

# HANDBOOK



Opens Doors To:  
Love of Learning and  
Love of Life for All Students

## PHILOSOPHY & MISSION

*The mission of Adele C. Young Intermediate School is to ensure successful student learning and responsibility through quality instruction, community and parental involvement, in a positive and safe environment for all.*

Good schools are the result of the cooperative efforts of administrators, teachers, students, parents and community. Working together in an atmosphere of mutual trust and respect results in accomplishing that which is in the best interest of students.

**NOTE TO ALL PARENTS:  
ADELE C. YOUNG INTERMEDIATE IS AN ASBESTOS-FREE FACILITY**

# 2016-2017 ACYI Calendar & Themes

## AUGUST & SEPTEMBER – Attendance Awareness

August 29 .....	1 <sup>st</sup> Day of School
August 31 .....	Late Start – School Starts @ 9:00 a.m.
September 5.....	Labor Day/ <b>No School</b>
September 7.....	Late Start – School Starts @ 9:00 a.m.
September 14.....	Late Start – School Starts @ 9:00 a.m.
September 21.....	Late Start – School Starts @ 9:00 a.m.
September 28.....	Late Start – School Starts @ 9:00 a.m.

## OCTOBER – Preparedness & Bully Prevention

October 5 .....	Late Start – School Starts @ 9:00 a.m.
October 7 .....	1 <sup>st</sup> Trimester’s MID-TERM
October 12 .....	Late Start – School Starts @ 9:00a.m.
October 12 & 13.....	Parent/Teacher Conferences/3:30-7:00 PM
October 19 .....	Late Start – School Starts @ 9:00 a.m.
October 20 & 21.....	Fall Break/ <b>No School</b>
October 26 .....	Late Start – School Starts @ 9:00 a.m.

## NOVEMBER – Gratitude & Appreciation

November 2 .....	Late Start – School Starts @ 9:00 a.m.
November 9 .....	Late Start – School Starts @ 9:00 a.m.
November 16 .....	Late Start – School Starts @ 9:00 a.m.
November 22 .....	1 <sup>st</sup> Term Ends
November 23 .....	Teacher Preparation Day/ <b>No School</b>
November 24 & 25.....	Thanksgiving Break/ <b>No School</b>
November 28 .....	2 <sup>nd</sup> Term Begins
November 30 .....	Late Start – School Starts @ 9:00 a.m.

## DECEMBER – Care & Kindness

December 7.....	Late Start – School Starts @ 9:00 a.m.
December 14.....	Late Start – School Starts @ 9:00 a.m.
December 21.....	Late Start – School Starts @ 9:00 a.m.
December 23.....	Minimum Day – No Lunch
Dec. 26-30 .....	Christmas Break/ <b>No School</b>

## JANUARY – Tolerance & Respect

January 2 .....	New Year’s Observed/ <b>No School</b>
January 3.....	School Resumes
January 4.....	Late Start – School Starts @ 9:00 a.m.
January 11.....	Late Start – School Starts @ 9:00 a.m.
January 16.....	Dr. Martin Luther King Jr. Day/ <b>No School</b>
January 17 .....	2 <sup>nd</sup> Trimester’s MID-TERM
January 18.....	Late Start – School Starts @ 9:00 a.m.
January 25.....	Late Start – School Starts @ 9:00 a.m.
January 25.....	Parent/Teacher Conference/3:30-7:00 PM

## FEBRUARY – Skills & Talents

February 1 .....	Late Start – School Starts @ 9:00 a.m.
February 8 .....	Late Start – School Starts @ 9:00 a.m.
February 15 .....	Late Start – School Starts @ 9:00 a.m.
February 20 .....	President’s Day/ <b>No School</b>
February 22 .....	Late Start – School Starts @ 9:00 a.m.

## MARCH – Healthy Lifestyles

March 1 .....	Late Start – School Starts @ 9:00 a.m.
March 2 .....	2 <sup>nd</sup> Term Ends
March 3 .....	Teacher Preparation Day/ <b>No School</b>
March 6 .....	3 <sup>rd</sup> Term Begins
March 8 .....	Late Start – School Starts @ 9:00 a.m.
March 15 .....	Late Start – School Starts @ 9:00 a.m.
March 22 .....	Late Start – School Starts @ 9:00 a.m.
March 29 .....	Late Start – School Starts @ 9:00 a.m.

## APRIL – Job Shadow

April 5 .....	Late Start – School Starts @ 9:00 a.m.
April 6 - 7 .....	Spring Break/ <b>No School</b>
April 12 .....	Late Start – School Starts @ 9:00 a.m.
April 14 .....	3 <sup>rd</sup> Trimester’s MID-TERM
April 19 .....	Late Start – School Starts @ 9:00 a.m.
April 19 .....	Parent/Teacher Conference/3:30-7:00 PM
April 26 .....	Late Start – School Starts @ 9:00 a.m.

