



**Student  
Handbook  
2021-2022**



# Table of Contents

## General Information

<a href="#">Mission and Action Statements</a> .....	3
<a href="#">Contact Information</a> .....	4
<a href="#">Administration</a> .....	4
<a href="#">Faculty</a> .....	4
<a href="#">School Day Schedules</a> .....	5

## Behavior and Citizenship

<a href="#">Behavior and Discipline</a> .....	7
<a href="#">Dress Code</a> .....	8
<a href="#">Electronic Devices</a> .....	9
<a href="#">Internet Use</a> .....	9
<a href="#">Substitute Teachers</a> .....	9
<a href="#">Public Displays of Affection</a> .....	9
<a href="#">Vandalism</a> .....	9
<a href="#">Skateboarding, Bicycling, and Scooters</a> .....	10

## Attendance Policy

<a href="#">School Hours</a> .....	10
<a href="#">Checking In and Out of School</a> .....	10
<a href="#">Tardies</a> .....	11
<a href="#">Absences</a> .....	11
<a href="#">Truancy</a> .....	12
<a href="#">Leaving School Before the Final Scheduled Day</a> .....	12

## Academics Policy

<a href="#">Course Requirements and Class Fees</a> .....	13
<a href="#">Counseling</a> .....	14
<a href="#">Class Changes</a> .....	14
<a href="#">Homeroom</a> .....	14
<a href="#">Late Work</a> .....	14
<a href="#">Media Center</a> .....	14
<a href="#">Textbooks</a> .....	14
<a href="#">Physical Education</a> .....	14

**School Procedures**

[School Bus](#) 15

[School Lunch](#) ..... 15

[Illnesses and Medicine](#) ..... 15

[School Telephone](#)..... 15

[Lockers](#)..... 15

[Hall Passes](#) ..... 16

[Lost and Found](#)..... 16

[Announcements](#)..... 16

[Visitors](#) ..... 16

[Deliveries](#) ..... 16

[Yearbooks](#) ..... 16

**Extra-Curricular Activities**

[Student ID Cards](#) ..... 17

[Eligibility](#) ..... 17

[Insurance](#) ..... 17

[School Chartered Clubs](#)..... 17

[Assemblies and Dances](#)..... 17

**District Policy**

[Safe Schools Policy](#)..... 17

[Technology Acceptable Use Policy](#) ..... 18

[Ferpa Notification](#) ..... 21

[Prevention of Harassment](#) ..... 23

[Anti-Discrimination Policy](#) ..... 23

[Prevention of Bullying and Hazing](#) ..... 25

[PPRA Notice / Opt Out for Specific Activities](#) ..... 27

[Criminal Trespassing Policy](#) ..... 27

# **GENERAL INFORMATION**

## **MISSION AND ACTION STATEMENTS**

**The mission of Crimson Cliffs Middle School is to ensure all students gain essential academic knowledge and life skills**

### **We commit to . . .**

- **Provide a safe and inviting learning environment**
- **Make students and student learning the focus of our efforts**
- **Involve parents and the community in the learning process**
- **Use the Professional Learning Communities framework to improve instruction and student achievement in our classrooms**

## CONTACT INFORMATION

**School Address:** 4280 South Crimson Cliffs Way  
Washington, Utah, 84780

**Phone Number:** 435-634-7010

**Fax Number:** 435-627-1203

**Website Address:** [www.ccms.washk12.org](http://www.ccms.washk12.org)

**PowerSchool Website Address:** <https://psa.washk12.org/public/home.html>

## ADMINISTRATION AND STAFF

Brian Stevenson ..... Principal  
 Brooks Bergeson ..... Assistant Principal  
 Lacy Olmstead ..... Assistant Principal  
 Heather Stout ..... Counselor  
 Shannon Hatch ..... Counselor  
 Ali Thacker ..... Counselor  
 Tyler Nash ..... School Resource Officer  
 Ryan Reeves ..... Learning Coach  
 Jackie Leavitt ..... Registrar  
 Nicole Baum ..... Finance Secretary  
 Angela McKean ..... Administrative Secretary  
 Emily George ..... Attendance Secretary  
 Brad Dyer ..... Head Custodian  
 Candido Gonzalez ..... Custodian  
 Carlos Briceno ..... Custodian  
 Joy Caty ..... Custodian  
 David Poulsen ..... Custodian  
 Jessica Nelson ..... Media Specialist  
 Julie Cherrington ..... Kitchen Manager  
 Maria Umana ..... Lunch Clerk

## FACULTY

Language Arts	CTE	Fine Arts	Mathematics	Physical Education
Brooklyn Barton Jason Borup Madi Brush Jennifer Lyman Tessa Moore Ryan Reeves* Calee Schone Elise Shepherd Morgan Thompson	Shelli Barnum* Esbey Larsen Brett Moss Todd Sparks	Jean Jones* Jennifer Land Christopher Raybould Stephanie Snow	Trisha Costanzo* Jed Frazier Stefanie Long Scott Murdock Boston Stock	Jake Nelson* Jill Swaney Tim Weir

Science	Social Studies	Special Education	World Languages
John Berger Tracy Daniels Aimee Mertz* Alyssa Shurtz Storm Singleton	Jessica Cressall Dace Goulding* Bo Hunt Courtney Muse Shaunna Pederson	Shannon Johansen Macey Musgrave* Kelly Walker	Bo Hunt Ward Sweeten* Shangke Zhang

\*Department Chair



## BLOCK SCHEDULE

<b>Period 1</b>	<b>8:25 – 9:41</b>	<b>76 minutes</b>
<b>Period 2</b>	<b>9:45 – 11:01</b>	<b>76 minutes</b>
<b>1st Lunch (9<sup>th</sup>) 25 minutes</b> <b>11:01 – 11:26</b>	<b>Homeroom (8<sup>th</sup>) 25 min.</b> <b>11:05 – 11:30</b>	
<b>Announcements 11:30 – 11:34</b>		<b>4 minutes</b>
<b>Homeroom (9<sup>th</sup>) 25 min.</b> <b>11:34 – 11:59</b>	<b>2nd Lunch (8<sup>th</sup>) 25 min.</b> <b>11:34 – 11:59</b>	
<b>Period 3</b>	<b>12:03 – 1:19</b>	<b>76 minutes</b>
<b>Period 4</b>	<b>1:23 – 2:39</b>	<b>76 minutes</b>

## EARLY OUT SCHEDULE

<b>Period 1</b>	<b>8:25 – 9:23</b>	<b>58 minutes</b>
<b>Period 2</b>	<b>9:27 – 10:25</b>	<b>58 minutes</b>
<b>Period 3</b>	<b>10:29 – 11:27</b>	<b>58 minutes</b>
<b>Period 4</b>	<b>11:31 – 12:30</b>	<b>59 minutes</b>

Lunch will not be served, but students may buy a sack lunch to take home with them at the end of the day.

## ASSEMBLY SCHEDULE

<b>Period 1</b>	<b>8:25 – 9:26</b>	<b>61 minutes</b>
<b>Period 2</b>	<b>9:30 – 10:31</b>	<b>61 minutes</b>
<b>1<sup>st</sup> Lunch (9<sup>th</sup>) 25 minutes</b> <b>10:31 – 10:56</b>	<b>Advisory (8<sup>th</sup>) 25 min.</b> <b>10:35 – 11:00</b>	
<b>Announcements 11:00 – 11:04</b>		<b>4 minutes</b>
<b>Advisory (9<sup>th</sup>) 25 minutes</b> <b>11:04 – 11:29</b>	<b>2<sup>nd</sup> Lunch (8<sup>th</sup>) 25 min.</b> <b>11:04 – 11:29</b>	
<b>Period 3</b>	<b>11:33 – 12:34</b>	<b>61 minutes</b>
<b>Period 4</b>	<b>12:38 – 1:39</b>	<b>61 minutes</b>
<b>Assembly Period</b>	<b>1:43 – 2:39</b>	<b>56 minutes</b>

# BEHAVIOR AND CITIZENSHIP

## STUDENT BEHAVIOR AND DISCIPLINE

**Learning to be a good citizen is equal (or greater) in importance to all other learning at the middle school level.** Courtesy to teachers, school employees, other students, and visitors is expected of all students. Students should be considerate of the rights, safety, property, and feelings of others regardless of racial, religious, or economic background.

