

# **Snow Canyon Middle School**



## **Student Handbook 2021 - 2022**

# Table of Contents

## General Information

[Mission and Action Statements](#)4

[Contact Information](#)5

[Administration](#)5

[Faculty](#)5

[School Day Schedules](#) 6

## Behavior and Citizenship

[Behavior and Discipline](#) 7

[Citizenship](#) 7

[Dress Code](#) 8

[Electronic Devices](#) 9

[Internet Use](#)9

[Substitute Teachers](#)9

[Public Displays of Affection](#)9

[Vandalism](#)9

[Skateboarding, Bicycling and Rollerblading](#)9

## Attendance Policy

School Hours.....10

[Checking In and Out of School](#)10

[Tardies](#) 10

[Educational Leave](#)10

[Withdrawing From School](#)10

[Leaving School Before the Final Scheduled Day](#)11

## Academics Policy

[Course Requirements and Class Fees](#)12-13

[Counseling](#)14

[Class Changes](#)14

[Homeroom](#)14

[Late Work](#)14

[Media Center](#)14

[Textbooks](#) 14

[Physical Education](#)14

## **School Procedures**

<a href="#">School Bus</a>	15
<a href="#">School Lunch</a>	15
<a href="#">Illnesses and Medicine</a>	15
<a href="#">School Telephone</a>	15
<a href="#">Lockers</a>	15
<a href="#">Hall Passes</a>	16
<a href="#">Lost and Found</a>	16
<a href="#">Announcements</a>	16
<a href="#">Visitors</a>	16
<a href="#">Deliveries</a>	16
<a href="#">Yearbooks</a>	16

## **Extra-Curricular Activities**

<a href="#">Student ID Cards</a>	17
<a href="#">Eligibility</a>	17
<a href="#">Insurance</a>	17
<a href="#">School Chartered Clubs</a>	17
<a href="#">Assemblies and Dances</a>	17

## **District Policy**

<a href="#">Safe Schools Policy</a>	18
<a href="#">Technology Acceptable Use Policy</a>	19-20
<a href="#">Ferpa Notification</a>	21
<a href="#">Prevention of Sexual Harassment</a>	22
<a href="#">Prevention of Bullying and Hazing</a>	23
<a href="#">PPRA Notice / Opt Out for Specific Activities</a>	24
<a href="#">Criminal Trespassing Policy</a>	24
<a href="#">Search and Seizure Policy</a>	24
<a href="#">Anti-Discrimination Policy</a>	24
<a href="#">Conducting an Administrative Investigation, Policy 1700</a>	25
School Calendar	26
Emergency Information	27
School Map	28

# GENERAL INFORMATION

## MISSION, PURPOSE, VISION, AND MOTTO

**The mission of Snow Canyon Middle School is ensuring our students acquire academic and social skills for life-long success.**

**OUR PURPOSE IS TO ENSURE HIGH LEVELS OF LEARNING FOR EVERY STUDENT.**

**OUR VISION IS FOR EVERY STUDENT TO HAVE EVERY OPPORTUNITY, EVERY DAY.**



**OUR MOTTO IS TOUCH GOLD THROUGH PRIDE, HONOR, AND ACHIEVEMENT!**

## CONTACT INFORMATION

**School Address:** 1215 N Lava Flow Dr.  
St. George Utah, 84770

**Phone Number:** 435-674-6474

**Fax Number:** 435-628-3289

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

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

## ADMINISTRATION AND STAFF

Brad Bench.....	Principal
Jeff Harrah.....	Assistant Principal
Brooke Neumann .....	Counselor
Ryan Stephens.....	Counselor
Jennifer Morgan.....	Counselor
Officer Layton.....	Resource Officer
April Anderson.....	Learning Coach
Ryan Stephens.....	Data Coach

Patricia Parry.....	Counseling Secretary
Stacey Craft.....	Attendance Secretary
Victoria Holman.....	Finance Secretary
Nate Romberger.....	Head Custodian
Jolyn Feller.....	Media Specialist
Heidi Ivy.....	Kitchen Manager
Jason Wilson.....	Tech Specialist