## MAY – Resilience & Transition

May 3 .....	Late Start – School Starts @ 9:00 a.m.
May 10 .....	Late Start – School Starts @ 9:00 a.m.
May 17 .....	Late Start – School Starts @ 9:00 a.m.
May 24 .....	Late Start – School Starts @ 9:00 a.m.
May 26 .....	School Ends – Minimum Day
May 29 .....	Memorial Day/ <b>No School</b>
May 30 .....	PTC Compensation Day/ <b>No School</b>
May 31 .....	PTC Compensation Day/ <b>No School</b>

# Find us on Facebook from the school website!

Dear Young Eagles,

Welcome to Adele C. Young Intermediate School, ACYI. We have an excellent staff, supportive parents and great students working together as a team to help each other be successful. We invite you to take full advantage of the many opportunities you will have. We've prepared this handbook to inform you of the privileges and responsibilities you will have as a student at Adele C. Young Intermediate. Get ready for a great year and remember our *mission "To ensure successful student learning and responsibility through quality instruction, community and parental involvement, in a positive and safe environment for all."*

Sincerely,

The staff at Adele C. Young Intermediate School

**ADELE C. YOUNG INTERMEDIATE SCHOOL**  
**830 Law Drive**  
**Brigham City, Utah 84302**  
**(435) 734-4940 FAX (435) 734-4950**

Corey Thompson ..... Principal  
Jeanne Andersen ..... Assistant Principal  
Marlo Mazeroski ..... Counselor A-J  
Lindsey Mattinson ..... Counselor K -Z  
Irlanda Stevens ..... Principal’s Secretary  
Teena Hupp ..... Receptionist  
April Rhodes ..... Attendance/Financial Secretary  
Angie Morgan ..... Registrar  
Karen Watson ..... Comprehensive Guidance Clerk

At Adele C. Young Intermediate School, we are committed to ensuring that each student has a successful experience. These statements were written by our staff and reflect our beliefs. We will always try to use these belief statements to govern our interactions with every student.

**Our mission is to ensure successful student learning and responsibility through quality instruction, community and parental involvement, in a positive and safe environment for all.**

## PHYSICAL

### **WE BELIEVE**

- Students should participate in physical activities that promote a better quality of life, good health and keen thinking.
- Learning is maximized when total physical response activities are included in classroom instruction.
- Students should be educated in the benefits of healthy eating and lifetime physical fitness.

## INTELLECTUAL

**WE BELIEVE** the following factors are essential for intellectual development:

- Personal accountability
- Parental involvement
- Quality teaching
- Mastery of basic skills
- Meaningful assessment
- Remediation and accommodation
- Happy healthy learning environment
- Integrated learning

## EMOTIONAL

### **WE BELIEVE**

- Students enter this school with unique emotional needs that should be met in a safe and secure environment.
- Students should learn effective conflict resolution and anger management skills.
- Students in 6<sup>th</sup> and 7<sup>th</sup> grade benefit from the implementation of appropriate middle level practices.
- Students should be given opportunity to develop individual talents so they may have an increased sense of worth, self-respect and self-purpose.
- Instruction is most effective in an atmosphere of respect and acceptance.
- Ongoing staff development about middle level practices is essential to meeting the diverse needs of 6<sup>th</sup> and 7<sup>th</sup> grade students.

## SOCIAL

### **WE BELIEVE**

- Social development is a crucial part of a student's education.
- Students should be grouped in a supportive environment where they can practice character and social skills.
- School should provide school-wide experiences that reinforce skills that promote problem solving, tolerance and respect.
- Students will be productive members of their community when given service learning opportunities.
- The faculty should model and teach the appreciation of diversity (cultural, religion, lifestyle).
- Adults play an important part in safety and security for all students.

## **KEYS TO SUCCESS**



Each student at Adele C. Young Intermediate School is very important to us. We want you to be happy at school and to learn all that you possibly can. We have identified five guidelines that will help us all be successful.

### **BE RESPONSIBLE**

All through your life, you must decide how you will act. Therefore, we expect you to do what is right whether anyone is watching you or not. This is called "being responsible." It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

### **ALWAYS TRY**

The best way to learn something new is to practice until you can do it. If you are unwilling to try, you cannot practice. When you first try to do something, it is often difficult, but if you keep trying, it gets easier and easier.

### **DO YOUR BEST**

When you do a job or an assignment, do your very best. While you are working on something, ask yourself, "Is this the best I can do?" If you give a job your best, you learn more and feel more confident than if you just slide by. If you make mistakes, but did your best, we can help you learn from your mistakes.

### **COOPERATE WITH OTHERS**

Cooperation includes being polite, treating people with respect, accepting differences between people, dealing with disagreements through mediation (Stop, Think, Plan), and encouraging others to do their best.

### **TREAT EVERYONE WITH DIGNITY AND RESPECT**

We work hard to make Adele C. Young Intermediate School a safe and supportive place to be. Any behavior that could hurt someone else will not be allowed. Examples of respecting property include caring for our school, equipment, the personal property of classmates and staff, and returning lost items to the lost and found.

The staff at ACYI School will help you achieve success at school. We will do this by helping you solve problems and protecting your right to learn.

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## Eagle Handbook

The following guidelines have been developed and reviewed by parents and staff. They are meant to help us know expectations and be successful in our school.

### EAGLE BEHAVIOR INITIATIVE

Students function more effectively when they feel respected and valued. They function poorly when they feel disrespected or marginalized. When students have a secure relationship with their teachers, they are more comfortable taking risks that enhance learning----tackling challenging tasks, persisting when they run into difficulty, or asking questions when they are confused.

- All staff will be looking for ways to positively reinforce appropriate behavior.
- Rewards will be given in the classroom as well as from the administration.
- Rewards will be verbal as well as tangible (prizes, certificates, etc.).
- SOAR cards are redeemable in the office for items in the SOAR STORE.
- SOAR cards will be placed in a bottle in the office for drawings for prizes at the end of each trimester.
- Each week **ten** names will be announced and congratulated for doing good things and earning a SOAR card. These names will be posted in our display board for a week.
- Positive pink slips will result in rewards from an administrator.
- NO TARDIES will be rewarded with treats.

