

WELCOME!

Dear Students and Parents,

We're glad to have you at Canyon View Middle School and would like to extend to you a warm welcome. We're confident you will find CVMS to be a positive, productive place where your academic, social, emotional and physical development is our number 1 priority.

CVMS has topnotch teachers who are dedicated to do whatever it takes to help you succeed. They are committed to making your experience at CVMS meaningful, exciting, and actually fun. Your success this year will also depend on your attitude, development of good study habits, listening skills, and regular attendance.

*We hope this planner will assist you to begin the school year on a positive note and to support you on the road to success. Read it over with your parents and acquaint yourself with the guidelines, procedures and policies of CVMS. **Please keep your planner with you at all times!! Students are required to have their planner everyday. Cost to replace the planner is \$4.00***

***Note to Parents:** At CVMS we believe education is a cooperative effort between home and school, and we invite parents to become actively involved in school affairs. We look forward to working with you. Best wishes for a successful year!*

Conrad Aitken - Principal

Rob Wagner - Asst. Principal

ADMINISTRATION

The role of the administrative staff is to serve students, parents and teachers. We are committed to creating an exceptional learning environment free from threat. In order to maintain a safe and orderly school, guidelines related to student behavior need to be in place. Students should understand how their behavior not only affects their success, but the success of others as well.

Students are encouraged to seek help from administrators, teachers, or other staff members when they have a problem. Parents are encouraged to contact the administration whenever they have suggestions or concerns.

COUNSELING STAFF

Mrs. Nielsen and Mrs. Haley are very anxious to help out in any way they can. They are ready to assist you with academic counseling, educational planning, career exploration and with scheduling concerns. They are also available to visit with students on personal matters. First check with a secretary in the front office if you would like to visit with a counselor.

OFFICE STAFF

The friendly CVMS secretaries are ready to help you beginning at 7:30 in the morning. If you need to pay a fee or fine please do so before school at the open window in "A" hall.

CVMS secretarial staff:

Mrs. Beverlee Munteer: Office manager /financial records.

Mrs. Renee Scholes: Attendance (hrs. 10:30 - 4:00)

Mrs. Kerrie Bringham: School records.

ATTENDANCE POLICY

Good attendance is critical in order to succeed in school. Students who have poor attendance fall behind and become easily discouraged.

When you are absent parents are to call the front office or send a note the day you return.

Excuses for absences will be accepted for the current term only. We do not accept blanket excuses for absences from parents (i.e. "Please excuse all of Johnny's 3rd term absences).

If you are going to be out for an extended absence a parent or guardian needs to contact the school to arrange to have make-up work collected for you.

Excused Absences: Medical, dental, personal illness, funeral of immediate family member, observance of a religious holiday, court appearance, or family emergency.

TARDINESS

Being on time to class is an important habit to get into. It's a way of showing respect and responsibility. A four-minute break is scheduled between each class. Students are required to be inside their classroom before the tardy bell rings. If you're not, you're tardy. (Teachers may require students to be in their seat before the tardy bell rings).

It is suggested that if a student needs to use the bathroom during passing time, s/he check in with their upcoming teacher first (not just before the bell rings) and get permission to go back to the restroom, rather than risk being tardy. Teachers have the right to refuse this request, however, if a student abuses the privilege.

Tardies will not be excused unless you have a written note verifying you were with a parent or teacher.

CONSEQUENCES FOR TARDIES

1 - Verbal Warning by teacher

5 - Lunch detention with parent contact

8 - Lunch detention

11- Suspension 1 day

14- Suspension 1 day

17- Suspension 2 day

Additional tardies will result in further disciplinary action. Being late to a class by 10 or more minutes will be considered an unexcused absence.

FEE SCHEDULE (7th/8th Grade Only)

A fee schedule was mailed to you in August with your class schedule. Additional copies of the fee schedule are available in the front office.

CHECK CASHING POLICY

Checks to pay for lunch or fees/fines should be made out to **Canyon View Middle School**. Checks intended for cash back must be made out to the student and must be drawn on a parent's checking account. The office will not cash checks for more than \$20.