## DAILY BLOCK SCHEDULE

<b>Period 1</b>	<b>8:20 – 9:36</b>	<b>76 minutes</b>
<b>Period 2</b>	<b>9:40 – 10:58</b>	<b>78 minutes</b>
<b>8th Lunch</b>	<b>26 minutes</b> <b>10:58 – 11:24</b>	<b>9<sup>th</sup> Advisory</b> 32 minutes <b>11:02 – 11:34</b>
<b>Announcements 11:28-11:34</b>		<b>6 Minutes</b>
<b>8<sup>th</sup> Advisory</b>	<b>32 minutes</b> <b>11:28 – 12:00</b>	<b>9th Lunch</b> 26 minutes <b>11:34 – 12:00</b>
<b>Period 3</b>	<b>12:04 – 1:20</b>	<b>76 minutes</b>
<b>Period 4</b>	<b>1:24 – 2:40</b>	<b>76 minutes</b>

## FRIDAY MINIMUM SCHOOL DAY PLC SCHEDULE

<b>Period 1</b>	<b>8:20-9:11</b>	<b>51 minutes</b>
<b>Period 2</b>	<b>9:15 – 10:06</b>	<b>51 minutes</b>
<b>Homeroom</b>	<b>10:10-10:35</b>	<b>25 minutes</b>

<b>Period 3</b>	<b>10:39-11:30</b>	<b>51 minutes</b>
<b>Period 4</b>	<b>11:34-12:25</b>	<b>51 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 will be 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 that may include suspension, court referral, and/or an alternate educational plan. District policy may dictate a Temporary Disciplinary Transfer (TDT) under certain circumstances (See Safe School Policy on page 18 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, 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 etc).
14. Repeated violation of the dress code.
15. Gang related activities.

## **CITIZENSHIP POLICY**

A citizenship letter grade will be given at the end of the quarter in each class. The grades to be used are: (H) Honor, (S) Satisfactory, (N) Needs Improvement, (U) Unsatisfactory. Units of graduation credit are not based on citizenship grades, but citizenship grades may be used to determine eligibility to participate in school sponsored activities such as dances and assemblies. **Citizenship grades will also be used to determine eligibility to run for student office or participate on school sponsored athletic teams, performing groups or clubs.**

Citizenship grades are determined by the teacher based on student behavior and citizenship marks may change throughout each quarter due to changes in student behavior. The following policies for citizenship grades will be applied school wide.

- Student behavior that requires a student/teacher communication to correct will result in an “S” citizenship mark in the class.
- Student behavior that requires a parent/teacher communication (phone call or face to face meeting) to correct the behavior will result in an “N” citizenship mark in the class.
- Student behavior that requires administrative intervention to correct the behavior will result in a “U” citizenship mark in the class.



## **DRESS CODE POLICY**

### **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 a safe environment, 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:**

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:**

Dress and grooming standards:

- The attire (apparel) and grooming of all students should be neat, clean and safe.
- 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.
- 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.
- Clothes that are mutilated or immodest are not appropriate school wear. Dresses, shorts, skirts, shirts, and blouses should be modest in length (**below the thumb**) and not revealing. (Tank tops, tube tops, midriff shirts, and garments that reveal undergarments may be considered revealing).
- Hats are not to be worn in school buildings during regular school hours.
- Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.
- Footwear must be worn and should be safe and hygienic. Shoes, boots and sandals are considered suitable footwear.
- Clothing attachments or accessories which could be considered weapons are not allowed.
- 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.
- Students have the responsibility to avoid grooming that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process.
- Students must also avoid grooming that is offensive, represents a risk, or threatens student safety. (Extremes in body piercings, hair styles and hair colors may be considered a distraction or disruption).
- Gang behavior, apparel or grooming is not appropriate at school. (Reference Safe Schools Policy 2110)
- 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.

### **Consequences for violation of the Student Dress and Grooming Policy**

- 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.
- Students who dress or groom in a manner that demonstrates gang affiliation may be subject to suspension and/or expulsion.
- **Suspension** from school **may** occur **for continued disregard** for the Student Dress and Grooming Policy.
- Every school is to include the Student Dress and Grooming Policy in their student handbooks.
- School employees are held to the same dress and grooming standards as the students.

## **ELECTRONIC DEVICES**

Pagers, cell phones, portable music players, cameras, games and other electronic devices are not to be used at school during class unless authorized by the teacher in charges of the class. 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 from the office up by the student at the end of the school day.
- Second offense – the device(s) will be confiscated, parent or guardian will be called, and may have to 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, assigned digital citizenship modules and/or suspension.

### **REFER TO THE SCMS DIGITAL INTERVENTION PLAN**

The use of these devices is regulated under the *“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 23-24**).