### STUDENT OF THE MONTH

Teachers will recognize one student from their class per month for positive behavior, improvement, and achievement in the class subject.

### ATTENDANCE: Be In School: Miss School = Miss Out!

In an attempt to improve student performance and achievement, as well make the educational experience enjoyable and helpful, the teachers, administrators, and school board will be implementing several important changes regarding attendance during the 2016-17 school year. These changes will unify practices between schools and help students and families make the most of their time in school. These changes also bring our school practices in line with existing Utah State Code 53A-11-101 (Compulsory Education).

### Absences (Valid/Not Valid)

Box Elder School District will now be using the terms Valid and not Valid rather than excused and not excused.

- Valid excuse - *an illness* (medical and dental appointments), *a death in the family*, *an approved school activity*, *absences associated with 504 or IEP plans*, and *pre-arranged absences*.
- Not valid excuse - Any reason (other than valid reasons) a student does not attend a class period (secondary) or a complete school day (elementary).

### Tardies and Check-ins

Box Elder School District will now define tardies and check-ins differently than before.

- Elementary Schools
  - *Tardies*: Students arriving up to 15 minutes after the bell rings will be sent directly to class and marked tardy by the teacher.
  - *Check-ins*: Students arriving more than 16 minutes after the bell will be checked-in at the office and proceed to class with a call slip.
- Secondary Schools
  - *Tardies*: Students arriving to an individual class period up to 10 minutes after the tardy bell rings, or arriving late to school without a valid excuse.
  - *Check-ins*: Students arriving to school late with a valid excuse.

### Excessive Absences

Box Elder School District will identify students who are missing school without a valid excuse, and work with these students and families to improve attendance. Schools will use the following protocol to improve attendance:

- 5 Absences (no valid excuse)  
Schools will send a standard district letter regarding student absences.  
Schools may make additional phone calls or meetings with parents and students.
- 10 Absences (no valid excuse)

Schools will send a standard district letter regarding student absences.  
Schools will schedule a meeting with an administrator, parent/guardian, and students.  
Schools will develop an attendance contract with students and/or parent/guardian.

- 10+ Absences (with or without valid excuse)

Schools will send a standard district letter regarding student absences.  
Schools may schedule a meeting with an administrator, parent/parent, and students.

### **Breach of Contract/Failure to Meet with School Administrators**

In the event that an attendance contract is breached, or parent/guardians and student fail to attend a scheduled meeting with School Administrators; a court referral may be made, as well as a referral to the Division of Family and Child Services for educational neglect. It is never the intention of teachers, administrators, or school board of Box Elder School District to bring legal action against any family; it is our wish to work with ALL families and students.

08/16

**District Policy 5035 – Attendance** <http://www.besd.net/district/Board Policies/5000 Students/5035-Attendance Requirements Procedures.pdf> or See Appendix

### **TARDY POLICY:**

It is important for students to be on time to each class. When students are tardy, they miss instruction and disrupt other students and the teacher. It is each student’s responsibility to be in the classroom, seated at his or her desk, ready to begin to work when the bell rings. If not, the student will be marked tardy. Student attendance and punctuality will be tracked.

If students begin to develop a habit of being tardy to class, the following procedures will be followed:

<b><u>Number of Tardies</u></b>	<b><u>Procedure</u></b>
5 Tardies	Parents will be called and notified of their student’s tardies. They will be reminded of the procedures outlined here and be asked to help resolve the situation.
10 Tardies	The student may be assigned a lunch detention. Parents will be called and notified as outlined above. Student will be given a notice to take home and have parents sign. This notice must be returned to the school.
15 Tardies	After 10 tardies, students may be given one day lunch detention for each two additional tardies. ACYI will also look at using BAM time for student detention if viable. Parents will be called and a meeting be requested to discuss a resolution to the problem. A plan will be put in place for future problems.
20 tardies	Once the student gets to 20 tardies, the student may be assigned a day of In School Suspension (ISS). A notice will be sent home with the student, to be signed and returned to school.

If late to school, a student will report to the office for a tardy slip before he/she goes to class. Students who are late to school need to bring a note from their parents or have their parent call the attendance secretary, or the student will be marked tardy.

### **AUTOMATED NOTIFICATION SYSTEM:**

ACYI has an automated notification system, a service that will call parents and notify them of things happening at school: all absences and tardies, parent/teacher conferences, concerts, field trips, PTA events, etc. This technology will also send e-mails and text messages with the above information. We believe that this will dramatically improve communication between the school and parents.

## **CAMPUS HOURS FOR STUDENTS**

### **WHERE "TO BE, OR NOT TO BE"**

The building will be open for students when busses arrive. After that time students can meet with teachers and friends in the commons area and hallways. ACYI is a closed campus, and students need to remain on campus during the school day. If a student goes home for lunch, he/she will log in/out daily in the log binder located in the main office.

### **HANGIN' AROUND**

If students are involved in after school activities, they must be in an area with a supervisor. If students are not participating in an activity, they should not be here. **School is out at 3:00 p.m. and students should be on their way home by 3:10 p.m.** Students may not keep going in and out of the school, nor will they "hang out" on campus or across the street.

### **VISITORS**

Parents and other adults are always welcome to visit the school. All visitors need to report to the office on arrival to the building. It is helpful that parents make an appointment prior to their visit by calling the school at 734-4940. The only students allowed at ACYI are **Eagle students and high school aides.**

## **TRANSPORTATION TO AND FROM SCHOOL**

### **SCHOOL BUSESSES**

Students have the privilege of utilizing Box Elder School District's transportation services. Students are expected to behave the same way on the bus as at school. Drivers are carefully trained and do not need advice from "back seat drivers."