CLASS SCHEDULE CHANGES (7th/8th Grade Only)

Hopefully, when you registered for school last spring you carefully selected your classes. Once schedules are finalized class changes will only be considered when there is a strong academic reason. The principal must approve changes. Changes initiated by student/parent are subject to a \$15.00 fee.

STUDENT INSURANCE

The ICSD **does not** carry medical insurance to cover incidental injuries a student might experience at school. Families need to have their own medical insurance. For low-income families the State offers medical insurance through the C.H.I.P. program. C.H.I.P. brochures are available in the front office.

PERSONAL DATA INFO

A student's personal data information needs to be current throughout the year. Please notify the office of any changes in your address, phone number, parents' work numbers and emergency contact numbers.

PICTURE I.D./ACTIVITY CARD

In the fall, students will be issued an activity card free of charge. These cards are needed to get into the dances (7th/8th Grade Only), to check out athletic equipment during the lunch hour and can be used in the lunch line. Replacement cards are \$5.00.

DELIVERIES

*Occasionally students will forget assignments, lunch, etc. and parents will bring them to the front office to have them delivered. We'll gladly help out in these situations. However, because they have proven to be a distraction, **we ask that parents not send birthday balloons, bouquets, etc. to school.** If these items are delivered to school, they will remain in the front office and given to students at the end of the day.*

LOCKERS

CVMS does not have book lockers available to students. Many choose to bring backpacks to school making it much more convenient to access needed materials.

Remember to pack light and keep your packs free of unneeded items. *Additional copies of textbooks are available for students needing a school copy and a home copy. Contact your individual teacher.*

BRINGING VALUABLES TO SCHOOL

Students are asked not to bringing valuable personal items to school. The school will not be responsible for any items brought to school that are lost, stolen or damaged, nor will the administration spend time trying to track these items down if stolen.

LOST AND FOUND

Lost & found items are collected and held in the front office. Articles not claimed by midyear and year's end will be disposed of.

NUISANCE ITEMS

Students are not to bring items to school that could disrupt the learning environment. Possession of these items may result in their confiscation until the end of

the school year. Examples of nuisance items are: Toys, animals (stuffed or live), laser lights, electronic games, MP3 players, cameras, camcorder, etc. CVMS **will not** be responsible for loss, theft, or damage to these items.

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades (Heelys) are not permitted at school.

MUSICAL INSTRUMENTS

Students who bring musical instruments to school must be responsible for their security. The school provides a locked closet in each of the music rooms for storage of instruments. Students are encouraged to store their instruments in these closets. The school cannot be responsible for the loss or damage of a privately owned instrument. Privately owned instruments may be inexpensively insured through parent's homeowner's policy.

TELEPHONES

A courtesy phone is available for student use in the front lobby. There is a 2-minute time limit per phone call. Students must obtain a phone pass from their teacher before using this phone during the instructional day. Messages for students need to be directed to the office. **Students will be called out of class to come to the phone only in an emergency.**

CELL PHONES/ELECTRONIC MUSIC DEVICES

Cell phone/Electronic Music Devices are permitted at school, however, they **must be turned off and put away in backpacks when the 1st bell rings**. (If you do not have a backpack, your phone must be deep in your pocket). Consequences for having them out during school hours:

1st Offense – Confiscation until days end.

2nd Offense – Confiscation. Returned to Parents.

3rd Offense – Suspension from school.

PERSONAL ELECTRONIC DEVICES (PEDs)

(Kindles, Ipads, Ereaders, etc.) We recognize the learning benefits PEDs have in the classroom, but also know there are inherent risks. PEDs are allowed at school when used as a reading device. There also may be times when a teacher will allow them to be used in the classroom for other purposes. In order for a student to have a PED at school parents must fill out and file with the school a BYOT (Bring Your Own Technology) form available in the front office.

PED devices are not to be out except at times allowed by teachers in the classroom. Students should not be using these devices prior to school, between classes, or at lunchtime except in the library. We ask that parents strongly consider not sending PEDs to school due to

the high possibility of theft and other problems. The school will not be responsible for damage or theft of a PED.

FOOD SERVICE

CVMS has an excellent cooking staff that provide nutritional and great tasting meals daily. Cost breakdown for meals is on our school website at www.cvms.ironk12.org.