## **INTERNET USE**

SCMS 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 and adhere to the SCMS Digital Response to Intervention Plan and the WCSD *“Acceptable Use Policy”*. Failure to follow the “Acceptable Use Policy” may result in the loss of computer privileges. There may also be disciplinary or legal action taken for illegal or inappropriate material being viewed or downloaded (**See abridged District “Technology Acceptable Use Policy” on pages 19-20**).

## **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 embrace, kiss, etc. Students who repeatedly engage in inappropriate displays of affection face possible administrative discipline.

## **VANDALISM**

Students must not mark on school furniture, walls, ceilings, floors or 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 ROLLER BLADES**

The use of skateboards, bicycles or roller blades 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 as a result of riding skateboards or roller blades on school property. SCMS has lockers for these outside and need to be locked and secured with your own lock. We are not responsible for any stolen or damaged items.

## ATTENDANCE POLICY

*Admission Washington County School District - Adopted 9-8-98; Revised 1-12-99; Revised 2-12-02; Revised 2-13-07; Revised 12-9-08; Revised 10-13-09; Revised 11-8-11; Revised 3-5-13; Revised 6-16-15; Revised 6-25-15*

### **1. Purpose & Philosophy:**

The Washington County School Board believes that student learning and achievement is directly related to attendance. WCSD strives to make every effort to be in compliance with state law as well as work proactively together with parents, community resources; including the Fifth District Court to encourage the regular attendance of all Washington County students. The District believes this to be in the best interest of the students and the community. The Board, together with Washington County Schools, is committed to work in harmony with parents/guardian and to assist them with their responsibility to have their children in attendance at school.

### **SCHOOL HOURS**

The school day at Snow Canyon Middle School begins at 8:20 a.m. and ends at 2:40 p.m. Students are requested to arrive no earlier than 7:50 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 STUDENTS OUT OF SCHOOL**

If you need check your student out of school early for the day, you or someone you designate in powerschool must be here in person WITH IDENTIFICATION. If they are not in powerschool as a contact, they CANNOT check your student out of school. If your student leaves without being checked out properly, they will be truant. This includes leaving campus for lunch. We are a closed campus.

### **TARDIES**

A student may be marked tardy if they are not in the classroom when the bell rings or in their seat when the bell to start class rings depending on the classroom rules. Tardiness is disruptive to the normal class routine and can be detrimental to a student's achievement and learning. Students should make every effort to be in class on time. Students who are persistently tardy to class will face disciplinary action. Students may be assigned to lunch academic intervention for excessive tardies.

If a student arrives more than five minutes late to school, they must report to the office immediately upon arrival. After signing in, they should then report to their regularly scheduled class.

### **EDUCATIONAL LEAVE**

If a student will be out of school for several days for a planned event or trip, they may request an "educational leave" absence. This can be done through the attendance secretary and must be completed **prior** to the planned absences. The student will be required to turn in all missed homework and keep a journal of what they experienced during the absence. The journal should be turned in to the attendance secretary when the student returns to school. The absences will be marked as educational leave after the journal has been submitted. **Educational leave may be used only once during the school year.**

### **WITHDRAWING FROM SCHOOL**

If it becomes necessary for a student to transfer to another school during the school year, the parent or guardian should notify SCMS 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.

### **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 checkout procedures for the year is being completed. If a student must check out of school before the last scheduled day, district policy requires the following procedures.

#### ***Washington County School Board Requirements:***

1. The student must submit a written request to the school administrator three days before leaving.
2. Students need to be cleared through the administration before they make arrangements with teachers. At this time, they will receive a checkout form and written confirmation.

3. All paperwork and assignments completed on time will be accepted and graded with the proper credit.
4. **Tests and final exams are not to be given early.**
5. No student is to be given an incomplete grade in the last term unless circumstances are so unique that it can be handled in no other way. This applies to all students, not just those who leave early.
6. Failing to be present to take the final exam will reduce the grade.

# ACADEMICS POLICY

## COURSE REQUIREMENTS

The following course requirements are for SCMS. 9<sup>th</sup> grade requirements count towards total requirements for graduation. For a complete list of Washington County School Districts graduation requirements please contact the counseling office.