**Each student is expected to behave in the manner appropriate for school** and for young ladies and gentlemen. It is the policy of the administration and staff to do everything possible to help every student maintain appropriate behavior and remain in school. However, at times it may become necessary to discipline a student. **The following violate school rules and will be cause for discipline, which may include lunch detention; suspension; court referral; or an educational plan which may include an alternate placement. District policy may dictate a Temporary Disciplinary Transfer (TDT) under certain circumstances (See *Safe Schools Policy* on page 17 of this handbook):**

1. Uncontrolled anger.
2. Insubordination, defiance, disrespect or profanity directed at administration, faculty, staff or other students.
3. Vulgar or indecent conduct.
4. Persistent disorder and disruption.
5. Vandalism, graffiti, or misuse of school property.
6. Possession and/or use of alcoholic beverages, tobacco, electronic cigarettes, or drugs on or around school property.
7. Possession and/or use of weapons or fireworks, including knives, matches, lighters, and chains while on or around school property. This includes look-alike weapons.
8. Repeated tardiness to school or classes.
9. Taunting, harassment, bullying, or intimidation of other students or staff.
10. Fighting. Any physical altercation or assault at school will result in an automatic suspension for individuals responsible for the fight. Responsible individuals may also be issued citations for assault.
11. Theft or dishonesty, including cheating and plagiarism.
12. Persistent littering.
13. Gambling or illegal games of chance (cards, dice, and so on).
14. Disruptive toys are NOT allowed at school.
15. Repeated electronic device violations.
16. Repeated violation of the dress code.
17. Gang related activities.



# STUDENT DRESS AND GROOMING POLICY (Policy 2200)

## 1. Purpose and Philosophy

The Board of Education of the Washington County School District recognizes that **every student in the schools should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption.** To foster such an environment the following policy establishes the framework for school dress and grooming.

## 2. Policy

**2.1 Students who attend the schools of Washington County School District are expected to come to school dressed and groomed appropriately for a learning environment** and show respect for others by supporting the following dress and grooming standards. These standards are intended to insure that every school in the Washington County School District will be a safe place for each student to learn, free from physical or moral threats and free from intimidation by others, to include gangs and gang appearance.

## 3. Procedure

### 3.1. Dress and Grooming standards:

3.1.1. The attire (apparel) and grooming of all students should be neat, clean, and safe.

3.1.2. Students have the responsibility to **avoid apparel that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid apparel that is offensive, represents a risk, or threatens student safety.**

3.1.2.1. Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans, pictures or graphics, or promoting substances illegal for consumption by a minor will not be allowed.

3.1.2.2. Clothes that **are mutilated or immodest** are not appropriate school wear. Dresses, shorts, skirts, shirts, and blouses should be modest in length and not revealing. (Tank tops, tube tops, and garments that reveal undergarments may be considered revealing).

3.1.2.3. Hats are NOT to be worn in school buildings during regular school hours.

3.1.2.4. Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.

3.1.2.5. Footwear must be worn and should be safe and hygienic. Shoes, boots, and sandals are considered suitable footwear.

3.1.2.6. Clothing attachments or accessories which could be considered weapons are not allowed.

3.1.2.7. Students have a responsibility to cooperate fully with clothing standards required for special classes (such as shop, home economics, laboratories, physical education) and special school activities.

3.1.3. Extremes in body piercings, hair styles, and hair colors may be considered a distraction or disruption.

3.1.4. Gang behavior, apparel or grooming is not appropriate at school. (Reference *Safe Schools Policy* on page 17)

3.1.4.1. As gang grooming styles and clothing continually evolve and change, the following prohibited items that have commonly denoted gang membership or affiliation are only representative of prohibited

clothing. Additional grooming styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities. Bandannas or any article of clothing or accessory bearing gang symbols, names, initials, insignia, or style of dress that indicates gang affiliation will not be allowed.

### 3.2. Consequences for violation of the Student Dress and Grooming Policy

3.2.1. A student in violation of the "Student Dress and Grooming Policy" may be sent home to make the changes necessary to be in compliance with policy. The student may return as soon as the required changes are made.

3.2.2. Students who dress or groom in a manner that demonstrates gang affiliation may be subject to suspension and/or expulsion.

3.2.3. Suspension from school may occur for continued disregard for the Student Dress and Grooming Policy.

3.3. Every school is to include the Student Dress and Grooming Policy in their student handbooks.

3.4. School employees are held to the same dress and grooming standards as the students

## ELECTRONIC DEVICES

Cell phones, ear buds, AirPods, headphones, cameras, games, and other electronic devices are **NOT** to be used at school and should be **turned off during school hours**. Unauthorized use of these devices by students will result in the following actions:

- **First offense** – the device(s) will be confiscated and may be picked up from the office by the student at the end of the school day.
- **Second offense** – the device(s) will be confiscated and must be picked up from the office by a parent or guardian.
- **Additional offenses** – the device(s) will be confiscated and must be picked up from the school by a parent or guardian. A conference with an administrator must be held. Disciplinary actions may be taken, including lunch detention or suspension.

The use of these devices is regulated under the *Technology Acceptable Use Policy* of the Washington County School District pertaining to the use of electronic equipment (**See abridged district *Technology Acceptable Use Policy* on pages 18-20**).

## INTERNET USE

CCMS has internet access in the media center, computer labs, and classrooms. In order for a student to have access to the internet, they must follow the WCSD *Technology Acceptable Use Policy*. Failure to follow the policy may result in the loss of computer privileges. There may also be disciplinary or legal action taken for illegal or inappropriate material viewed or downloaded (**See abridged district *Technology Acceptable Use Policy* on pages 18-20**). **If a student damages a computer or Chromebook she or he will be responsible for the costs of repair. All computers and Chromebooks are equipped with software that allows the school to determine who the last user was.**

## SUBSTITUTE TEACHERS

Substitute teachers are to be considered guests in our school. It is the responsibility of students to see that every courtesy and assistance is offered to substitutes. Substitutes have been instructed not to give out hall passes. Substitutes have also been instructed to send students who repeatedly disrupt the class or show disrespect to other people in the class to the front office.

## PUBLIC DISPLAYS OF AFFECTION

Students are not to physically express affection in public. This means students should not hold hands, embrace,

kiss, and so on. Students who repeatedly engage in inappropriate displays of affection face possible administrative discipline.

## **VANDALISM**

Students must not mark on school furniture, walls, ceilings, floors, equipment, or tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property or creates a safety hazard to themselves or others will be subject to school disciplinary measures. Additionally, the individual may be referred to the proper law enforcement agency and issued a citation.

## **SKATEBOARDS, BICYCLES, AND SCOOTERS**

The use of skateboards, bicycles, or scooters is not allowed on Washington County School District property without permission from school administration. Individuals may be cited for trespassing for riding skateboards or roller blades on district property without administrative permission. **WCSD is not responsible for any accident that may occur because of riding skateboards or scooters on school property.**

## **ATTENDANCE POLICY**

**\*Parents are encouraged to review the *WCSD Attendance Policy (2900)* in its entirety at [www.washk12.org](http://www.washk12.org).**

**It is extremely helpful for parents to monitor their students' attendance, and parents are invited to check PowerSchool or call the attendance secretary at the school to help them with this task.**

**Crimson Cliffs Middle School is a CLOSED CAMPUS! Students are NEVER allowed to leave school grounds unless they are enrolled in a course at Crimson Cliffs High School, JROTC, or a parent/guardian has properly checked them out of school.**

## **SCHOOL HOURS**

The school day at Crimson Cliffs Middle School begins at 8.25 a.m. and ends at 2:39 p.m. Students are requested to arrive no earlier than 7:55 a.m. and stay no longer than 2:55 p.m. unless they are working with a teacher or involved in a school activity.

### **CHECKING OUT OF SCHOOL – Moving or transferring**

If a student is transferring to another school, the parent or guardian should notify CCMS before the last day of attendance. A checkout form will be sent with the student to each class on the last day of attendance. All fees and fines must be paid before the checkout is complete.