Meals may be prepaid in the front office by way of check or cash. Make checks payable to ICSD. Parents may also pay online at myschoolbucks.com. You will need your student's ID# to set up an account. Students are permitted to charge a lunch only in an emergency situation. If charging becomes a repeated concern students will be denied the right to charge, but will be offered a courtesy meal instead at no charge.

APPROPRIATE LUNCH TIME BEHAVIOR

· Students are not to take food or drink outside the cafeteria area. The cafeteria area consists of the upper level (terrace) of the main cafeteria and auxiliary cafeteria. Juices purchased from the vending machines need to be consumed in the cafeteria area only. Students are not to take food/drink outdoors or in any other part of the school.

· Students are responsible to clean up after themselves by putting trash in the trashcan. If a lunch supervisor makes a request that you clean your area please do so promptly and courteously.

· Walk to the cafeteria and walk while in the cafeteria, keep voices down and take all horseplay outside.

· During the lunch hour students are to use the bathrooms over by the juice machines.

· If students choose to go outside they are to stay to the south side of the campus (out near the tennis courts) and away from the grass area on the east side of the campus (the hill area leading up to Main Street).

· Students are to stay out of the main hall during their lunch hour.

· Sports balls are available during lunch out near the tennis courts and in the auxiliary gym during bad weather.

MEDIA CENTER

*The Media Center at CVMS is well equipped with resources available to assist you in your studies. It is your responsibility to learn the rules regarding book circulation, reference materials and computer use. Materials and books need to be returned promptly by the date indicated and in good condition. Students will be financially responsible for books that are lost or damaged. **Fee waivers do not pay for the cost of lost books.***

COMPUTER-INTERNET LABS

CVMS is equipped with Internet access providing students with tremendous opportunities for exploration and learning. Students need to understand, however, using the school's Internet is a privilege. They must agree to abide by the following guidelines:

- Parents and students must sign an Acceptable Use Policy Agreement before a student can have access to the Internet.
- Displaying or creating offensive, obscene, vulgar or pornographic material is prohibited.
- Recreational game playing is prohibited.
- Violating copyright laws is prohibited.
- Accessing confidential or private records is also prohibited.

Violators will lose Internet privileges in all classes for the remainder of the year. Violations of the law will be reported to the police.

GRADE REPORTS / REPORT CARDS

Student can check grades on the Internet anytime, day or night on PowerSchool. (Contact the front office for password information). Individual teachers send progress reports home on a regular basis. The front office mails home midterm failing notices. **Official report cards are issued each quarter and are handed out to students on the Wednesday following the last day of the quarter.**

HONOR ROLL

Students earning a 3.2 GPA at the end of each quarter are listed on the CVMS Honor Roll. Awards are given at the end of the year to students who earn a 3.2 and a 4.0 GPA for 3 quarters of the year.

FAILING GRADES

We feel strongly that given the help available, no student has reason to fail a class. The CVMS staff is committed to helping students avoid failing, however, students need to take advantage of the help that is available and realize that they are ultimately responsible for their grades.

Parents are strongly encouraged to monitor their child's progress on PowerSchool. Please contact teachers whenever you have a concern about your child's grades.

AFTER SCHOOL ASSISTANCE

On most days CVMS teachers are available to help students after school from 2:30 to 3:30. Students must **make prior arrangements** with parents and teachers before staying after, however. **Parents need to have students picked up by 3:30.** A late bus is available to students living out in outlying areas on Tuesdays and Thursdays. (See page 7 for schedule). Students must have a stamped pass from a teacher in order to ride the late bus. **Students are not to loiter on the school grounds past 3:30 or the privilege of staying after school will be taken away.**

STUDENT COUNCIL

The role of the student council is to create a governing body that can represent student views and promote school pride and spirit. Elections are held in the fall. Students serving on the council must demonstrate leadership, have excellent citizenship and maintain a 3.0 grade point average. Student council meetings are held after school on a monthly basis where attendance is required.

Students can run for the following offices: 6th, 7th & 8th grade class president, student council secretary and house representative.

EXTRA CURRICULAR ACTIVITIES Dances (7th/8th Grade Only), extra curricular field trips, movies, etc.