Course	8 <sup>th</sup> Grade	9 <sup>th</sup> 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
Business Digital Literacy	0.5	
Electives	3.0	3.5

## MIDDLE SCHOOL FEES

## HIGH SCHOOL FEES

### NON-FEE WAIVERABLE FEES

- Academic Credit Recovery/Grade Improvement Per Quarter - \$50.00
- AP Test Fee - \$94.00
- Foreign Language Assessment Fee - \$20.00
- Foreign Student Application Fee - \$100.00
- Foreign Student Tuition Fee - \$7,700.00
- Late Library Book Fee Per Day - \$.05 (Not to exceed \$3.00)
- Lost Computer Fees - \$250.00
- Lost School Locks, ID Cards, Planners - \$5.00
- Lost Textbook Fee - \$125.00
- Online Payment Convenience Fee - \$1.50
- Returned Check Charge - \$20.00

SOLICITATION OF FUNDS PROHIBITED. All soliciting of funds from school children for purposes other than school activities and school projects is prohibited. Exceptions to this rule may be made by written permission from the superintendent.

FEE WAIVER ELIGIBILITY: <https://www.schools.utah.gov/schoolfees?mid=4340&tid=3>

Any questions on fees please contact the school

## **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, they may come to the counseling office at an appropriate time. They 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.

## **HOMEROOM CLASSES**

Homeroom classes serve a variety of purposes at Snow Canyon Middle School. School business is conducted, and announcements are made during this time. Students should also use this time to complete assignments, makeup tests, check grades with their homeroom teacher or read if all of 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. Grades and citizenship marks from homeroom will be considered when determining eligibility for extra-curricular activities.

## **LATE WORK**

Students should make every effort to turn in work on time. Work that is turned in late is subject to penalty as determined by the teacher. District policy is the midterm date will be considered a hard deadline for all missing work assigned before the midterm date. After the midterm date, the end of the quarter date will be the deadline for work assigned after 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 a student loses or abuses 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 P.E. classes will be required to dress daily for P.E. Students are required to wear appropriate attire as designated by the teachers. P.E. 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/she is to dress out in P.E. clothing and then discuss the problem with the teacher (Limited participation may be given.)

A locker and lock will be issued to each student to store their personal items during P.E. **PERSONAL ITEMS ARE TO BE KEPT IN A LOCKED LOCKER.** The student, not the school, assumes responsibility for loss or damage to personal property. P.E. 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

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 cafeteria or in designated outside areas. The following lunch room 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, they should come to the office and, with the help of a staff member, contact their 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 medications 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 kept locked and in order at all times. 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, etc., is the financial responsibility of the student assigned to the locker.

**Do not give your locker combination out to anyone---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.

## **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, they can pick up the book at a later date, or have the book mailed out to them. There will be a \$15.00 fee to have a yearbook mailed out.

## **ORDERING FOOD FROM AN OFF CAMPUS VENDOR**

There will be **NO** food ordered into the school unless it is prepaid. Students will **NOT** be removed from class to get or eat the food and the food will not be allowed to be taken to class.

# 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 Snow Canyon 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 must 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 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.

Note: (1) Students must pay for their own meal costs when they are scheduled to participate in away activities.

Note: (2) When a participation fee has been paid and lodging costs are incurred for “away” activities, the lodging cost will be provided by the school.

## 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. SCMS supports the addition of responsible, new clubs as long as the goals and objectives of the club are not in conflict with school board policy or local, state and federal law. In order for students to charter a new club at Snow Canyon 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:

[http://www4.washk12.org/district/district\\_policy/3000/3640\\_Student\\_Clubs.html](http://www4.washk12.org/district/district_policy/3000/3640_Student_Clubs.html)

## ASSEMBLIES/DANCES

There will be dances throughout the year. Sponsored by SCMS and SCMS PTSA. There will also 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. THE DRSSS CODE POLICY APPLIES TO ALL OF THESE.

# DISTRICT POLICY

## SAFE SCHOOLS POLICY(ABRIDGED)

(The complete policy 2110 Safe Schools Policy can be found at: <http://www.washk12.org/policy>)

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 that is safe, conducive to the learning process, and free from unnecessary disruption.

To foster such an environment the following policy has been adopted and is based on the following principles:

1. Each student is expected to follow accepted rules of conduct.
2. Each student is expected to show respect for other people and obey persons in authority at the school.
3. The policy applies to students while in the classroom, on school grounds, in school vehicles, and in school related activities or events.