### **CHECKING OUT OF SCHOOL – Leaving school during school hours**

If a student needs to leave the school during school hours for doctor/dentist appointments, family activities, funerals, and so on, a parent or guardian must check him or her out by coming into the school and signing the student out. If, for some reason, it is not possible to physically come into the school, the parent or guardian must speak to the assistant principal, Mr. Bergeson or Mrs. Olmstead, by phone.

**Students may NOT sign themselves out, and if they do, will be subject to consequences such as lunch detention and/or In-School-Suspension (ISS).**

## **TARDIES**

**Students may be marked tardy if they are not in their seat when the bell to start class rings.** Tardiness is disruptive to the normal class routine and can be detrimental to a student's academic achievement. Students should make every effort to be to class on time. Students who are persistently tardy to class will face disciplinary action.

Students may have a total of **five tardies** for the quarter without consequences. For each tardy thereafter, the student will be assigned to lunch detention.

- 6 tardies = 1 day lunch detention + parent notification
- 7 tardies = 2 days lunch detention
- 8 tardies = 3 days lunch detention
- 9 tardies = 4 days lunch detention + parent notification
- 10 tardies = 1 day of ISS + parent notification/meeting with administration

**Exceeding 10 tardies will result in additional days of ISS. If a student is tardy 15 times in one quarter, he or she will be referred to court.** Excessive tardies to any one class may also result in lunch detention.

If a student arrives more than five minutes late to school, he or she must report to the office immediately upon arrival. After signing in, they should then report to their regularly scheduled class. As a general rule, tardiness to first period class will not be excused without a valid reason such as a medical condition or appointment, or a family emergency.

## **ABSENCES – Excerpts from *WCSD Attendance Policy 2900***

Absences: An absence is defined as any time a student is not in attendance in the classroom to which he or she has been assigned. In order for an absence to be considered an excused absence, the school must be notified by the parent in a timely manner, consistent with state law and this policy. **School work missed during any absence is the responsibility of the student to gather and complete. There are two hard deadlines associated with this policy—midterm and the end of the term. If a student misses school during the first half of the term, they have until midterm to turn the missing work in. Likewise, if a student misses school during the second half of the term, missed assignments must be turned in by the end of the term. Individual teachers may extend those deadlines under certain circumstances.**

3.1.1 A parent will be notified by automated phone or email every time the parent's student is absent without excuse. A parent is responsible to provide the school with a current phone number. Parents are encouraged to monitor their student's attendance from this notification on and are invited to call the attendance secretary at the school as often as necessary to improve the student's attendance.

3.2 **Chronic absenteeism:** Student misses ten (10) percent or more school days. Excessive absences (whether excused or unexcused) are calculated into federal, state, and district chronic absenteeism reports.

3.2.1. **Chronic absenteeism, which affects the student's academic performance and educational progress, will prompt interventions as per policy procedures.**

3.3. **Excused absence:** The school shall record an excused absence for valid reasons, as listed below, when the parent/guardian:

3.3.1. Submits a written statement at least one school day before a scheduled family event (including an extended absence) or a scheduled proactive visit to a health care provider if the student agrees to make up course work for school days missed for the scheduled absence in accordance with this policy.

3.3.2. Excuses the student for illness or for a family emergency (such as a family death), both of which may be excused via phone, in person or by note within a reasonable timeframe as determined by the individual school, but not to exceed one week after the absence.

3.3.2.1. Illness or accident: A student who is absent for health-related reasons for a period of five (5) or more consecutive days, who is undergoing surgery, or who has been injured in an accident, qualifies for immediate homebound services. School work will be collected for the parent to pick up or an alternative educational program may be developed.

3.3.2.2. Chronic illness: Chronic health problems may or may not interfere with attendance at school and learning in the classroom. It is extremely important that parents notify the school concerning health-related problems that their students may have. Documentation from a health care provider is required in validating the seriousness of the chronic illness. If the chronic illness hinders a student's attendance, the parent is invited to meet with a school administrator to formulate an individual attendance plan that will meet the student's needs. It is the responsibility of the parent to schedule such a meeting.

3.3.3. Additional valid excused absences include: an approved school activity; an absence as permitted by a school age minor's Individual Education Plan (IEP) or 504 Plan; or any other excuse established by the school district; such as: office excused (if student is detained in the office by school administration); court/detention absences; or homebound.

3.3.4. Excused absence status will not be considered with regards to implementing the required interventions; unless the excused absenteeism becomes so excessive that it impacts the student's ability to progress educationally and/or is affecting the student's academic performance at which point the school may provide interventions as per policy procedures.

3.4. Unexcused absence: Any absence that is not excused consistent with the definitions and provisions of this policy. The school must provide interventions as per policy procedures.

## **TRUANCY**

5.1. Truancy. A school age minor who is at least 12 years old and who is enrolled in a public school shall attend the public school in which the school age minor is enrolled. When a student is absent from the assigned class, without parental or school knowledge, and this absence does not meet the standard of an excused or exempt absence, that student is considered truant.

Truancy is a status offense, i.e.: a noncriminal school-based action prohibited by minors. The minor may not be referred to law enforcement or court; however, may be referred to alternative school-based interventions, including restorative justice programs.

5.1.1. Habitual truant: A school-age minor is at least 12 years old and is truant at least 10 times during one school year.

## **LEAVING SCHOOL BEFORE THE FINAL SCHEDULED DAY**

Student attendance during the last few days of the school year is very important. During the last few days of school grades are being finalized, course and state level final testing is being administered, and check-out procedures for the year are being completed. If a student must check out of school before the last scheduled day, district policy requires the following procedures (Policy 2910).

3.1. Students must submit a written request from parents to the administration of the school three days prior to their leaving.

3.2. Students need to be cleared through the administration before they make arrangements with the teachers. At this time, they will receive a check-out sheet or written confirmation.

3.3. All paperwork and assignments which are completed on time will be accepted and graded with the student receiving the proper credit.

3.4. Tests and final exams are not to be given early.

3.5. The grade will be reduced by failing to be in attendance to take the final exam. (The grade will not be reduced because of the absence but will be reduced by the failure to complete the final exam.)

3.6. No student is to be given an INCOMPLETE grade the last term UNLESS the circumstances are so unique that it can be handled in no other way. This applies to all students, not just those who leave early.

# ACADEMICS POLICY

## COURSE REQUIREMENTS

The following course requirements are for CCMS. **Ninth-grade requirements count toward total requirements for graduation.** For a complete list of Washington County School District's graduation requirements, please contact the counseling office.

Course	8th Grade	9th Grade
Language Arts	1.0	1.0
Math	1.0	1.0
Science	1.0	1.0
Social Studies	1.0 (History)	0.5 or 1.0 (Geography or Honors Geography)
Physical Education	1.0	0.5
Computer Technology		0.5
Arts	0.5 (Art)	
Electives	2.5	3.5

## REQUIRED CLASS FEES

Fee	8 <sup>th</sup> Grade	9 <sup>th</sup> grade
<b>Student/Activity Fee</b>	<b>\$12.50</b>	<b>\$25.00</b>
<b>Textbook Fee</b>	<b>\$25.00</b>	<b>\$30.00</b>
<b>Science Lab Fee</b>	<b>\$10.00</b>	<b>\$10.00</b>
<b>Art Fee</b>	<b>\$12.00</b>	
<b>Writing Software Fee</b>		<b>\$6.50</b>
<b>Total</b>	<b>\$59.50</b>	<b>\$71.50</b>

## ELECTIVE CLASS FEES

Class	Fee
<b>Art Foundations I</b>	<b>\$12.00</b>
<b>Art Foundations II</b>	<b>\$12.00</b>
<b>Band</b>	<b>\$12.00</b>
<b>-Instrument Rental</b>	<b>\$75.00</b>
<b>-Percussion Rental</b>	<b>\$25.00</b>
<b>Int. Orchestra</b>	<b>\$12.00</b>
<b>-Instrument Rental</b>	<b>\$75.00</b>
<b>FACS</b>	<b>\$20.00</b>
<b>Foods &amp; Nutrition</b>	<b>\$15.00</b>
<b>Sports &amp; Outdoor Clothing</b>	<b>\$15.00</b>
<b>Intro to Construction</b>	<b>\$10.00</b>
<b>Exploring Tech</b>	<b>\$10.00</b>
<b>Engineering Tech</b>	<b>\$10.00</b>
<b>Foundations of Tech</b>	<b>\$15.00</b>
<b>Intro to Transportation</b>	<b>\$10.00</b>
<b>Intro to Communication</b>	<b>\$10.00</b>
<b>Biology Fee</b>	<b>\$20.00</b>

## COUNSELING

Counseling services are available to all students. The school counselors, a teacher, or any other member of the staff will be happy to help students with any problem that may arise. Students are welcome to come to the counseling office to talk with a counselor; however coming to the counseling office for things such as help with homework, to check grades, or to make schedule changes should not be done during class time. Arrangements to do such activities during class time must be made with the teacher and counselor before coming to the counseling office.