*Students who desire to participate in these activities may not have an "F" or a "U" as a current grade. A grade check will be made two days prior to the activity and ineligible students will be notified. **Students on a skills tracker are ineligible to participate.** Activity cards must be shown at the door for dance. (See page 9 for additional information on dances).*

COUGAR PRIDE

Cougar Pride activities are held four times a year for 6th graders and twice a year (once each semester) for 7th graders (8th graders do not have Cougar Pride Activities). To qualify students must have good citizenship (no N's or U's), and good grades on their report card. Eligibility is reviewed each quarter and just prior to the Cougar Pride Activity. Students on a skills tracker are not eligible. There is a cost for these activities.

CHESS CLUB

The CVMS chess club is a very popular club on campus. Club members meet weekly after school and hold a couple of tournaments throughout the year.

HONOR SOCIETY

Membership in the CVMS Junior Honor Society is based on scholarship, leadership and citizenship. To be eligible students must maintain a 3.70 GPA and conduct themselves with honor. Students are required to apply for membership in the Honor Society each year. There is a cost for membership.

STUDENT HOUSES/INTRAMURALS

CVMS students are assigned to one of 4 houses. Each house is made up of 6th, 7th and 8th graders. Throughout the year there are contests and competitions among the houses including an after school intramural sports program, a chess tournament, a knowledge bowl and much more.

PAWS-I-TIVE CARDS

Paws-i-tive Cards are handed out by teachers and administrators to students who perform acts of kindness and service. These cards can be redeemed for school supplies at the Student Store located opposite the drink machines. Store hours are during lunch on Wednesdays.

4.0 MEDALLION/100% ATTENDANCE

CVMS holds awards assemblies at the end of the year. Among other awards, students can earn a 4.0 medallion and a 100% attendance certificate. A 4.0 medallion is earned by getting a 4.0 GPA quarters 1-3. A 100% attendance certificate is earned by 100% attendance. (Students are allowed two days at no less than 1 period missed and still qualify for 100% attendance).

VISITORS

Parents are always welcome at CVMS. When you come to visit our school please come to the front office first for assistance. Due to problems in the past, however, nonCVMS students are **NOT** allowed on campus during the school day. NonCVMS students on campus during the school day may be cited for trespassing.

CLOSED CAMPUS

For the safety of our students, CVMS has a closed campus policy. Students are not to leave campus for any reason unless accompanied by their **own parents** or a teacher. Parents may take **only their own children off campus**. You must be checked out with the front office first. Students found off campus during school hours will be picked up by law enforcement and taken to the Truancy Support Center.

DRESS STANDARDS

We believe that all students have the right to a safe, healthful school environment and that all students have the responsibility to dress appropriately and observe basic standards of cleanliness and good grooming. A student's dress and appearance should not cause a disruption or a distraction from the educational process or create a health/safety concern for him/herself or others.

Here are specific guidelines you are requested to follow:

- Students are to dress in a neat and attractive manner that reflects pride in themselves and in their school.
- **Hats** have proven to be disruptive at school, therefore, we ask that hats **NOT** be brought to school. (Knitted caps on cold days may be worn outside). Wearing the hood of a

hooded sweatshirt (Hoodie) inside the building is a safety concern. We ask that students not wear their hoods inside the building.

- Tops must cover shoulders, underarms, and stomachs when arms are raised. Bare midriffs, tank tops, spaghetti straps or low-cut necklines are not acceptable. Remember that fronts, backs and sides must be covered.*
- Outfits made of sheer material that show, or appear to show undergarments, or that are unduly revealing are not permitted. Ripped or torn clothing is inappropriate attire. If students wear pants with tears above mid-thigh Spandex type shorts must be worn underneath.*
- Pajamas, nightshirts, robes and other sleep attire are not appropriate for school.*
- Shoes must be worn at all times. Although flip-flops are not prohibited (except for in P.E. and Shop/TLC), students need to know they do not provide adequate protection at school. Students are encouraged to wear closed-toe shoes. Bedroom slippers do not constitute shoes. Roller shoes (Heelys) are not allowed.*
- Clothing with vulgar language, inappropriate pictures (sexually oriented, gang or violence related, death/gore depicting), alcohol or cigarette advertising, illegal substances and any other law breaking activity are not permitted.*
- Pants must fit around the waist appropriately and stay up without the use of a belt, rope or suspenders.*
- Gang related apparel may not be worn (i.e., oversize baggy pants, bandanas, spiked wristbands, Gothic apparel, long chains on pants or wallets).*
- **Canyon View Middle School Dress Code prohibits piercing devices to be worn anywhere on the face including the tongue, lip, nose, chin or eyebrows while at school. Having these parts of the face pierced and then needing to keep a device in, in order to keep the hole open is not an acceptable reason for violating this policy.***
- Hair must be of a **natural, human tone** even if dyed or highlighted. Extreme hairstyles are a distraction and are inappropriate for school.*