Suspension is not to be understood as the deprivation of a right to learning, but as the temporary denial of social interaction through school contact and the removal of the person from the classroom setting because of real and present disruptive effect of his/her presence, or a reasonable assumption that his/her presence will be disruptive or a threat to the well-being or safety of himself/herself and/or other students or staff. Suspension may carry with it conditions which must be met to remove the suspension. Such conditions may be a joint responsibility of school personnel, the student and parents, or the sole responsibility of any one party. Suspension is for no more than 10 school days per incident.

Expulsion is defined as the removal from school for any period longer than 10 consecutive days but not more than one school year.

### **A STUDENT MAY BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:**

1. Frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior including the use of foul, profane, vulgar or abusive language.
2. Willful destruction or defacing of school property.
3. 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 bullying, emotional, physical or sexual harassment.
4. Possession or use of pornographic material on school property. (H.B. 100- 4-30-07)
5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code.
6. Possession, control, or use of tobacco.
7. Behavior that 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.
8. Because of identification and association with gangs, the following will not be permitted on school campuses or at school activities: bandannas or any articles of clothing bearing gang symbols, names, initials, insignias, or anything else that signals gang affiliation.
9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion from school.

### **A STUDENT SHALL BE SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:**

1. Any serious violation affecting another student or staff member, or any serious violation occurring during school hours, including lunch/break time, in a school building, in or on school property, or in conjunction with any school activity, including:
  - a. Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material under Section 53A-3-502;
  - b. The actual or threatened use of a look alike weapon with intent to intimidate another person or to disrupt normal school activities;
  - c. The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2;
  - d. The sale, control, or distribution of an imitation controlled substance as defined in Section 58-37b-2;
  - e. The sale, control, or distribution of drug paraphernalia as defined in Section 58-37a-3.
2. 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.
3. A student who commits a violation of Section 1A above involving a real or look alike, weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year, unless the Superintendent determines, on a case-by-case basis, that a lesser penalty would be more appropriate.
4. A student may be denied admission to school on the basis of having been expelled from that or any other school during the preceding 12 months. A suspension or expulsion under this policy is not subject to the age limitations under Subsection 53A-11-102(1)

## **TECHNOLOGY ACCEPTABLE USE POLICY (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**

It is the policy of the Washington County School District to permit students, patrons, 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 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 and 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 and the SCMS Digital Response to Intervention Plan

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.

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.

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

### **INTERFERING AND ELECTRONIC COMMUNICATION DEVICES**

This includes any device or object that may, if used or engaged, interfere with the educational process for either the student possessing or using the object or for other students. These devices are included, but are not limited to:

- Telephones
- Cameras
- Radios
- Video broadcasting devices
- Pagers
- Lasers, laser pens or laser pointers
- Portable music players such as CD players, MP3 players, or ipods
- Video games and gaming devices/consoles are prohibited at school
- Other electronic equipment or 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.

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.

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.

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.

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.

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.

### **STUDENT DISCIPLINARY ACTIONS**

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.

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.

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.

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 not more than 10 days. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate. **REFER TO THE SCMS DIGITAL INTERVENTION PLAN**

## WASHINGTON COUNTY SCHOOL DISTRICT IMPORTANT STUDENT AND PARENTS 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 D.C. 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 SEXUAL HARASSMENT**

### **Excerpts from WCSD Policy 2116**

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the harassment is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school and such harassment takes place in a context subject to the School District's control.

### **Student Complaint Procedures**

If a student believes he/she is subject to harassment, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the School District policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. Students are not required, however, to confront the person in this way.

The student has the right and **is encouraged** to report the problem immediately to the **principal, counselor, or assistant principal** at their school. Students should not feel embarrassed, intimidated, or reluctant to file a valid harassment report.

Any teacher, counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

Students or staff may request a District-level investigation by submitting the written complaint to the appropriate, Assistant Superintendent, Superintendent, or Human Resource Director.

The complainant and the accused have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Complainants also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Utah Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

### **Retaliation Prohibition**

Any act of reprisal against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

### **False Complaints:**

False, malicious, or frivolous complaints of harassment will result in corrective or disciplinary action taken against the accuser.

### **Training**

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.

**PREVENTION OF BULLYING AND HAZING** 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 will be dealt with immediately and consistently.