### **BICYCLE, SKATEBOARD, OR ROLLERBLADES**

Some students use a bicycle, scooters, skateboard, or rollerblades as a means of transportation to and from school. Students are welcome to ride a bicycle, skateboard, or to rollerblade on the public sidewalk, but may not use them on campus or in the school parking lot, cul-de-sacs or drop off zones. Students must take full responsibility for securing and locking their bicycles and scooters in the proper area, or placing skateboards in the storage closet or rollerblades in their locker. If students choose to ride a bicycle, skateboard, or rollerblade on the Adele C. Young Intermediate School Campus, they may be confiscated, and be released only to parents.

## **District Policy 2216 – Transportation**

See Appendix

### **ELECTRONIC DEVICES/PHONES**

The primary focus at Adele C. Young Intermediate School is to create a learning environment. Toys, radios, trading cards, cell phones, beepers, cameras, iPods, MP3 players, video games, etc... are all a distraction. These items may not be in view or in use from the first morning bell until the final bell to dismiss students for the day. If students do not follow this policy, the item(s) may be confiscated and only returned to the parent. ***Only teacher directed use of digital devices will be allowed.***

### **ACYI CELL PHONE POLICY**

1. While upholding the district policy part B #1, we are asking parents to restrict your child's possession of a cell phone during school. We have phones in the office and classroom that students may use when needed to contact home. We are happy to take messages for them to call you if you need us to. We believe it is counter-productive to their learning to have access to calling and texting friends during school hours. **IF BROUGHT TO SCHOOL, ELECTRONIC DEVICES MAY BE CONFISCATED DURING SCHOOL OPERATION HOURS. THIS MEANS NO PERSONAL CELL PHONE USE FROM the first morning bell until the final bell of the day.**
  - If cell phones are used on school property other than times listed above, and that use is deemed inappropriate by staff and administration, the phone may be confiscated.
2. Anytime a phone or other electronic device is confiscated, a parent must retrieve it.
3. If a device is confiscated a second time, parents will be expected to retrieve the device and ISS time may be assigned to the student.
4. If abuse of the privilege continues to be a problem, we will refer the matter to the BESD Administration for further review of our options as per district policy.

**Disclaimer:** ACYI is not responsible for lost, damaged or stolen personal items brought to school.

## **District Policy 5305 – Student Use of Electronic Devices**

See Appendix

### **Student Use of School Phones**



During school, students will use the school phone located in the main office for emergencies or illness. Students need to use the phone in the classroom where they are staying for after school activities, including but not

limited to: remediation sessions, after school clubs and any other school approved activity. Students should pre-arrange transportation from school for the activities mentioned above.

## **SAFE SCHOOL POLICIES**

### **SAFE SCHOOL**

It is important for our school to be safe. No individual(s) will be allowed to disrupt the educational process. Weapons are not allowed at school. Student behavior, dress, signing, or symbolism (graffiti) representing gang affiliation will not be tolerated.

Brigham City Police Dept. will assist ACYI in identifying gang affiliated symbols, clothing, etc...

### **District Policy #5005 – Safe Schools Policy**

See Appendix

### **District Policy #5006 - DISCIPLINE OF STUDENTS WITH DISABILITIES**

See Appendix

### **DRUG/ALCOHOL/TOBACCO FREE SCHOOL**

ACYI recognizes that the use, possession, distribution, or sale of tobacco, nicotine (including e-cigarettes, pipes, vaporizers and other non-medically prescribed nicotine products), alcohol, narcotics, and all other controlled or dangerous drugs and drug paraphernalia constitutes a hazard to students and is illegal according to Utah State Law (UCA 58-37-8 and 32B-4-409, 46-10-104, 73-10-105). Any student found to be under the influence, using or possessing these substances will be referred to the Brigham City Police Department.

### **District Policy 5290 - STUDENT DISCIPLINE – DRUGS/ALCOHOL/TOBACCO**

See Appendix

## **HELP & SUPPORT**

**Report Bullying Anonymously** - go to our school website and choose the link for <http://www.anonymoustips.com>

### **SCHOOL COUNSELORS**

The professional school counselors are licensed by the Utah State Office of Education and follow state and national standards. School Counselors are student advocates and someone you can turn to when you need help. School Counselors will listen and take your problem seriously and will work with you to find a good solution. School counselors are trained in helping students with a variety of needs, including things that impact your learning like bullying behavior, managing stress, dealing with anger and other moods to name a few. Counselors can also advise you on problems you may have with a teacher, communication difficulties or questions with grades. Counselors can advise you on taking the right classes to get into your preferred college and career.

### **HOW COUNSELORS MEET WITH STUDENTS**

School counselors meet with students individually and sometimes in a small group for a variety of reasons. Group meetings can help students who are dealing with similar issues, such as conflict, grief or divorce. In these group settings, students can share their feelings and learn coping skills. There are many benefits in participating in group meetings because it helps students who are going through similar things and offers additional support. Counselors often go into the classroom to teach classes on subjects that affect everyone, such as college and career readiness, friendship skills, prevention issues, study skills, and hygiene tips.