Parents are responsible to see that students are dressed properly for school. Students who are in violation of the dress code will be sent to the office and will either be sent home to change into acceptable attire, have someone bring acceptable attire from home, or change into school issued attire.

PUBLIC DISPLAY OF AFFECTION (PDA)

Students should be able to go about their school day without being embarrassed by the behavior of others. Holding hands, hugging, embracing, kissing or other acts of public affection are not appropriate and not allowed in school. Students who persist in this type of behavior after having been warned will be dealt with by the school administration.

NOTE WRITING

Note writing between students has been the cause of many problems and much off-task behavior. Therefore, students are not permitted to write notes to one another at school. Those caught writing notes will have their notes confiscated. Students who write notes with inappropriate content will be sent to the office, have their parents contacted and may be suspended.

INAPPROPRIATE LANGUAGE

Unfortunately, profanity and vulgarity have now days become commonplace resulting in the coarsening of society and a loss of public order and civility. Vulgarity and profanity are against school policy and will not be tolerated. Students who choose to use vulgarity and profanity will be placed in lunch detention. Repeat offenders will be suspended from school off campus and may be dealt with under the Utah Safe Schools Act.

BULLYING /SEXUAL HARASSMENT

*If a student is feeling threatened or bullied by another student, s/he needs to report it to school personnel **immediately**. **Parents and students should not assume school officials are aware of a particular situation.***

Students need to understand bullying and sexual harassment will not be tolerated.

Sexual harassment consists of unwelcome sexual comments or touching the private areas of another. Students need to understand that such behavior could constitute a 2nd degree felony.

Students guilty of these offenses after having been warned will be referred to law enforcement and may be placed on a 10-day suspension in accordance with the Utah State Safe School Act. The school will move for expulsion under this Act for repeat offenders.

FIGHTING

At CVMS we are committed to teaching students that fighting is not the way conflicts are resolved in a civil society. We also want students to understand that retaliation or getting even does not constitute self-defense. Although parents may give "permission" to hit back, the law does not permit hitting back just because one has been hit. The legal definition of self-defense is, "using reasonable force to escape a harmful situation." Choosing to engage or stay engaged in a fight is not self-defense.

Students are asked to use teachers, counselors, administrators, and the school resource office to help resolve differences with other students. If students choose to get into a fight, depending upon the nature of the altercation and the circumstances, both parties may be suspended or expelled under the Utah Safe Schools Act. A parent, student and administrator conference may be required before students can return to school.

Students who have a conflict with another student and fail to bring it to the attention of school personnel will be equally guilty if the conflict results in a fight.

Parents need to help their children understand that there can be tremendous legal and financial consequences for those choosing to get into a fight.

WEAPONS

It is a violation of the Utah Safe Schools Act for an individual to bring any kind of knife, gun or any other type of weapon or weapon facsimile to school, on school transportation or to a school activity. Technically, any device used by one person to harm another could be considered a weapon.

If it comes to the attention of school officials that an individual has brought or is in possession of a weapon on school district property, local law enforcement will be notified and an investigation will be conducted. Any person found in possession of a weapon will be subject to expulsion under Utah Safe Schools Act and will be charged criminally.

MEDICATIONS, DRUGS, CONTROLLED SUBSTANCES.

It is a violation of the Utah Safe Schools Law for a student to bring any narcotic or medication to school without prior approval from the school administration. Being in possession of, or bringing any controlled substance to school with the intent to consume, sell or distribute will result in suspension and/or expulsion. Local law enforcement will be contacted.

If a students or parents have questions about medication use at school, please contact the principal.