**"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. Therefore "Bullying" means intentionally or knowingly committing an act that endangers the physical, and/or emotional health or safety of a student, a school employee, or a school guest. Any act involving any of the following elements will be considered bullying: (1) physical brutality, (2) forced or involuntary consumption of any food, liquor, drug, or other substance, (3) coerced actions or activities of a sexual nature or with sexual connotations, (4) physically obstructing freedom of movement, (6) verbal intimidation, such as teasing and name calling, (7) non-verbal and emotional intimidation through gestures, social exclusion. 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.

**"Cyber-bullying"** is a form of bullying involving the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology.

**"Hazing"** is a form of bullying 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.

**No school employee, student, or guest, may engage in bullying, Hazing or cyber-bullying anyone else:** (1) on school property, (2) at a school related or sponsored event, (3) on a school bus, (4) at a school bus stop; or (5) while the school district employee or student is traveling to or from a location or event described above.

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

- Report the incident online at the following address:  
<http://psaddons.washk12.org/psscripts/bully/index.php?School=403>
- Call 674-6474 ext.3604 to leave message with the assistant principal
- Call 674-6474 ext. 3612 to leave a message with the counselor
- Call 674-6474 ext. 3605 to leave a message with the school resource officer
- Email [jeff.harrah@washk12.org](mailto:jeff.harrah@washk12.org) to report to the assistant principal
- Email [ryan.stephens@washk12.org](mailto:ryan.stephens@washk12.org) to report to the counselor

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. 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.**

**Consequences or penalties may include but are not limited to:**

- Student suspension or removal from a school-sponsored team or activity including school sponsored transportation.
- Student suspension or expulsion from school or lesser disciplinary action.
- Employee suspension or termination for cause or lesser disciplinary action.
- Employee reassignment.

**Discipline actions must also include, as appropriate:**

- Procedures for protecting the victim and other involved individual from being subjected to further bullying or retaliation for reporting the bullying or hazing.
- Prompt reporting to law enforcement of all acts that constitute suspected criminal activity.
- Prompt reporting to the Office of Civil Rights (OCR) of all acts that may be violations of civil rights.
- Procedures for providing due process rights under Section 53A-8-10



## **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**

Unauthorized use of district property is prohibited. 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. 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. It is the policy of Washington County School District that all persons and vehicles entering school property are subject to search.

## **SEARCH AND SEIZURE**

The following are subject to search and seizure on campus:

1. Students. All students are subject to search if reasonable cause exists to suspect imminent danger to the student or others or violates school or district policy.
2. Visitors and non-school persons. Per **WCSD Policy 5220**, any person **and their vehicle** on any school campus are subject to search at any time.
3. Lockers. Student lockers are school property and as such are subject to search at any time.

## **ANTI-DISCRIMINATION POLICY**

**<https://www.washk12.org/policywiki/index.php?page=2115-student-non-discrimination-and-prevention-of-harassment>**

It is the policy of the Washington County School District not to discriminate on the basis of sex, age, religion, race or national origin in educational programs and activities.

## **Conducting an Administrative Investigation, Policy 1700**

### ***1. Purpose:***

Essential to the administrative process is the ability to conduct a thorough and proper investigation.

### ***2. Policy:***

This policy should be followed when it becomes necessary to conduct an investigation for employee or student grievances, charges of discrimination, investigations of misconduct, and as necessary for other complaints or accusations. District Policies requiring proper investigation include but are not limited to 1450, 1710, 1720, 2110, and 2115.