## CLASS CHANGES AND FEES

If a student needs a class schedule change, he or she may come to the counseling office at an appropriate time. He or she will be required to state a valid reason and obtain signatures from the teacher(s), a parent, and a counselor involved. A fee of \$10.00 will be required before the change will take place. **Students may not make changes to their schedule without parent permission.**

## HOMEROOM CLASSES

Homeroom classes serve a variety of purposes at Crimson Cliffs Middle School. School business is conducted and announcements are made during this time. Students should also use this time to complete assignments, make up tests, check grades with their homeroom teacher, or read if all their work is completed. It is expected that students will be prepared for homeroom each day with work to complete and/or a book to read. **Homeroom is also used for our academic interventions, so we highly discourage parents from checking out students from homeroom, if not for medical purposes such as doctor appointments.**

## LATE WORK

Students should make every effort to turn in work on time. Work that is turned in late without a valid excuse is subject to penalty as determined by the teacher. As a general rule, the midterm date will be considered a hard deadline for all missing work assigned before the midterm date.

## MEDIA CENTER

The media center is open before and after school for student use. When classes are in session, a student must have a pass from their teacher for that period to be admitted. **The media center is a place for reading and studying.** Students may check out up to three books at a time for a period of two weeks; however, some textbooks may be available for overnight checkout only. The fine for an overdue book is five cents per day.

## TEXTBOOKS

Textbooks are available in the media center to be checked out for student use at home. Normal book wear is expected during the school year. However, if students lose or abuse a textbook, they must pay to repair or replace the book. If a book is lost, the student will be asked to pay for a new book, regardless of the condition of the book that was lost.

## PHYSICAL EDUCATION

Each student enrolled in PE classes will be required to dress daily for PE. Students are required to wear appropriate attire as designated by the teachers. PE clothing is available for purchase at the finance office. No excuse for failing to dress is acceptable unless a written statement from a doctor, or parent/teacher conference, determine otherwise. If a student is not feeling well, he or she is to dress out in PE clothing and then discuss the problem with the teacher (limited participation may be given).

**PERSONAL ITEMS ARE TO BE KEPT IN A LOCKED LOCKER.** The student assumes responsibility for loss or damage to personal property. Lockers are considered property of the school and are subject to search by administration at any time. **The use of electronic devices such as cell phones and cameras is strictly prohibited in the locker rooms.**



# SCHOOL PROCEDURES

## SCHOOL BUS RULES

**Bus transportation is a privilege granted by the school district at considerable expense.** If a student misbehaves on the bus, the driver will file an official complaint. The student will be warned, be given an assigned seat, or have their bus transportation privilege suspended. The same rules concerning dress code and electronic devices apply on the bus. **Students are expected to follow their bus driver's instructions and treat their bus drivers with the same respect as their teachers.** Some specific rules for bus behavior are as follows:

1. Observe the same conduct as in the classroom.
2. Be courteous; use no profane or inappropriate language.
3. Keep the bus clean.
4. Stay in your seat.
5. Treat the bus with respect. No vandalism or graffiti on the bus.
6. Keep head, hands, and feet inside the bus.

## SCHOOL LUNCH

At lunch time students may purchase a hot lunch or bring their own lunch from home. Students should keep their lunch accounts current with a positive balance. Students may purchase only one school lunch each day. All food and beverages are to be consumed only in the **commons or in designated outside areas**. **\*Students are not allowed to eat breakfast or lunch in the hallways or stairways, in the locker areas, behind the school, or on the grass fields.** The following lunchroom rules should always be followed:

1. Clean up after yourself.
2. No crowding or cutting in line.
3. No throwing anything in the lunchroom.
4. No horseplay in the lunchroom.
5. No unauthorized entry to classroom halls during lunch.

**\*Students who willfully disobey these rules may be subject to disciplinary action such as lunch detention or suspension.**

## ILLNESSES – MEDICINE

If a student becomes ill at school, he or she should come to the office and, with the help of a staff member, contact his or her parents. It is the responsibility of parents to provide transportation for a student who is ill. If a student **MUST** take medication during the school day, it is to be brought to the office and consumed there as required by the prescription. Washington County School District requires two authorization forms to be signed by a student's parent and doctor in order for school personnel to assist in administering medication. These forms can be obtained at the front office. **Please note that the school is not allowed to give students any type of medication without proper preauthorization.**

## SCHOOL TELEPHONE

A student telephone is available for students to use at the attendance window in the front office. **A hall pass from a teacher is required whenever a student uses the phone during class time.** The office lines must be kept open for school business and, therefore, should not be used by students.

## LOCKERS

Each student will be issued a locker at the beginning of the school year. It is the responsibility of the student to see that the locker is always kept locked and in order. Lockers are the property of the school and may be inspected by administrators at any time. Students should not keep valuables or large amounts of money in their lockers, but should bring them to the office for safe storage. Damage to the locker due to stickers, jamming, and so on, is the financial responsibility of the student assigned to the locker.

**Do not give your locker combination out to anyone—not even your best friend!** Combinations cannot be changed during the year and best friends sometimes stop being friends at all.

## **HALL PASSES**

Hall passes are required anytime a student is out of class during a class period. Students must have their teacher's permission to use the hall pass. **Misuse of the hall pass will result in hall pass privileges being revoked by the classroom teacher or administration.**

## **LOST AND FOUND**

If personal items are lost, students may check with the office secretary to see if the items have been turned into the lost and found. The student must assume sole responsibility for loss or damage to any property left in the classroom or locker. The school will attempt to protect all properties, but it is **not** responsible for them. Items that are not necessary for the completion of class work or school activities should be left at home.

## **ANNOUNCEMENTS**

Announcements will be held during homeroom. Announcements should be turned in to the student council before homeroom each day. All announcements, posters, and flyers must be approved by the administration before being given to the student body or posted in the school. No announcements or posters concerning commercial ventures will be approved.

## **VISITORS**

Because of the interruptions to classroom activities and campus routine, **no student visitors will be allowed in the school.**

## **BALLOONS, FLOWERS, OR GIFTS**

Because of the disruption of balloons, flowers, and other gifts being delivered to the school, students will be informed that such items have arrived, but not allowed to take them to classes. The item will be kept in the office and may be picked up after school is dismissed.

## **YEARBOOKS**

Students wanting a yearbook should pay for the book before the yearbook order is placed. At the end of the year, extra books will be sold on a first come, first served basis. Students who have not pre-paid for a yearbook may not be able to purchase a book at the end of the year. Yearbooks will not be distributed early. If a student is absent on the day that yearbooks are distributed, he or she can pick up the book at a later date, or have the book mailed out to them. There will be a \$6.00 fee to have a yearbook mailed out.

# EXTRA-CURRICULAR ACTIVITIES

## STUDENT ID CARDS

A student ID card is the passport to the activity program in the middle school. It identifies a student as an “active” member of the student body. The card will be used to check out books from the library, as a bus pass, and can be scanned in the cafeteria as a means of paying for lunch. The card will also entitle ninth grade students to attend after-school activities sponsored by Crimson Cliffs High School. Lost student ID cards should be replaced. There will be a \$5.00 charge to replace lost student ID cards.