2014 – 2015 Late Bus Schedule For Canyon View Middle School

*We are committed to helping students succeed at CVMS. As part of that commitment, late buses are scheduled on certain days of the week (see schedule below) to accommodate students needing to stay after school to get extra help from teachers. The buses **leave the school at 3:30 P.M.** Space is limited. Students need to be at the bus loading area on time.*

Students will not be allowed on the late bus without a pass that is stamped from a teacher. This bus is for the sole purpose of helping students stay after school to work with teachers. If students are just “hanging around” the school, they will not be allowed on the bus.

September

Tuesday-2

Thursday-4

Tuesday-9

Thursday-11

Tuesday-16
Thursday-18
Tuesday-23
Thursday-25

October

Tuesday-7
Thursday-9
Tuesday-14
Tuesday -28
Thursday-30

November

Tuesday-4
Thursday-6
Tuesday-11
Thursday-13
Tuesday-18
Thursday-20

December

Tuesday-2
Thursday-4
Tuesday-9
Thursday-11
Tuesday-16
Thursday-18

January (2015)

Tuesday-6
Thursday-8
Tuesday-20
Thursday-22
Tuesday-27
Thursday-29

February

Tuesday-3
Thursday-5
Tuesday-10
Thursday-12
Tuesday-17
Thursday-19
Tuesday-24

Thursday-26

March

Tuesday-10

Thursday-12

Tuesday-24

Thursday-26

Tuesday-31

April

Tuesday-7

Thursday-9

Tuesday-14

Thursday-16

Tuesday-21

Thursday-23

Tuesday-28

Thursday-30

May

Tuesday-5

Thursday-7

Tuesday-12

Thursday-14

Guidelines for Canyon View Middle School Dances

Attendance:

- Canyon View Middle School dances are for Canyon View Middle School students only (**Sixth grade students are not invited to the after school dances**). Friends or relatives from other schools will not be admitted.
- Dances are held after school from 2:30 to 4:00. We ask that parents pick their student up promptly at 4:00.
- Students must adhere to the Canyon View Middle School Dress code while attending dances.
- Students may step outside during the dance for fresh air; however, students may not leave campus and then re-enter the dance.
- Students must qualify themselves as follows in order to attend CVMS dances:
 - **Back to School Dance** (Sept) – All are invited except for students in the skills program.
 - **Halloween Dance** (Oct) – Students with an F or U as a current grade are not invited.
 - **Valentine's Dance** (Feb) - Students with an F or U as a current grade are not invited.
 - **8th Grade Graduation Dance** (May) – Only open to 8th graders who have completed the competencies and have no F's or U's as current grades

Student Behavior:

- Suggestive, lewd, or obscene dancing will not be allowed.
- Horseplay or other disruptive behavior will not be tolerated.
 - 1st Offense – Warning.
 - 2nd Offense – Removal from dance; parents notified.
 - Removal from 2 dances will cause a student to lose the privilege of attending any more dances for the remainder of the year, parents will be notified and other disciplinary action will be taken as may be appropriate.

Music:

- Music will be previewed ahead of time by school personnel.
 - No music containing profanity will be allowed.
 - No music containing sexually explicit lyrics will be allowed.

Venue:

- Dances will be held in the main gym where skylights provide natural light. No dark dances will be held at CVMS

Disciplinary Due Process - Classroom

Learning to discipline oneself and follow the rules of society is as important as anything else one might learn in school. Rules are established to promote the welfare of the whole while at the same time protect the rights of the individual. At CVMS we want to help children learn that being respectful of others and following basic school rules is truly in their best interest. We want to help students make good choices and to take responsibility for whatever part they may have played in a negative situation. Consequences help deter us from making the same mistake again. We hope parents will be supportive of the school administration if/when we impose consequences on your child for a violation of the rules. Know that our intent is truly to help your child.

*The following is the procedure that is used by individual teachers and school administration in handling inappropriate behavior in the classroom. ***

STEP ONE: REMINDER

This is a reminder not a reprimand. It may be directed to the whole class or it may be directed to one or two students. The teacher does not need to approach the student directly when using this step. They do, however, need to address the situation early in order to help prevent further escalation. If the problem persists...