### **ARE COUNSELING MEETINGS PRIVATE?**

Yes, when you meet privately with a school counselor your conversation will be confidential; confidentiality will be maintained by counselors, however, it is also important for students to maintain that confidentiality for best privacy practice. Your friends and classmates don't need to know why you're seeing the counselor(s) unless you choose to tell them. In very rare cases, counselors are required by law to share that information if they think someone may be at risk of harming others, themselves or doing something illegal. Even in these rare cases, counselors will share that information only with the people who need to know. In a school setting, it is important to remember counselors are not therapists but are designed to meet with immediate needs of the student. Students requiring long-term supports will be referred to appropriate mental health professionals.

### **HOW DO I MAKE AN APPOINTMENT TO SEE A COUNSELOR?**

There are two counselors at ACYI. You have been assigned to a counselor alphabetically by the first letter of your last name.

If you need to visit with a counselor about something come in to the office and ask for the counseling secretary (also called the counseling clerk) or go directly into the counseling secretary's office. The counseling secretary will make an appointment for you to meet with your counselor. If you're unsure how to contact the counselor, ask your teacher, your parent, or one of the people who work in the school office.

### **P.C.C.R. (PLAN FOR COLLEGE AND CAREER READINESS)**

In the 7<sup>th</sup> grade students begin the planning process for college and career readiness. It is the first required annual meeting for all secondary students. Each student will have a meeting with a counselor to discuss information available to students and parents for financial planning, career exploration and student goals being the primary focus.

### **FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

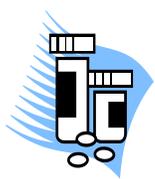
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **SICK ROOM/MEDICATIONS AT SCHOOL**



If a student becomes ill and needs to leave school, they will wait in the sick room located in the main office area of the school. ***Please be aware that the sick room is not intended for an all-day stay. Once parents are notified, students will need to be checked-out or return to class.***

All medications are stored in the office and must be accompanied by a note signed by a parent and physician. The original container and specific directions will be kept in the office. Students are responsible for remembering to take their medications.

### **LOST AND FOUND**

Lost and found for large items (coats, backpacks, etc...) is located in the media center. Lost and found for small items (keys, glasses, jewelry, etc...) is located in the main office.

### **STUDENT LEADERSHIP**

Student Leadership Positions at ACYI include Student Council, Peer Sports Advisors and Eagle Ambassadors/HOPE Squad. Applicants for these positions with the exception of HOPE Squad are required to submit an application.

Eagle Ambassadors, also known as the HOPE Squad are chosen each school year by their peers. They help with new student orientation, prevention, student support, school-wide activities and instruction.

### **BAM (Body, Attitude & Mind) TIME**

In education, “time” has always been the constant, and “learning”, the variable. With BAM time, ACYI is making learning the constant. We use BAM time to help students who need extra time and instruction to learn. This will be 30 minutes every day, time that a student can receive extra help from a teacher in a small group. Those students who do not need the extra help; will have the opportunity to interact with peers and faculty in a variety of positive activities.

### **FOOD SERVICE**

ACYI serves a healthy and nutritious breakfast and lunch to our students. Cost per lunch is **\$1.85** and per breakfast **\$1.25**. Breakfast is served at 7:30 a.m. on regular school days and at 8:30 on late-start Wednesdays. Menus can be viewed on the Box Elder School District website [www.besd.net](http://www.besd.net) (click on departments and then go to the child nutrition section).

Every effort needs to be made to keep lunch balances positive. Lunch money can be paid directly to the kitchen staff or payments can also be made on-line (go to [www.acyi.besd.net](http://www.acyi.besd.net) and click on the make lunch payment “link”). Payments can be made daily, weekly, monthly or yearly.

Free/Reduced Lunch must be applied for through the district office at [www.besd.net](http://www.besd.net).

Students will be issued a combination lunch, library and I.D. card during registration and must bring it to the lunchroom each day. If students lose it or damage it, a **\$3.00 replacement fee will be charged.**

### **LUNCHROOM BEHAVIOR**

Our cafeteria is a clean and friendly place to eat and students need to help keep it that way. Eating in the cafeteria is a privilege. Behavior in the lunchroom is expected to be similar to behavior in the classroom. Students who are unable to control their behavior in the cafeteria will eat lunch in a different location.

All food and drink must be consumed in the cafeteria. This helps with the cleanliness of our building. Students are responsible for cleaning up after themselves

### **LUNCHTIME BREAK**

After students finish eating, lunchtime is an opportunity to move around and get some exercise and socialize with other students. When the weather is good (an outside day), students are expected to go outside (there is limited space in the library). Students need to make sure to have a coat or jacket for cooler weather. On inside days, students may hang out in the commons, library or gymnasium.

Lunchtime recess behavior, on the playground, in the gym, library or commons, is expected to be similar to that in the classroom. Negative behavior at lunch will result in students spending lunchtime in an alternate location.

### **LOCKERS**



Lockers are the property of the school district and under certain circumstances may be inspected by school authorities. The following policies must be followed while using a locker at ACYI:

1. **Students will never tell their combination to another student.**
2. Students will use only the locker he or she is assigned.
3. Students will stay out of lockers assigned to other students. Being in another student’s locker is considered theft.
4. Students will not put stickers or other permanent items on the inside or outside of his or her locker.
5. Lockers may not be decorated (outside or inside) for birthdays or other events/occasions.
6. The fee to change a locker combination is **\$3.00**.
7. If a student damages a locker, he or she will be charged the cost of repairs.
8. Each student is responsible for any mistreatment of his or her locker. Fines will be administered for mistreatment or damages.
9. ACYI reserves the right to search lockers when/if needed.