## ELIGIBILITY

Students who participate in interscholastic activities must be eligible according to the Utah High School Activities Association (UHSSA) guidelines. In brief, academic eligibility requires participating students to show proof that they have a 2.0 grade point average and no more than one failing grade in the previous quarter. A **No Grade (NG)** or **No Credit (NC)** is considered an *F* until the actual grade has been awarded.

Certain activities may set a more restrictive academic eligibility as determined by the coach or adviser. Parents and students in these activities will be notified of the additional eligibility standards prior to the beginning of the respective activity season. Participation in an extracurricular activity is a privilege offered to students who perform academically. **Good attendance at school is paramount; thus, a truancy (or ditch/sluff) renders a student ineligible for participation in the next school-sponsored activity. Game day attendance to all classes is mandatory. Students who miss class without prior administrative approval will be ineligible to play that day.**

## PAY TO PLAY FEE

Students participating in the following extracurricular activities are required to pay a pay-to-play fee: wrestling, football, basketball, softball, baseball, track, volleyball, soccer, tennis, golf, and swimming.

## INSURANCE

Student accident insurance is available through a private insurance company. Families may choose from several different policy plans. Students who want to participate in extra-curricular activities but do not have family insurance are encouraged to consider this insurance option. No insurance is provided for students participating in extra-curricular activities by the school. Information about this insurance will be sent home at the beginning of the school year and information forms are available at the school. The policy may be purchased at the first of the year. Any questions can be answered by contacting the office.

## SCHOOL-CHARTERED CLUBS

Students are encouraged to be involved in school sponsored activities and clubs. CCMS supports the addition of responsible, new clubs if the goals and objectives of the club are not in conflict with school board policy or local, state, and federal law. For students to charter a new club at Crimson Cliffs Middle School, they must meet the requirements as outlined in Washington County School District Policy 3640. Copies of this policy can be obtained from the front office or referenced on the WCSD website at the following address:  
<https://procedure.washk12.org/policy/3000/3640>

## ASSEMBLIES/DANCES

There will be no night dances sponsored by CCMS. There may be a variety of assembly programs presented during the year. During dances and assemblies, students should be courteous and display behavior that is appropriate for the dance or assembly.  
**Students who misbehave may be removed and may be denied the opportunity to attend other activities during the year.**

# DISTRICT POLICY

## SAFE SCHOOLS POLICY (Policy 2110)

- 2.1. Each student is expected to follow accepted rules of conduct.
  - 2.2. Each student is expected to show respect for other people and obey persons in authority at the school.
  - 2.3. When a student fails to meet these expectations, WCSD maintains the right to implement appropriate interventions.
  - 2.4. Participation in extracurricular activities is not a constitutionally protected right, and therefore, students who are denied participation in an extracurricular activity as a disciplinary measure are not entitled to due process. (UCA 53G-8-209(1))
  - 2.5. This Policy applies to students when students are in the classroom, on school grounds, in school vehicles, or at school-sponsored activities or events regardless of the location.
- 4.1. Alternatives to Suspension or Expulsion. It is the Policy of WCSD that administrators will make best efforts to impose alternatives to suspension and expulsion, such as restorative justice practices and other options as explained below, when a student engages in disruptive student behavior that does not warrant immediate removal from school. Non-habitual disruptive student behavior which does not warrant immediate removal from school includes:
    - acts of willful disobedience,
    - defiance of authority, or
    - behavior that did not result in actual or imminent harm to anyone or self-harm (immediate referral to parents) and did not involve sexual harassment or discrimination.
  - 4.1.1. A student who engages in disruptive student behavior shall meet with the school administrator, counselor, or other designee to attempt to resolve the student's behavior problem.
  - 4.1.2. Multi-tiered systems of support shall be implemented before suspending or expelling a student unless the student's behavior poses a risk of harm to himself or others.
    - 4.2.1. A student *may* be subject to a TDT, suspended, or expelled from the student's boundary school for any of the following reasons:
      - 4.2.1.1. When a school official determines that reasonable time is needed to establish, further verify, or document disruptive student behavior and the student's continued presence at the school creates a threat of harm to others. Note: A student may only be suspended (short-term) under this provision.
      - 4.2.1.2. Illegal behavior, frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior including the use of foul, profane, vulgar, or abusive language.
      - 4.2.1.3. Student participation in any form of criminal street gang activity as defined in Policy, on school property, or at any school-sponsored activity, or on school-provided transportation, and including: using, distributing, displaying, or selling of gang attire.
      - 4.2.1.4. Behavior or threatened behavior that 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, including hazing, bullying, emotionally demeaning or assaultive behavior, physical violence, physical or sexual harassment (improper touching or inappropriate exposure of body parts, etc.). Conduct described in this paragraph is subject to discipline if it occurs on any social media platform where the conduct creates a substantial and material disruption or is reasonably

foreseeable to create a substantial and material disruption at school. See WCSD Policy 2115 Non-Discrimination and Prevention of Harassment; Policy 3510 Bullying and Hazing.

4.2.1.5. Possession or use of pornographic material on school property, which includes nude or semi-nude images on personal electronic devices, sent or received by students (“sexting”).

4.2.1.6. Possession, control, or use of an alcoholic beverage as defined in Utah Code 32B-1-102.

4.2.1.7. Possession, control, or use of cigar, electronic cigarette, or tobacco. See WCSD Policy 1401 Tobacco-Free School Policy.

4.2.1.8. Willful destruction or defacing of school property; behavior which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.

4.2.1.8.1. If a school’s property has been lost or willfully cut, defaced or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student’s parent/guardian has paid for the damages or completes a program of work in lieu of payment.

4.2.2. A student *shall* be suspended, subject to a TDT, or expelled from school for any of the following reasons:

4.2.2.5. The commission of an act involving the use of force or threatened force which if committed by an adult would be a felony or class A misdemeanor.

4.2.2.6. Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;

4.2.2.7. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities;

4.2.2.8. The sale, control, or distribution of a drug; drug paraphernalia; imitation of a controlled substance or controlled substance as defined in Utah Code 58-37-2; 58-37b-2; 58-37a-3.

4.2.3. Long-term suspension and/or temporary disciplinary transfers shall be based on factors such as previous violations, severity of conduct, and other relevant educational concerns.

(You can access the complete policy at <https://procedure.washk12.org/policy/2000/2110>)

## **TECHNOLOGY ACCEPTABLE USE POLICY (Policy 3700-ABRIDGED)**

The information included below has been abridged to include only student responsible use information. The policy can be read in its entirety at the Washington County School District Website (Policy 3700).

### **COMPUTERS AND THE INTERNET**

#### **2.1. Computers and the Internet**

It is the policy of the Washington County School District to permit students to have computer and Internet access under approved regulations and guidelines, to include those listed in the *Children's Internet Protection Act*, State Law, and policies adopted by the Board of Education. In general, the user's responsibilities require responsible, decent, ethical, polite, efficient, and legal use of computer and network resources. Students must not access obscene,

pornographic, or material that is deemed to be harmful to minors. District and school personnel will instruct students on acceptable use of computers and Internet resources and proper network etiquette. All students are granted access to the Internet, but all access to the Internet through district resources is subject to the terms of the Technology Acceptable Use Agreement and District policy.

## 2.2. Interfering and electronic communication devices

While in some instances the possession and use of electronic communication devices or other devices or objects by a student at a school may be appropriate, often the possession and use of such devices or objects by students at school can have the effect of distracting, disrupting, and intimidating others in the school setting and leading to opportunities for academic dishonesty and other disruptions of the educational process. These devices include, but are not limited to, the following:

- Telephones
- Camera Telephone
- Cameras
- Radios
- Two-way radios
- Video broadcasting devices
- Pagers
- Lasers, laser pens, or pointers
- Portable music players such as CD players, MP3 players, or iPods
- Video games
- Other electronic equipment or devices

## 3.3. Privileges and Discipline

Internet use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator to deny, revoke, or suspend specific user access and/or user accounts.

Authorized District employees have the right to intercept or read a user's e-mail, to review any material, and to edit or remove any material which they believe may be unlawful, obscene, defamatory, abusive, or otherwise objectionable. If the District intends to impose any discipline upon a student other than revoking privileges for the remainder of the school year, the student will be afforded appropriate or adequate due process.