STEP TWO: WARNING / PERSONAL CONFERENCE

This is an official reprimand. The student is approached and confronted about the problem. This is to be done privately whenever possible. The student is given specific directives as to what needs to be done to correct the problem and the teacher is to outline the consequences if the student fails to respond. If the problem persists...

STEP THREE: WRITTEN CONTRACT and CALL TO THE PARENT

The student is approached again. At this point the teacher is to put the student under a written contract. The student is asked to sign the contract. Teachers are to make a personal contact with the parents and a copy of the contract is to be sent home. If the problem persists...

STEP FOUR: SENT TO OFFICE / CALL HOME TO PARENTS / IN-SCHOOL SUSPENSION

The student is removed from class and sent to the office. A log entry is to be filled out on PowerSchool by the teacher giving details of the problem. The student's parents will be contacted by the administration and made aware of the situation. Students who are sent to the office, may be asked to remain after school, may stay in the office for an extended stay, placed on trackers, sent to skill building, and in extreme situations, suspended from school for one or more days. If the problem persists...

STEP FIVE: SUSPENSION/EXPULSION FROM SCHOOL

The student is referred to the ICSD school board for possible expulsion. Students need to be aware that under the Utah Safe Schools Act if their behavior proves to be a "habitual" disruption to the operation of school (involvement with the administration more than five times during the year), they could be expelled for up to one calendar year by the school board.

***In special/ extreme cases, a student will be sent to the office as a first step, such as: Defiance to an adult, Physical-Verbal-Sexual Abuse/ Harassment, Weapons, Explosives, Sexual / Verbal, Inappropriate Language, Additional Acts Subject to Criminal Prosecution. The Five Steps are an extension of your teacher's classroom discipline policy, not a replacement for it.*

Disciplinary Due Process - Schoolwide

LEVEL I

CONSEQUENCES

<p><i>Disruptive behavior such as name-calling, disrespect, note writing, PDA, dress-code violations, dishonesty, cheating or any other behavior that might jeopardize the safety and well being of others in a moderate way. (Throwing snowballs, pushing, shoving, bullying, running in the building, etc.)</i></p>	<p><i>First Offense: Verbal warning. Second Offense: Parent contact, lunch detention. Third Offense: Parent conference, tracker, possible suspension to the TSC. *</i></p>
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LEVEL II CONSEQUENCES

<p><i>*Defiance of authority. Unruly/ungovernable behavior that demands an immediate response. Use of foul or vulgar language. Extortion Lying to school personnel</i></p>	<p><i>First Offense: Parent contact. Lunch detention. Second Offense: Parent contact, 2 lunch detentions, possible skills tracker and possible stay in skills. Third Offense: Parent conference, tracker, and extended suspension to the TSC, possible court referral.</i></p>
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LEVEL III CONSEQUENCES

<p><i>Fighting, *Battery, Acts of Aggression, Threatening Behavior, Verbal, physical and/or sexual threats, harassment. Talk of (written or verbal) or acting out inappropriate sexual activity. Theft, vandalism or destruction of property. Possession/Use of tobacco or tobacco products. Truancy/Leaving campus without authorization. Acts subject to Criminal Punishment. Attempt to initiate or participate in gang activity.</i></p>	<p><i>First Offense: *Reparations, up to 1-day suspension, parent conference, possible tracker, *SRO contact. Second Offense: Up to 3-day suspension, parent conference, placement in Skills program. Third Offense: Extended suspension to the TSC. Referral to School Board for possible expulsion and referral to court.</i></p>
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LEVEL IV CONSEQUENCES

<p>Possession/Use of alcohol, drugs, drug paraphernalia or other *controlled substances.</p> <p>Possession/Use of weapons.</p> <p>Possession/Use of explosives or flammable objects/materials/devices, etc.</p> <p>*Arson</p> <p>Inappropriate sexual touching</p>	<p>First Offense: *SRO contact, parent contact, 3 to 10-day suspension, referral to school board for possible expulsion under the Utah Safe School Law and referral to court.</p>
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UTAH STATE SAFE SCHOOL ACT (UCA 53A-11-901 through 907)

A student may be suspended/expelled from school for participation in any of the following prohibited behavior when it occurs in a school building in or on school property, in conjunction with any school sponsored activity, or when it occurs in the presence of or is directed at or against another student or a district employee: continued willful disobedience or open and persistent defiance of proper authority, willful destruction or defacing of school property, behavior, or threatened behavior, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school.

