attend homework lunch to receive help. Consequences for cheating are as follows:

1. Student will receive a zero (**0**) on the assignment.
2. Student will lose citizenship credit. Citizenship will be dropped to a **U**.
3. Student will attend homework lunch, ADAPT, or after school homework to make up citizenship credit.

## **\*CANYON VIEW ATTENDANCE POLICY\***

Regular school attendance greatly 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 are not repeated.

It is the responsibility of the 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-**

Parents can excuse their student from school six (6) days or portions of days per quarter. After the sixth Parental excuse, the school Excessive Absence Policy will be enacted.

When a student is absent from school for six (6) 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 in any one class, the student's parents will be notified by email or administrative phone call that their child has reached three of the six parent excused absences allowed each quarter.
2. On the sixth absence in any one class, the student's parents will be notified by email or administrative phone call and a meeting will be scheduled to discuss the problem.
3. In the meeting, an attendance review 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. On the seventh absence in any one class, student citizenship will be dropped to an N.
5. On the ninth absence in any one class, student citizenship will be dropped to a U.
6. If absences beyond the sixth absence in any one term occur, a referral to JJS will be made and mandatory participation in the after school Adapt class will be expected.

**Excused Absence-**

An absence approved by parent / guardian and school personnel. School approval will only be given when parents contact the school. Parents can excuse a student up to six (6) days per quarter.

**Vacation Excused Absence-**

Parents can contact the Principal and request Vacation Days for students participating in family vacations. The request must be made prior to the absence.

**Doctor Excuse-**

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

**Student Checking Out of School-**

If a student leaves the school for any reason, he / she must be checked out at the office. Under no circumstances should a student leave the school without permission from the office.

**Parent Permission-**

Parents may excuse their students from school by informing the office of an absence, prior to the absence. This will be marked as an excused absence, and teachers must provide students a reasonable opportunity to make up work that was missed. 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 excuse their student up to six (6) days per quarter. Parents may only excuse their own student from school.

**Excuse of Teams, Clubs, Organizations, or Groups-**

Only students participating in school-sponsored activities will be excused from classes as a school excused activity. Parents may not excuse a student from class to attend an activity taking place at the school unless the parent or guardian is in attendance at the activity. School activities do not count against a student's attendance.

**CLOSED CAMPUS:**

Students are to remain on campus throughout the school day, **including lunchtime**. 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. Students will not be permitted to leave with a parent other than their own, unless their own parent has contacted the office previously. Students coming to school after the 1<sup>st</sup> Hour tardy bell rings must check in at the office.

**Consequences for unauthorized absences:**

- Parents will be notified
- Student will be considered truant and truancy policy will be followed
- Student will lose citizenship credit and be placed on citizenship probation

**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 gradebook. Each tardy drops student citizenship. Once a

student has accumulated four (4) tardies, in any class or combination of classes, they will be required to attend homework lunch and complete a tardy behavior packet. Once a student has accumulated four (4) tardies in one class, they will earn a U for citizenship in that class. Parents may not excuse tardies at any time.

### **Tardy Consequences**

1. First and second tardies- Citizenship will be dropped to an S.
2. Third tardy- Citizenship will be dropped to an N.
3. Fourth tardy- A “U” citizenship grade will be given and student will be placed on Citizenship Probation.
4. Continued tardiness – Students will remain on Citizenship probation.
5. Tardies **cannot** be worked off with individual teachers once a student has four (4) in one class. The school policy must be followed.

All Canyon View faculty follows the school attendance policy. Please make sure you and your student are aware of it. Contact teachers or administration if you have any questions.

### **HARASSMENT:**

Student Rights: Every student has the right to attend school and not be harassed in any way, be it physical, mental, emotional, or social. If harassment of any type does occur, please make a teacher or the principal aware of the problem. While we make every effort to be present and aware of situations in the school, there are times when school personnel are not everywhere. As a school, we can only address problems we are aware of.