### **DRESS CODE**

Students are expected to come to school well groomed and appropriately dressed. Parents are encouraged to make sure that their students are properly dressed, groomed and observe basic hygiene to protect the health, safety and modesty of the school. To avoid disrupting the education of all students, the following rules will be enforced:

- Tank tops, pajamas, see-through clothing, or abbreviated clothing (no midriffs or bare backs) are not allowed

- When wearing layers, if the outer layer is fully or partially see-through, the inner layers must follow all rules expressed in this dress code.
- Outer clothing must cover underwear.
- Shirts must have at least a short sleeve and cannot be cut low in the front, sides or back.
- The length of shorts, skirts, or dresses is expected to be no shorter than one knee-width above the knee **even if students are wearing leggings.**
- Jeans with holes above short or skirt length must have leggings underneath.
- Clothing identified by the school administration as “Gang Affiliated,” i.e., sagging pants, bandanas, clothing with monikers, dangling belts, chains, etc..., will not be allowed.
- Clothing may not be worn that, advertises mentions, refers to or alludes to drugs, tobacco, alcohol, sex, or pornography. This includes direct references and innuendo.
- Any clothing, jewelry, or other materials that illustrates crude, demeaning, gang affiliated, debased, crass, or violent behavior is not allowed.
- Hats will not be worn in the building at any time.
- Sunglasses are not worn in the building.
- Slippers are not to be worn to school.

This list is not intended to be all inclusive and will be adjusted as needed.

**Administrative Note:**

Dress codes are inherently subjective. Every effort will be made to be fair and consistent in their implementation. The administration reserves the right, however, to be the judge of what is educationally disruptive, profane, inappropriate, or a safety issue.

**DISCIPLINE/BEHAVIOR**

Students are expected to have self-discipline and manage their own behavior. At Adele C. Young Intermediate School, we expect courtesy, cooperation, friendliness, and an attitude of respect for people and property. In the event that students behave inappropriately, interventions will be put in place, first by teachers and if necessary, by administration. Parents will be notified in a timely manner by phone, email or written note. Interventions (consequences) may include lunchtime detention, in-school suspension, parent conferences, out-of-school suspension, short/long term suspension, or police/court referral. Consequences will depend on the nature and seriousness of the inappropriate behavior and the number of previous misbehaviors. School Suspension will cancel student participation in any school events on that day.

**BULLYING**

Bullying, Harassment, Cyber bullying, Hazing, Retaliation, Anonymous Reporting and False Reporting -

Bullying, cyber bullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by ACYI. We are committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

ACYI considers bullying to be aggressive behavior that is:

- a. Intentional
- b. One-Sided
- c. Repeated over time

**FALSE REPORTING**

No student may make a false allegation of bullying, harassing, cyber bullying, hazing, or retaliation against a school employee or student. False reports by students may be subject to disciplinary action.

**PROCEDURES FOR ANONYMOUS REPORTING**

1. ACYI implements the use of a “Buddy Box” anonymous reporting system. The “Buddy Box” is a steel, locked black box stationed outside of the media center/library entrance. This box is centrally located in the commons area of the building and is accessible to all students. A student can submit an anonymous written concern by placing it into the “Buddy Box”. “Buddy Box” forms are readily available by the “Buddy Box”, in the Counseling Center, and in each classroom throughout the building. This form is

designed to help guide students in providing specific helpful information but is not required in order to submit a concern to the “Buddy Box”. The “Buddy Box” is checked each week during school.

2. ACYI also has an anonymous online reporting system. Students may access the school website, choose the link for <http://www.anonymoustips.com> and complete the required information.

#### **NOTIFICATION:**

To the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, the school will notify a parent if the parent’s student threatens to commit suicide, or if the student is involved in an incident of bullying, cyber bullying, harassment, hazing, or retaliation. The school will keep a record that the parent was notified of the incident.

#### **BULLYING OFF CAMPUS:**

School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student’s educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation.

#### **PUBLIC DISPLAY OF AFFECTION, PDA**

PDA disrupts the educational process and is not allowed at ACYI. This includes, but is not limited to, holding hands, hugging, and kissing. It is considered a disruption of the educational environment and will be handled according to the discipline policy described above.

### **TECHNOLOGY/MEDIA**

#### **COMPUTERS/TECHNOLOGY**

At Adele C. Young Intermediate School, students will have access to state of the art technology. **Prior to using any computers or digital devices in the classrooms, media center, or labs, students will review the Box Elder School District Computer Use Policy with parents/guardian and return a signed copy. Students will not bring any personal devices from home to connect to a school computer.**

#### **District Policy #4177**

The District is not responsible for data loss. I have read this document and I agree to abide by the above terms and conditions. I understand that any computer down time and/or damage caused by me to computer equipment shall be my responsibility and I agree to pay the costs of associated repairs including labor and parts. I also understand that any violation of this policy may result in the loss of my computer use privileges, suspension or expulsion from school, and/or referral to law enforcement authorities for vandalism, criminal mischief, the collection of damages, or other legal recourse.