## 3.4 Privacy Information

Nothing is private on the District-owned network. If a user accesses a particular site on the Internet, it is likely that someone knows the connections that the user is making, knows about the computer the user is using and what the user looked at while on the system. Frequently these sites maintain records which can be subpoenaed to identify what the user has been viewing and downloading on the Internet. In addition, the District reserves the right to monitor whatever a user does on the network and to make sure the network functions properly. A user has no expectation of privacy as to his or her communications or the uses made of the Internet.

## 3.5. Network Etiquette and Instruction:

3.5.1. Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- be polite.
- do not be abusive in your messages to others.
- use appropriate language.

- do not swear, use vulgarities, or any other language inappropriate in a school setting.

### 3.9. Interfering and Communication Devices

Except as set forth below, a student may possess, but may not operate or engage, any interfering device during school hours or at school functions, unless specifically authorized in advance by the school personnel in charge of the class or activity.

**3.9.1. It is District policy that students and others in the District will not be subject to video or audio capture, recording or transmission of their words or images by any student at a school without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.**

**3.9.2. During any time when a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture, or record any communication, visual image, sound, text message or other information.**

3.9.3. Electronic communication devices and cameras must not be possessed, activated, or utilized at any time by any person, to include a student, teacher, staff employee, patron, or any other individual, in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower rooms, restrooms, and any other areas where students or others may change or be in any stage or degree of disrobing or changing clothes.

3.9.4. The principal or administrator of the school is hereby given authority to make determinations as to other specific locations and situations where possession of electronic communication devices and cameras is absolutely prohibited.

3.9.5. At no time may any electronic communication device or camera be utilized by any student in any way which gives the impression to others of being threatened, humiliated, harassed, embarrassed, or intimidated.

### 3.10. Sanctions Confiscation of Device

Any electronic device found on District property is subject to search and confiscation. Pornographic or indecent material will be reported for possible criminal prosecution in accordance with the UCA 76-10-1235 and/or other applicable District, state, and federal regulations. For each observed violation of this policy, it shall be the duty of the school teacher or administrator observing the violation to immediately confiscate the interfering device. Employee or patron violations will be immediately reported to the appropriate school or District administrator. Furthermore, the school or District may take additional disciplinary action as described in other District policies. The confiscated device shall be forwarded to the administrative office together with the name of the person from whom the device was confiscated. The school office should make arrangements to notify the parent/guardian of the student from whom the device was confiscated and arrange for the parent or guardian to pick up that device at the school office.

### 3.12. Student Disciplinary Actions:

3.12.1. Any use of an electronic communication device or camera to record sounds or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student has been involved in prior violations of this policy and/or other District Policies.

3.12.2. The use of any interfering device or any electronic communications device or camera to threaten, intimidate, or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty may result in an immediate suspension of not less than three days nor more than ten days.

3.12.3. The use of any interfering device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student, may result in an immediate suspension of not less than three days nor more than 10 days. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate. Authority: 53A-3-402(15) 53A-11-901 et seq. Utah Code Annotated

## DISTRICT FERPA NOTIFICATION

### Washington County School District IMPORTANT STUDENT AND PARENT RIGHTS FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are

- 1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following information may be disclosed without consent:

- a) Directory Information: The following information is designated as student Directory Information: Student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters.

Parents or eligible students will have **two weeks from the beginning of the school year or date a student enrolls** to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.

- b) **School Officials:** School officials with legitimate educational interests may also have access to records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



**c) Other Schools:** The School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Utah 53A-11-301 requires documentation of immunizations for school attendance.**

The Utah Department of Health maintains a voluntary, confidential record system to assist parents/guardians, health care providers, and schools in documenting your child's immunizations. This record system is called the Utah Statewide Immunization Information System (USIIS). Allowing your child's school to share your child's immunization history with USIIS will aid you, your child's health care provider, and the school to determine which immunizations your child has received, and which may still be needed. **If you do not wish to give permission for the school to your child's/legal dependent's immunization information with USIIS, please get an opt-out form from the school secretary.**

## **PREVENTION OF HARASSMENT**

### **Excerpts from WCSD Policy 2115**

#### 1. Purpose

The Washington County School District is dedicated to cultivating an educational environment in which all individuals are treated with respect and dignity.

#### 2. Policy

The Washington County School District promotes an atmosphere of trust, respect, and learning, free of bias, prejudice and harassment in all its educational programs, including academics, extracurricular activities and athletics. Each student has the right to learn in an atmosphere free from harassment, discrimination, or retaliation. These policies apply to all students and prohibit discriminatory conduct engaged in by students, staff members, administrators, or third parties. The Washington County School District will provide appropriate training to students, teachers, and staff regarding Policy expectations. Finally, the Board is resolute in its determination to enforce this Policy by investigating complaints and taking appropriate action when violations are identified.

##### 2.1. District Notice of Non-Discrimination:

In accordance with the Civil Rights Act of 1964, the Washington County School District does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Non-discrimination applies to student admission, treatment, and access to all District programs.

2.1.1. School handbooks and online resources addressed to students and parents must include the “District Notice of Non-Discrimination” statement. Publications include:

- Student registration material,
- Open enrollment flyers, school/district newspapers, and applicable newsletters.
- Brochures, catalogs, posters, and programs that promote or invite student participation in activities, clubs, CTE programs, etc.

2.1.2. Notice must be available in prominent languages, such as English and Spanish.

2.1.3. District and school administration must provide age appropriate guidance about this policy including the grievance procedures to students and employees.

2.2. Inquiries:

Students, parents, guardians, or citizens who have inquiries; are requesting accommodations; or are alleging violations regarding the non-discrimination policies; including Title II, Title VI, Title IX, and Section 504 this Policy or who are requesting accommodation should may contact the designated school representative and/or:

**Director of Student Services**

**Washington County School District**

**121 W Tabernacle St.**

**St. George, UT 84770**

**(435) 673-3553 Ext: 5164**

**Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)**

2.3. Definitions:

2.3.4. Harassment: A form of discrimination involving unwelcome conduct based on certain characteristics. Harassment does not have to include intent to harm; it may include subtle actions on the part of the perpetrator to put down the victim. Harassment may have multiple targets: it may be directed at an individual, or between persons of the same characteristic, or group. It may be student to student; staff to student; staff to staff; student to staff; or by third parties. Harassment may be verbal as well as nonverbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because characteristics protected by law. Harassment includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; ridicule or mockery; insults or put-downs; denigrating jokes; and written or graphic material that denigrates or shows hostility, aversion or demeaning pictures toward an individual or group of individuals. It may be circulated by e-mail, phone (including voice messages), text messages, social networking sites or other means.

2.3.5. Gender-based harassment is also a form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

2.3.7. Sexual harassment: Is unwelcome conduct of a sexual nature that has the effect of depriving victims of access to the educational opportunities or benefits provided by the school. (DAVIS v. MONROE COUNTY BD. OF ED., 526 U.S. 629 (1999). Quid pro quo sexual harassment occurs if a students or staff member directly or indirectly requires a student to submit to sexual conduct in order to participate in a program or activity, or if a faculty, staff, or student requires sexual conduct as the basis for an educational decision, such as a good grade, attending an event, or participating in a program. Sexual harassment includes sexual advances, requests for sexual favors, verbal or physical conduct, sexual violence and sexual exploitation, (including recording or distributing images of another person's intimate body parts).

2.3.8. Retaliation: unwanted conduct toward a person for reporting discrimination or harassment. Any unwelcome conduct, form of sanction or adverse treatment, including but not limited to intimidation, reprisal, or harassment of an individual for reporting discrimination or harassment; filing a complaint alleging a violation; participated in an investigation, hearing, or proceeding; or advocated for others' rights.

2.4. Reporting: Washington County School District encourages the prompt reporting of all perceived incidents of discrimination or harassment to the Director of Student Services, principal, or administrator/supervisor so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment and discrimination.

2.4.1. Victims: Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should report their concerns with their administration, the school principal, or Director of Student Services (contact information above).