### **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, roasting, 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 category has a different degree of severity and will not be dealt with through a set policy. The Principal will decide at what level to begin consequences for each offending student. This action guide is for a single year and will not be carried over from year to year.

### **Recommended Starting Point for Harassment Concerns**

- 1<sup>st</sup> Offense:
  - Indirect- Discussion with Principal and parent contacted
  - Verbal- Discussion with Principal and parent contacted
  - Physical- One (1) day suspension in or out of school and parent contacted
- 2<sup>nd</sup> Offense - Three (3) day suspension in or out of school
- 3<sup>rd</sup> Offense - Five (5) day suspension in or out of school
- 4<sup>th</sup> Offense - Ten (10) day suspension in or out of school and recommendation to the school board for alternate school placement.

**SEXUAL HARASSMENT:**

Sexual Harassment is not mentioned specifically in the Canyon View Middle School Handbook. Sexual harassment is dealt with through Section G of the Emery School District Policy, which can be found at [www.emeryschools.org](http://www.emeryschools.org).

**FIGHTING:**

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

**VANDALISM:**

Destruction of school property will not be tolerated. Students involved, whether intentional or accidental, will be responsible for any damage, repair, and cleanup costs.

Vandalism includes improper or misuse of Vending Machines. Students participating in the misuse or improper use of Vending Machines will be responsible for any costs associated with repair of machines or monies lost to improper acquisition of vending items. Students participating in these types of behaviors will be subject to school and legal consequences and be referred to the Juvenile Justice Services. Students will be placed on and remain on citizenship probation until all terms and conditions of the incident have been met including all repairs, cleanup, and associated costs paid.

**Discipline Concerns are Classified in 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., 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 the Juvenile Justice System. 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 the Juvenile Justice System, if appropriate. Parents must accompany the student to school in order to gain reinstatement privileges. The student will be responsible for all costs associated with repairs or replacement of vandalized or destroyed property. A student will remain on probationary status until all

finest and fees have been paid. 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.

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 ten (10) day suspension and referral to the school board for expulsion.

### **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, e-cigarettes, any vaping device, and 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 and Possession:**

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

- **First** tobacco violation - the Principal or designee shall confiscate the tobacco or tobacco product 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 confiscate the tobacco or tobacco product and notify the parents / guardians. The Principal or designee may also:
  - a) Submit a court referral;
  - b) Suspend student from school for up to ten (10) days in or out of school; and
  - c) Order the student to complete a tobacco cessation program.
- **Third** and subsequent tobacco violations - the Principal or designee shall confiscate the tobacco or tobacco product and notify the parents / guardians. The Principal or designee may also:
  - a) Submit a court referral;
  - b) Suspend student from school for up to ten (10) days; and
  - c) Begin expulsion procedures.

A \$50 fee will be imposed after each offense. 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 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 statutes 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. Students may be subject to immediate in-school suspension, change of school program, or expulsion for violation of policy.

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

- a) A student returning to school following a suspension will be automatically referred to the school counselor for supportive follow-up.
- b) A non-use contract will be signed by the student, parent and Principal.
- c) 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 a licensed counseling agency. They must provide proof of counseling arrangements, at the beginning of counseling, to the Principal. At the end of counseling, they must provide a letter to the Principal stating counseling has been completed.
- d) 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.
- e) 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.
- f) 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 be in good standing with the school Principal who will authorize any return to participation in such activities.

**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. Additional resources or assistance could be provided.

**HAZARDOUS ITEMS:**

Knives, lighters, matches, explosive devices or any item that could be considered a weapon, whether real or imitation, are not 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.

**The Principal documents all discipline infractions.****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 in writing which clearly outlines the grievance and the desired outcome.
2. If the grievance is not satisfied by the decision of the Principal, the student may appeal the decision to the appeals committee for arbitration. The appeal must 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.

**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 1<sup>st</sup> 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.

**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: Yvonne Jensen, OCR Compliance Officer, 120 North Main, Huntington, Utah 84528, 435-687-9846.)