#### **COMPUTER USE - STUDENTS**

Box Elder School District is highly committed to providing students a quality educational experience in all areas of the curriculum, including information technology. Our investment in computer software and equipment is substantial. In order to protect this investment and provide the best education possible, all students using computers agree to the following conditions of use:

1. I recognize that the use of a computer, tablet or other electronic device is a privilege and agree to be respectful of this expensive equipment and not abuse or mistreat computers, software, peripherals, CD’s, network cabling, or other computer materials in any way.
2. I will not attempt to obtain or enter any passwords other than those provided for my own files.
3. I will not install/download nor use on school technology any software or programs which are not approved by the instructor including, but not limited to apps, games, chat rooms, etc.
4. I will not shut off any file servers, and will only shut off computers and/or any other equipment when told to do so by the instructor.
5. I will not adjust or change any controls unless told to do so by the instructor.
6. I understand that I am liable for the replacement costs of any computer equipment damaged by my neglect or willful disregard.
7. I will not bring or consume any food or drinks in any lab or classroom where computers are located.
8. I understand that the school is not responsible for viruses contracted on students’ personal computer equipment or data storage devices.
9. I will not transmit or receive any material in violation of law or district policy. This includes, but is not limited to: copyrighted materials; threatening or obscene materials; materials protected by trade secrets; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation,

racism, inappropriate language; use of product advertisement or political lobbying. I recognize that illegal or inappropriate activities, of any kind that do not conform to the rules, regulations and policies of the Box Elder School District, are forbidden.

10. I will not engage in any activity for profit on school equipment.
11. I will not bypass or attempt to bypass district internet filters.
12. I may access the district's WLAN (where it exists) with a personal computer device including smartphone, iPad, iPod, laptop, or tablet for educational purposes if sponsored by a teacher and in accordance with Policy 5305. Violation of any provision of this policy will result in a loss of that privilege.
13. Data storage is limited. Each individual user is responsible to copy and maintain his/her own data. The District is not responsible for data loss.

Students are expected to know and follow the thirteen rules listed above. **All students must return the signed agreement in order to have access to the computers at ACYI.** Any computer down time and/or damage caused by a student to computer equipment shall be the student's responsibility and the student will be assessed the costs of associated repairs, including labor and parts. Violations of the computer use policy will result in the loss of my computer use privileges, and may also include suspension or expulsion from school, referral to law enforcement authorities for vandalism, criminal mischief, the collection of damages, or other legal recourse.

#### **MEDIA CENTER**

The Media Center is the learning hub of the school. While students are there, they will be respectful of any equipment or books they may be using. Students are responsible for anything checked out in their name, even if an item is lent to another student and then lost. Ten cents per day late fee may be assessed. Lost or damaged books will need to be replaced by the student.

#### **LATE START (PLC DAYS):**

Late Start days are **weekly on Wednesday**. School will start at 9:00 a.m.

#### **GRADING POLICY**

Students will receive a formal report of their mastery of Utah State Core Standards and Objectives every 12 weeks (trimester). Parents can contact teachers with any questions regarding classroom performance and understanding of material taught. Teachers can print progress reports if requested to do so, but parents are encouraged to access the Parent Internet Viewer (PIV) online to check my scores regularly (go to the ACYI website <http://www.acyi.besd.net/> and click on the links to Pinnacle Grades and attendance). If parents need their student's password, call the office at 435-734-4940 to get help. Students have the opportunity to raise their proficiency level or be re-assessed on material for 2 weeks (ten school days) after the score has been posted on the Pinnacle online system. Prior to re-taking any assessment, teachers may require pre-requisite work be completed or missing work finished. Students need to arrange with their teacher to re-take or be re-assessed during class.

**All students and parents are encouraged to attend parent/teacher conferences held:**

- Wednesday & Thursday, October 12 & 13, 2016 from 3:30 – 7:00 PM
- Wednesday, January 25, 2017 from 3:30 – 7:00 PM
- Wednesday, April 19, 2017 from 3:30 – 7:00 PM

#### **STANDARDS BASED EDUCATION**

Adele C. Young Intermediate is following Box Elder School District's Teaching/Learning/ and Grading format of Standards Based Education. Standards Based Education consists of teaching the components of the Standards and Objectives set by the Utah State Office of Education as essential learning elements for each grade level. These state expectations consist of a 3 tiered hierarchy; the (1) standard with subsequent (2) objectives and (3) indicators. They define essential knowledge, understanding, and skills. Teaching and expectations of mastery are based on having clear, measurable standards for all students that measures students against the established standard instead of how well they perform compared to other students. Standards based education focuses on what students know and are able to do in each content area, rather than measuring the amount of work a student does. The focus of student learning is to obtain a deep level of understanding. Assignments are given that directly correlate with the standard and objective being learned. These assignments are the essential practice a student needs to complete in order to demonstrate knowledge on assessments. An assessment is a process to evaluate the amount of knowledge or ability a student possesses concerning a given topic or subject, and can occur in a variety of formats. Student work is measured against a rubric rather than assigned a percentage score. Rubrics help students understand what is expected, and identify the qualities of good and excellent work. A rubric is a scoring guide developed by teachers that consists of measurement tools that clearly articulate the learning goals for a given educational activity and assign a level of proficiency using the scaled scoring.

Exceeds Standard	4 - Demonstrating in-depth inferences and application or higher level thinking skills. * see Blooms Taxonomy section
Meets Standard	3 - Demonstrating mastery of the information and/or processes that were taught.
Approaching Standard	2 - Demonstrating understanding of the simpler details/process but major errors regarding the more complex ideas and processes.
Below Standard	1 - The student is not able to demonstrate basic understanding of the content being evaluated.
No Understanding	0- The student has not demonstrated any understanding, OR the student has not produced enough evidence to assess understanding.