2.4.2. Any teacher, counselor, administrator, bus driver, staff member, custodian, or any other employee receiving a report of harassment, discrimination, or retaliation; or who has reasonable cause to believe that a student may have been sexually or physically abused must report the incident to the school principal, designated administrator/supervisor, or Director of Student Services. Parents or other community members are also asked to promptly reports concerns.

2.4.3. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly.

### **3. Grievance Procedure**

The intent of the investigation process is to provide a prompt and equitable resolution of student complaints alleging any form of discrimination. A typical investigation may take 60 school days; however, timelines may vary depending on the complexity of the investigation and the severity and extent of the discrimination and/or harassment. This includes complaints filed by students against school employees, other students, or third parties.

3.1. Filing a Grievance: There are three major stages of the complaint process: (1) the school will conduct a full investigation of the complaint; (2) both parties receive a response regarding the outcome of the complaint; and (3) the parties may file an appeal, if applicable.

3.5. False Complaints: False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) by employees or students may be the subject of appropriate disciplinary action.

3.7. Training:

3.7.1. All new employees shall receive information about this policy at new employee orientation. All other employees shall be provided information on a regular basis regarding this policy and the District's commitment to a discrimination-free and harassment-free learning and working environment.

3.7.2. Administrative employees who have specific responsibilities for investigating and resolving complaints shall receive training on this policy and related legal developments. Principals in each school and program directors shall be responsible for informing students and staff of the terms of this policy, including the procedures established for investigation and resolution of complaints.

Additional information is available at <https://procedure.washk12.org/policy/2000/2115>

## **BULLYING AND HAZING (Policy 3510)**

The Washington County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. The School Board believes that all students, employees, or guests are entitled to a safe, equitable and harassment-free school experience. Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment as defined herein will be dealt with immediately and consistently.

It is essential that a comprehensive and uniform prevention curriculum be in place so that every school will acquire a foundation of prevention upon which to build a culture of safety and mutual respect. Such a culture is necessary for the creation of an effective learning environment.

3.1.1. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. A person is bullied or victimized when he/she is exposed repeatedly and over time to negative actions on the part of one or more persons. "Bullying" means intentionally or knowingly committing an act that:

3.1.1.1. endangers the physical, and/or emotional health or safety of a School District employee or student;

- involves any threat or brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; or
- involves threat or actual forced or involuntary consumption of any food, liquor, drug, or other substance; or
- involves other physical activity that endangers the physical health and safety of a School District employee or student; or
- involves physically obstructing a school district employee's or student's freedom to move; or
- involves verbal intimidation; or
- involves social bullying, sometimes referred to as relational bullying, such as: hurting someone's reputation or relationships, telling others to not be friends with someone, spreading rumors about someone, or embarrassing someone in public.

3.1.1.2. is done for the purpose of placing a School District employee/student in fear of physical harm, emotional harm, or harm to their property.

3.1.1.3. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

3.1.3. "Cyberbullying" means the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone for the purpose of placing a School District employee or student in fear of physical harm or harm to personal property.

3.1.2. "Hazing" means intentionally or knowingly committing an act that:

3.1.2.1. endangers the physical health or safety of a School District employee or student;

3.1.2.1.1. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;

3.1.2.1.2. involves forced or involuntary consumption of any food, liquor, drug, or other substance;

3.1.2.1.3. involves other physical activity that endangers the physical health and safety of a School District employee or student; or

3.1.2.1.4. involves physically obstructing a School District employee's or student's freedom to move; and

3.1.2.2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or

3.1.2.3. if the person committing the act against a School District employee or student knew that the School District employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

3.1.2.4. The conduct described above constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

3.1.4. "Retaliate" means an act or communication intended:

3.1.4.1. as retribution against a person for reporting bullying or hazing; or

3.1.4.2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.

3.3.1. No School District employee or student may engage in bullying or cyberbullying a School District employee or student;

3.3.1.1. on school property;

3.3.1.2. at a school related or sponsored event

3.3.1.3. on a school bus

3.3.1.4. at a school bus stop; or

3.3.1.5. while the School District employee or student is traveling to or from a location or event described above.

3.3.2. No School District employee or student may engage in hazing a School District employee or student at any time or in any location.

**Report violations anonymously or with contact information in one of the following ways:**

- Report the incident online at the following address:  
<https://psaddons.washk12.org/psscripts/bully/>
- Email [brooks.bergeson@washk12.org](mailto:brooks.bergeson@washk12.org) or [lacy.olmstead@washk12.org](mailto:lacy.olmstead@washk12.org) to report to the assistant principal.
- Email [heather.stout@washk12.org](mailto:heather.stout@washk12.org), [shannon.hatch@washk12.org](mailto:shannon.hatch@washk12.org), or [ali.thacker@washk12.org](mailto:ali.thacker@washk12.org) to report to a counselor.

3.5.1. Each reported complaint shall include: (1) name of complaining party; (2) name of offender (if known); (3) date and location of incident(s); (4) a statement describing the incident(s), including names of witnesses (if known).

3.5.2. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, or retaliation.

3.5.3. The District will act on student misconduct or violations of this policy following District Policy 2110 Safe Schools Policy.

# PPRA NOTICE

WASHINGTON COUNTY SCHOOL DISTRICT  
PPRA Notice and Consent/  
Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Washington County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

The Washington County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## CRIMINAL TRESPASSING POLICY (Policy 5220)

1. Purpose: The purpose of this policy is to provide local law enforcement the authority to enforce compliance with UCA code 53G-8-603 and 53G-8-604.

2. Policy:

2.1. Unauthorized use of Washington County School District property is prohibited.

2.2. It is the policy of the Washington County School Board that local law enforcement has the authority and will enforce all trespass and loitering laws on Washington County School District property.

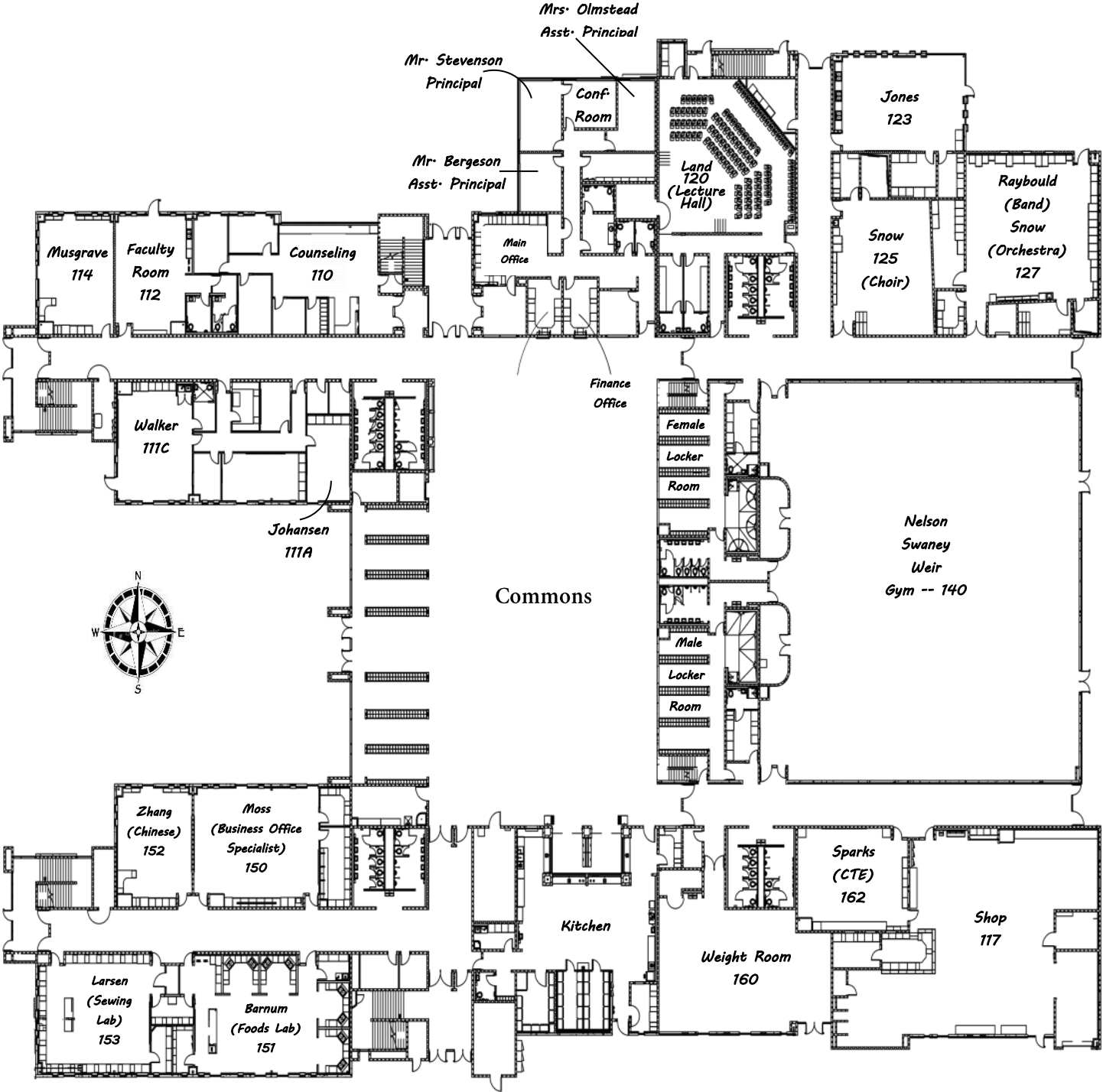
2.3. It is the policy of Washington County School District that all traffic and parking laws will be enforced by local law enforcement on Washington County School District property.

