



Canyon View Middle School

Student Handbook | 2020-2021

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Vision Statement

Canyon View Middle School will provide learning opportunities for students to attain educational achievement, prepare to be actively engaged global citizens, and develop problem solving skills to build resilience.

Mission Statement

By encouraging students and teachers to “try something new,” Canyon View Middle School will help each student meet proficiency in the 6Cs of citizenship, character, collaboration, creativity, critical thinking, and communication.

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

Emery School District no longer charges curricular fees and seeks to limit extracurricular fees. CVMS will follow the district fee schedule posted on the district website (<https://emeryschools.org/FeeSchedule>).

Fee Waiver

A student may qualify for a fee waiver by providing proof of **one** of the following:

1. The student's family's income meets the levels set by the Superintendent
2. The student to whom the fee applies receives Supplemental Security Income (SSI)
3. The student's family receives Temporary Assistance for Needy Families (TANF) funding
4. The student is in foster care
5. The student is in state custody

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. If a waiver is denied, it can be reviewed through the proper channels.

CVMS Remediation

1. Students in grades 6-8 who have not reached proficiency in any subject area class at the end of a grading period will be on academic probation and eligible for remediation.
2. Teachers will supervise remediation for their students who have not reached proficiency by
 - a. Preparing assessments necessary for students to demonstrate proficiency and
 - b. Supervising students in working toward meeting proficiency.
3. A two-week period will be provided for remediation. However, teachers supervising remediation will have the option of extending this period if they feel necessary.
4. Students who successfully remediate classes will receive no higher than a “C” on their permanent records.

5. Remediation for fourth quarter will take place during a one-week period following the conclusion of the school year.

** [SB 102 - Middle School Exit Requirements](#) requires that local school boards create remediation programs for secondary schools.

** [District Policy IGA - Curriculum](#) addresses the learning and proficiency of the standards.

Academic Probation

Any student with a failing grade at the end of a grading period (midterm or end of term) will be placed on academic probation, which means they will not be eligible to participate in school activities or athletic events. The student will remain on academic probation until the following requirements are met:

1. The student has completed a minimum of three days' suspension from activities, and
2. Failing grades have been remediated.

Other policies on academic probation:

- The probation list will reset after every grading period.
- Students who withdraw from a class with a failing grade may be subject to academic probation. The teachers involved in the class change and the school administrator will determine the terms of that probation.
- Athletic eligibility will be covered in a separate section.

Citizenship Policy

Based on conduct, effort, attendance, and tardies, students at CVMS will receive a citizenship grade in each of their classes. The citizenship grades will be as follows:

- H - Honors (40+)
- S - Satisfactory (39-30)
- N - Needs Improvement (29-20)
- U - Unsatisfactory (<20)

Teachers will use the above point system to track citizenship with more details outlined in their class syllabus. They will track the points in the Aspire system. Teachers will notify parents by phone or email if a student's citizenship drops to an N or a U.

Citizenship Probation

When a student's citizenship drops to a U in one class or they have Ns in 2 or more classes, they will be placed on citizenship probation, and their teacher(s) will contact their parents. Citizenship probation means the student will not be eligible to participate in school activities or athletic events. The student will remain on citizenship probation until the following requirements are met:

1. The student has completed three days in lunch detention for each U or for 2 Ns.
2. The student's citizenship in other classes has remained at an S or better.

If a student refuses to go to lunch detention or gets checked out for lunch to avoid it, they will receive a one-day in school suspension.

Lunch Detention Procedures

- Teachers will excuse citizenship lunch students at 11:20 to go eat lunch
- Students will be escorted to citizenship lunch at 11:30 by the assigned aide and principal
- Students will be given a specific task to do for the three days they are assigned to detention

- Students who refuse to attend citizenship lunch will be given in-school suspension for 1 day

Conduct Policy

Students are expected to comply with all requests from teachers regarding classroom control, discipline, and academic work. 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.

Canyon View's conduct policy will be separated into three sections:

Minor Offenses

Minor offenses include, but are not limited to, disrespect, affection (PDA) at school, insubordination, profanity, failure to follow a teacher's or staff member's request, etc.

Consequences for minor offenses:

- First Offense: Referral to the principal and parents notified
- Second Offense: Referral to the principal, parents notified, behavior contract signed by both parent and student that outlines behavioral expectations going forward
- Third Offense: Breaking the signed contract will result in in-school suspension or further consequences

Major Offenses

Major offenses include, but are not limited to, harassment; bullying; theft; fighting; possession of tobacco, alcohol, or drugs; vandalism; willful disobedience; threat of violence; blatant disrespect; etc

Consequences for major offenses:

- First Offense: One to three day suspension
- Second Offense: Three to ten day suspension
- Third Offense: Long-term suspension and referral to JJS or Juvenile Court

** In the case of tobacco, alcohol, and drug offenses, ECSD policies [JICG](#) and [JICH](#) will be followed as well as the above policy.

Safe School Violations

ECSD policy [JK](#) states that a student "shall be suspended or expelled from a public school for any of the following reasons:

1. any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including:
 - a. the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
 - b. the actual or threatened use of a look alike weapon with intent to intimidate another person or to disrupt normal school activities; or

- c. the sale, control, or distribution of a drug or controlled substance, an imitation controlled substance, or drug paraphernalia; or
- d. the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor."

It adds that "A student who commits a violation involving a real or look alike weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year [...]"

Any student committing one of the offenses outlined above would be subject to this district safe schools policy.

Guest Teacher (Substitute) Policy

Any student who blatantly disrespects a guest teacher will receive an automatic U in that class and be subject to citizenship probation. Depending on the severity of the disrespect, the student could face in school or out of school suspension as well.