# 2021-2022 SCHOOL YEAR CALENDAR

Aug. 9 (M).....	Back to School Night/Hotdog Hello/PTA Meeting
Aug. 12 (Th)	School Begins
Aug. 20 (F).....	Welcome Back Assembly
Aug. 27 (F).....	School Picture Day
Sept. 6 (M)	Labor Day (NO SCHOOL)
Sept. 13-18 (M-F)	1 <sup>st</sup> Quarter Midterms
Sept. 16(W).....	Parent Conferences (SEP's)
Sept. 17(F).....	Teacher prep day..NO SCHOOL
Oct. 1 (F).....	Picture Retakes/Panoramic Picture
Oct. 13 (W)	<b>End of 1<sup>st</sup> Quarter</b>
Oct. 14–15 (Th–F)	Fall Break (NO SCHOOL)
Oct. 18 (M).....	Teacher prep day..NO SCHOOL
Oct. 19 (T)	Beginning of 2 <sup>nd</sup> Quarter
Nov. 15-19 (M-F)	2 <sup>nd</sup> Quarter Midterms
Nov. 24 (W)	SEOP Comp Day (NO SCHOOL)
Nov. 25–26 (Th–F)	Thanksgiving Vacation (No School)
Nov. 29 (M).....	Teacher prep day..NO SCHOOL
Dec. 21 (T)	<b>End of 2<sup>nd</sup> Quarter</b>
Dec. 22–Jan. 5	.Christmas Vacation (NO SCHOOL)
Jan. 5 (W).....	Teacher prep day..NO SCHOOL
Jan. 6 (TH)	Beginning of 3 <sup>rd</sup> Quarter
Jan. 17 (M).	Martin Luther King Jr. Day (NO SCHOOL)
Feb. 7-11 (M-F)	3 <sup>rd</sup> Quarter Midterms
Feb. 3 (Th).....	Parent Conferences (SEP's)
Feb. 18 (F)	Teacher prep day..NO SCHOOL
Feb. 21 (M)	Minimum School Day
Mar. 11 (F)	<b>End of 3<sup>rd</sup> Quarter</b>
Mar. 14–18 (M–F)	Spring Vacation (NO SCHOOL)
Mar. 21 (M)	Teacher prep day..NO SCHOOL
Mar. 22 (T)	Beginning of 4 <sup>th</sup> Quarter
Apr. 11-14 (M-Th)	4 <sup>th</sup> Quarter Midterms
Apr. 15-18 (F-M).....	Spring Recess (No School)
May 25 (W).....	Minimum School Day
May 26 (Th).....	Last day of school: <b>End of 4<sup>th</sup> Quarter</b>

## Parent Communication

You may receive a **text, phone or email message** from the school informing you of an emergency at school.

Go to the district website for updates:  
[www.washk12.org](http://www.washk12.org).

We may also use media such as TV or radio to update you.

**Please do not call the school** as it may interrupt the emergency response and recovery efforts there.

Students will be instructed to **not** use cell phones other than to send you a quick text message.

## How will students be released?

### 1. QUICK RELEASE:

The emergency may warrant a **QUICK RELEASE** (such as power shut down at the school).

**Elementary and Intermediate** level students will need to be picked up by their parents. You may pick up your child from your child's teacher at the child's outside classroom door and/or other designated areas. Please follow signage.

**Middle school** students may be released on their own if they have prior approval to do so.

**High school** students may be released on their own, depending on the circumstances. There may, however, be instances in which a student may not be allowed to remove a vehicle from the parking lot.

### 2. CONTROLLED RELEASE:

The emergency may warrant a **CONTROLLED RELEASE** (such as school building has been damaged, crime scene).

Follow signs to a Check-in area.

Fill out a Parent Reunification card for each child & show photo ID.

You will be directed to a Reunification area where your child will be brought to you.

Please note that this **CONTROLLED RELEASE** may occur at a site other than the school.

*PLEASE NOTE: Busses will probably not be running their regular routes.*

# In an Emergency When you hear it. Do it.



**Lockout**



**Lockdown**



**Evacuate**



**Shelter**

## Lockout! Secure the Perimeter.

### Students

Return inside  
Business as usual

### Teachers

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
No one will be allowed in or out  
Do not pick up student until notified  
Bring Photo ID

## Lockdown! Locks, Lights, Out of Sight.

### Students

Move away from sight  
Maintain silence

### Teachers

Close your locked classroom doors  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
No one will be allowed in or out  
Do not pick up student until notified  
Bring photo ID

## Evacuate! (Directions to Follow.)

### Students

Leave your stuff behind  
Form a line  
Hand in hand as directed

### Teachers

Lead evacuation to location  
Take roll  
Notify if missing, extra or injured students

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
Do not pick up student until notified  
Bring photo ID

## Shelter! (Directions to Follow.)

### Students

Shelter types:  
1. For tornado  
2. For bomb  
3. For hazmat  
Shelter methods:  
1. Drop, cover and hold  
2. And seal the room  
3. In silence

### Teachers

Shelter type  
Shelter method  
Take roll

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
Do not pick up student until notified  
Bring photo ID



© Copyright 2009. All Rights Reserved. The "I Love U Guys" Foundation. (Society, CO. More info at <http://iLoveUguys.org>. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions.

## Everyday Safety- Checking In & Checking Students Out

All visitors are required to **sign in** at the front office of any school in Washington County School District.

**Photo ID** is required to pick up a student at any time other than the regular dismissal time.

Students will be checked-out only to those adults who have prior approval from parents.

Make sure the school has your contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.

N