**2.4. It is the policy of Washington County School District that all persons and vehicles entering school property are subject to search.**

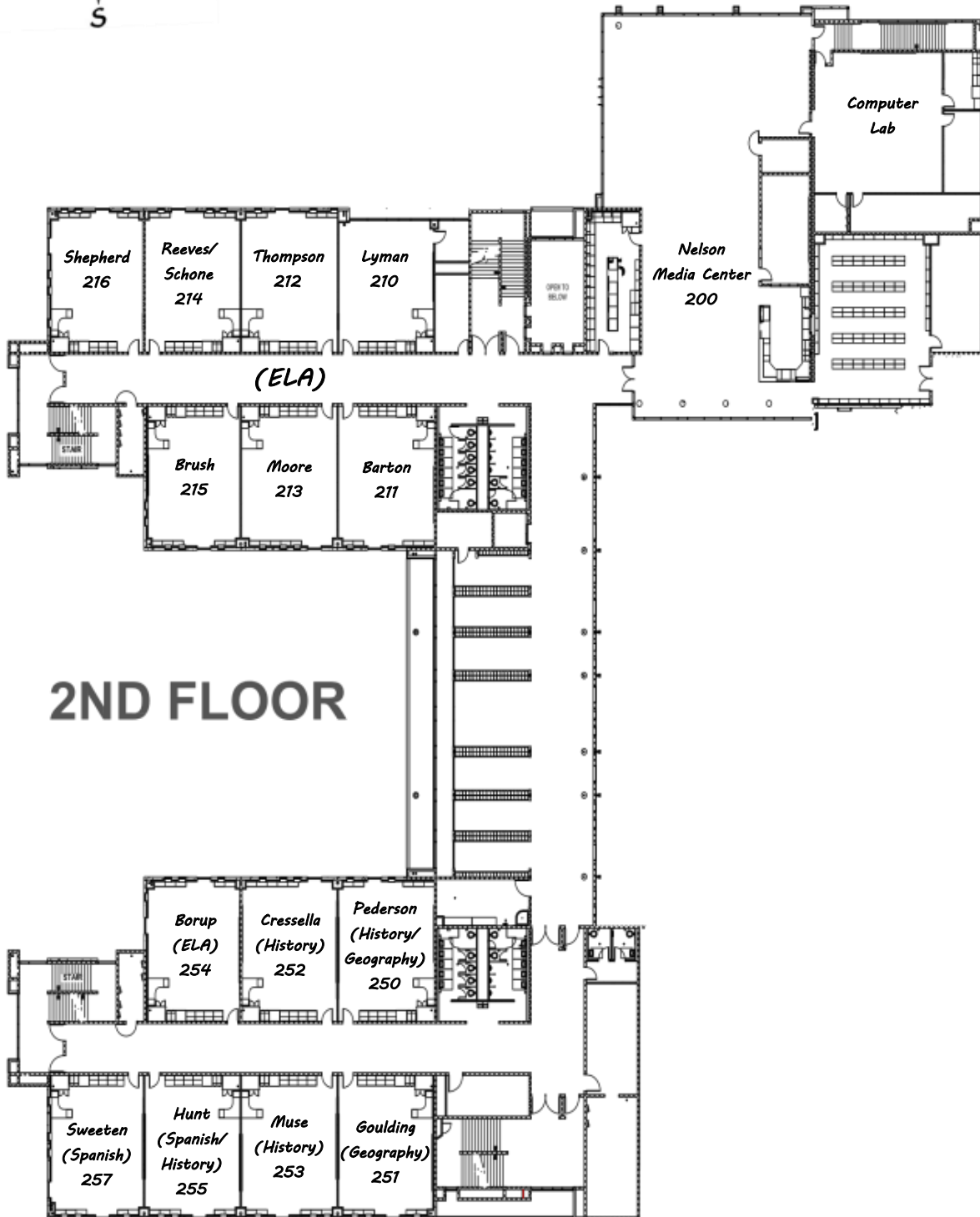
# SCHOOL YEAR CALENDAR

Aug. 12 (Th).....	School Begins
Aug. 17 (T).....	School Picture Day
<b>Sept. 6 (M).....</b>	<b>Labor Day (NO SCHOOL)</b>
Sept. 16 (Th).....	1 <sup>st</sup> Quarter Midterm
<b>Sept. 17 (F).....</b>	<b>Teacher Prep. Day (NO SCHOOL)</b>
Sept. 28 (T).....	Picture Retakes
Oct. 13 (W).....	End of 1 <sup>st</sup> Quarter
<b>Oct. 14-15 (Th – F) .....</b>	<b>Fall Break (NO SCHOOL)</b>
<b>Oct. 18 (M).....</b>	<b>Teacher Prep. Day (NO SCHOOL)</b>
Oct. 19 (T).....	Beginning of 2 <sup>nd</sup> Quarter
Nov. 3-4 (W–Th) .....	Parent / Teacher Conferences
Nov. 19 (F).....	2 <sup>nd</sup> Quarter Midterms
<b>Nov. 24 (W).....</b>	<b>SEOP Comp Day (NO SCHOOL)</b>
<b>Nov. 25-26 (Th – F) .....</b>	<b>Thanksgiving Vacation (NO SCHOOL)</b>
<b>Nov. 29 (M).....</b>	<b>Teacher Prep. Day (NO SCHOOL)</b>
Dec. 21 (T).....	End of 2 <sup>nd</sup> Quarter
<b>Dec. 22 – Jan. 4.....</b>	<b>Christmas Vacation (NO SCHOOL)</b>
<b>Jan. 5 (W).....</b>	<b>Teacher Prep Day (NO SCHOOL)</b>
Jan. 6 (Th).....	Beginning of 3 <sup>rd</sup> Quarter
<b>Jan. 17 (M).....</b>	<b>Martin Luther King Jr. Day (NO SCHOOL)</b>
Feb. 11 (F).....	3 <sup>rd</sup> Quarter Midterms
<b>Feb. 21 (M).....</b>	<b>Presidents Day (NO SCHOOL)</b>
Mar. 11 (F).....	End of 3 <sup>rd</sup> Quarter
<b>Mar. 14 – 18 (M – F) .....</b>	<b>Spring Vacation (NO SCHOOL)</b>
<b>Mar. 21 (M).....</b>	<b>Teacher Prep. Day (NO SCHOOL)</b>
Mar. 22 (T).....	Beginning of 4 <sup>th</sup> Quarter
<b>Apr. 15/18 (F/M).....</b>	<b>4<sup>th</sup> Quarter Break (NO SCHOOL)</b>
Apr. 16 (F).....	4 <sup>th</sup> Quarter Midterms
May 26 (Th).....	Last Day of School

# Crimson Cliffs Middle School – Main Floor







# 2ND FLOOR