Attendance Policy (Adapted from ECSD Policy JE)

"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)"

Excessive Absences (Parent Excused)

According to the district policy, student absence for 6 or more days (or partial days) during one term, not including school-excused absences, will be considered "excessive absences" and will fall under the district's truancy policy. To help parents avoid "excessive absences," the following procedure will be followed:

- On the 4th absence, the student's parent/guardian will be notified by phone 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.
- On the 6th absence, the student's parent/guardian will be notified by phone of the problem and of a meeting to be held to discuss the problem. The 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 determines that no extenuating circumstances exist the principal has the option of a) excusing future absences or (b) requiring prior written notice from the student's parent/guardian of an excused absence.
- If absences beyond the sixth absence in any one term are not cleared according to the procedure outlined in this policy, *such absences shall be considered unexcused absences.*

Unexcused Absences (Truancy)

Parents/guardians are expected to call the office to excuse their student on or before the day they are absent. Failing to do so will result in unexcused absences. For unexcused absences, the following procedure will be followed:

- *First and Second Unexcused Absences:* The principal will counsel with the student and notify parents by phone.
- *Third Unexcused Absence:* Parents will be notified by mail requesting their support in helping their student get to school and notifying them that refusal to assist in resolving the truancy problem could result in a referral to juvenile court.
- *Fourth Unexcused Absence:* The principal will counsel with the student and notify parents by phone.
- *Fifth Unexcused Absence:* A [Notice of Compulsory Education Violation](#) will be issued to the student and the parent/guardian by mail, directing them to meet with the principal to discuss the student's truancy and to cooperate with the school in securing regular attendance by the student. At the meeting, the principal will inform the student and parent/guardian that refusal to resolve the attendance problem will result in referral to juvenile court as early as the sixth absence.
- *Sixth to Ninth Unexcused Absences:* The principal will counsel with the student and notify parents by phone. The student will be referred to the school social worker, JJS, or juvenile court.
- *Tenth Unexcused Absence:* The student will be referred to juvenile court.

Appealing a Truancy Referral / Citation

Within five 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 school days from the date the appeal was filed.

Tardy Policy

Students must *be in their assigned seat when the tardy bell rings*, or they are tardy. Each time a student is late to class, the teacher will enter a tardy in the attendance area of the Aspire gradebook. Consequences for tardiness will be based on the number of tardies in each class and will be as follows:

1. First tardy: No consequence. Sometimes things happen.
2. Second tardy: Citizenship will drop to an S.
3. Third tardy: Citizenship will drop to an N, and the teacher will contact the parent via email or a phone call.
4. Fourth tardy: Citizenship will drop to a U, the teacher will contact the parent via email or phone call, and the student will have to attend lunch detention for three days.

Working off Tardies

- Students with **one tardy** cannot have their tardy removed.
- Students who have **2 or 3 tardies** in a class can work them off by demonstrating consistent punctuality. If a student is on-time to a class for ten straight days, one tardy will be removed.
- Students with **4 or more tardies** must attend lunch detention for 3 days to remove one tardy.

Participation Points

ECSD policy [JK](#) states that the “lowering of grades or reduction of credit for misconduct, absence, or tardiness shall not be done.” In order to follow this policy, participation points will only be used as part of classes whose core curriculum contains standards specific to participation--e.g., art, PE, and music.

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.

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 areas:

1. Straight A - 4.0 GPA
2. Highest Honors - 3.99 to 3.84 GPA
3. High Honors - 3.83 to 3.69 GPA
4. Honors - 3.68 to 3.5 GPA

Honor Society

The academic requirement for membership in the Honor Society is a minimum cumulative 3.75 GPA. Students must also exhibit good citizenship, service, leadership, and character.

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 fine.

CCR Information

Your CCR is Your Roadmap to Success and Useful Tips for Parents and Students to

Identify Interests and Abilities

- Celebrate student strengths, by pointing them out regularly
- Support participation in a variety of interests & activities including sports, clubs, arts, leadership, and service

Set Academic Goals

- Encourage career exploration and school achievement
- Realize performance now directly affects future success
- Maintain good attendance and a positive attitude
- Stay organized and use class time wisely

Develop the Best Available Schedule

- Understand and meet 7th and 8th grade Completion and High School Graduation Requirements
- Explore all course offerings before making decisions
- Plan a challenging & balanced schedule of classes
- Learn about college entrance requirements

Help Parents Become Involved

- Students want parents involved
- Parents influence their student's educational success more than any other single factor
- Attend CCR & parent conferences (7th Group – 8th Individual)

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 emergencies.

Computers

Students and their parents or guardians 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, iPods, AirPods, bluetooth speakers, and other electronic devices and use them before school, during class breaks, during lunch break, and after school hours. However, these devices may not be activated during class time without the permission of the teacher. 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 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.

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.

Extracurricular Eligibility

The school Academic Probation and Citizenship Probation policies are enforced with our extracurricular student participants. In addition, each extracurricular participant must have and maintain a minimum GPA of 2.0 (C- Average) and may not have any F's or U's in citizenship.

Academic and citizenship grades are checked every Monday at 3:30 p.m. If a student athlete doesn't meet these requirements on Monday, they will be ineligible to participate, sit on the bench, or travel with the team to the game, meet, or competition *that week*. Coaches are updated on student extracurricular participants and their academic and citizenship grades on Friday morning. Parents and students are able to check grades anytime through Aspire or the district app.

Student extracurricular participants are expected to attend practices while they are working to improve academic and citizenship grades that are below expectations.

Visitors

Parents are welcome at Canyon View and need 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. Pajamas are not appropriate school wear.

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 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 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 school days from receiving the Principal's written decision.

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 Middle 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.)