***DEFINITIONS:**

BATTERY: Injury to another person on school grounds, school bus or at a school-sanctioned activity.

CONTROLLED SUBSTANCE: Illegal substances such as cigarettes, prescription drugs, alcohol, etc.

EXTORTION: Taking anything of value from another person by use of force or making threats if s/he fails to do so. This includes taking money/food from other students during lunchtime.

DEFIANCE: Refusal to cooperate with school personal or encouraging others to do the same.

ARSON: The willful setting afire or burning of any part of the school building, equipment or property.

SRO: School Resource Office – Police Officer from the Cedar City Police Department.

TSC: Truancy Support Center

REPARATIONS: Compensation for loss or damages due to a wrongful act.

COUGAR PACT

Activity	Student Responsibilities	Teacher/Administrator Responsibilities	Parent Responsibilities
<i>Class Instruction</i>	<ul style="list-style-type: none"> · Pay Attention · Take notes · Ask questions · Contribute to discussions · Help others to learn · Follow classroom rules · Complete makeup work following an absence · Be willing to work hard · Come to class prepared everyday (i.e., books, pencil, paper, instrument, etc.) 	<ul style="list-style-type: none"> · Provide relevant learning presented in meaningful and interesting ways · Use multisensory methods of instruction touching on different learning styles · Provide clear expectations and examples of quality work · Provide guided practice and opportunities for reteaching · Modify assignments /instruction for Sped students as outlined in IEPs · Maintain a well ordered classroom environment 	<ul style="list-style-type: none"> · Speak positively and affirmatively about child's academic abilities. · Encourage student on a regular basis to do his/her very best · Make clear expectations regarding behavior at school/in classroom · Show interest/inquire about what is being learned at school
<i>Homework</i>	<ul style="list-style-type: none"> · Record assignments/ important dates in planner everyday. · Set aside a specific time to study each evening. · Complete homework on time and turn it in · Ask questions/seek clarification 	<ul style="list-style-type: none"> · Plan/provide relevant and meaningful homework · Teach effective study skills and how to access/use learning resources · Keep parents informed regularly regarding homework & assignments 	<ul style="list-style-type: none"> · Hold student accountable for homework/practicing each night · Provide help with homework/ practicing whenever possible · Help make study a priority in the family's evening routine · Provide a quiet place to study · Provide students with learning tools (pen, paper, reeds, etc.)
<i>Evaluation/ Testing</i>	<ul style="list-style-type: none"> · Study, study, study for tests and quizzes · Pay attention in class · Embrace rigor (be willing to work hard) 	<ul style="list-style-type: none"> · Be specific about what is being tested & how to best study · Inform students well in advance of tests/quizzes 	<ul style="list-style-type: none"> · Help student review/study for test/quizzes · Help make study a priority in the family's evening routine · Praise students for accomplishment and achievement
<i>Grades/ Progress</i>	<ul style="list-style-type: none"> · Track progress on PowerSchool · Show grade reports to parents · Be willing to stay after school for extra help when needed. 	<ul style="list-style-type: none"> · Promptly grade/record student work on PowerSchool · Give meaningful feedback to students · Contact parents <u>early</u> with concerns 	<ul style="list-style-type: none"> · Review/Sign grade reports · Track student progress on PowerSchool frequently · Contact teacher <u>early</u> with concerns · Arrange for students to stay after school when falling behind
<i>Behavior at School</i>	<ul style="list-style-type: none"> · Be respectful · Act responsibly · Follow school rules 	<ul style="list-style-type: none"> · Create a classroom environment conducive to good behavior · Correct students who display inappropriate behavior 	<ul style="list-style-type: none"> · Encourage appropriate behavior at school · Support teachers/administration with disciplinary concerns
<i>General</i>	<ul style="list-style-type: none"> · Develop a positive attitude toward learning · Develop persistence, commitment & tenacity · Develop talents/skills 	<ul style="list-style-type: none"> · Learn to love all students · Refrain from sarcasm and cynicism in dealing with students 	<ul style="list-style-type: none"> · Help child maintain 95% or better attendance · Attend special programs, concerts, etc. · Become a part of the school community