A 4-point scoring guide encourages teachers to develop instruction that leads students to demonstrate deeper levels of thinking and understanding. Trimester reports will reflect the scaled scores of proficiency for each standard and objective that has been taught. This gives parents a guideline as to the level of understanding for each component of the learning process as aligned to the standards. Curriculum departments and individual teachers develop the rubrics and share the expectations with students and parents.

**LIFE SKILLS**

ACYI uses a set of Life Skills to help students learn to be successful in all areas of life. There are 4 categories of skills that are critical for success: (1) Participation, (2) Work Completion (3) Behavior (4) Working in Groups. These Life Skills will be reported with the levels of H, S, N & U. Successful Eagles know that these skills are important because they determine eligibility for school-wide activities, running for office, and pentathlon. Determination of eligibility for play auditions, pentathlon tryouts, student leadership applications, journalism, office aide, library aide, and peer tutors will hinge on LIFE SKILLS levels. To qualify for participation a student cannot have an “N” or “U” in any class currently or during the current school year.

*Specific criteria are as follows:*

*Note \* Overall/cumulative means the average of the 4 categories in each class*

Pentathlon	Students can have no more than one overall/cumulative level of N.
Student Leadership	Students must have an overall/cumulative level of S or above; plus meet academic standards in all classes at the level 3, meeting the standard, or above.

All students at ACYI are invited to participate in school wide sponsored activities. In the event there are evidences recorded in the office of misbehaviors of individual students at school, the administration reserves the right to revoke that privilege. Eligibility ratings will come from the last formal reporting at trimester end or a mid-term progress report whichever is closest to the event. **\*(The Administration reserves the right to exclude/override the eligibility for specific documented behaviors as recorded in the office.)**

**Appendix – District Policies**

**Policy 5035**

## Attendance Requirements / Procedures

- A. Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law (53A-11-101) directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process thus impairing a student's opportunity to learn.
- B. Special circumstances specified in the law allow the Board to excuse a student from attendance and exempt a parent from consequences listed in the law. (UCA 53A-11-102)
- C. Because of Box Elder School District's commitment to quality education, there is concern when a student misses school for any reason. In keeping with state law and to promote the educational goals of the school district, the following attendance requirements are established for all students.
1. It is the responsibility of all students to attend school and to be on time every school day. If a student is absent for any reason, it is the student's responsibility to follow the procedures outlined in the school attendance policy. Valid absences (excluding pre-arranged absences) and parent contact absences must be called in within one week of the absence.
  2. Students who are absent will be responsible to make up course work that can be made up. Teachers are required to give students an opportunity to make up course work missed. It is essential that teachers be precise in assigning work to be made up, as well as setting any time deadlines. Make up assignments should be as closely related to work missed as possible and should not exceed quantity of work assigned students during the time missed.
  3. When students must leave school for any reason, they shall follow the established procedures outlined by the school. If a student leaves their assigned area without formally checking out, the student will be considered truant.
    - a. Students who fail to follow school procedures for checking out of school during the day may be cited by the resource officer or school official for violation of the daytime curfew ordinance.
  4. For each student who is or should be enrolled within the school, the administrator, or designee, shall make efforts to resolve attendance problems. These efforts shall include:
    - a. A personal meeting with the student when he/she has missed ten days or any one class period ten times.
    - b. Maintain a record of school absences that distinguish between absences that are considered as having a "valid excuse" and those considered to be without a valid excuse or "truancy". Valid excuses include the following:
      - 1) Illness (including medical and/or dental appointments)
      - 2) Family death
      - 3) School activities
      - 4) Absence permitted by the provisions of an IEP
      - 5) Absence permitted by the provisions of a 504 plan
      - 6) Scheduled family event or scheduled visit to a health care provider if the parent/guardian submits a written statement/notification at least one day before the scheduled absence and if the student agrees to make up course work for the missed days according to school policy.
    - c. Issue a written notice of a compulsory education violation to a student's parent when the student has accumulated at least ten absences without a valid excuse during the school year. The notice of violation shall:
      - 1) direct the parent to meet with school authorities to discuss the student's attendance problems

- 2) instruct the parent that cooperation is required by state law
  - 3) designate who the parent is to meet with
  - 4) notify the parents that it is a class B misdemeanor to intentionally or recklessly fail to meet with school officials or fail to prevent the student from being absent without a valid excuse five or more times for the remainder of the school year
  - 5) be either delivered by certified mail or given to the parent personally
- d. A student who is at least twelve years of age and has been truant at least ten times during the school year may be classified as a "habitual truant" if the school's administration has made a reasonable, documented effort to resolve the attendance problems without success. A habitual truant citation may be issued and the student shall be referred to juvenile court.
- D. Each school shall develop attendance procedures appropriate to implement this Attendance Policy. Students requesting an appeal to the school attendance policy may follow the procedures outlined in Box Elder School District Policy 5350 Resolution of Student Complaints.

## **District Policy 2216 - Transportation**

### Transportation - Conduct on Buses

- A. The conduct of pupils being transported regularly, or to-and-from activities sponsored by the school, shall be the same as required while in attendance at school; all district policies for student behavior are applicable. Drivers are school officials and may take such measures as seem advisable to assure proper conduct including temporary suspension and permanent expulsion (as approved by the principal up to the length of the school year) from bus privileges. It is understood that all conduct expected of pupils applies to adults on the bus.
- B. Pupils must be on time. Students should be at their bus stop 3-5 minutes before the bus arrives. The bus will not wait for pupils who are tardy.
- C. Eligible pupils will load the bus or be unloaded from the bus at the stop and school to which he/she is regularly assigned. Written request by the parent or guardian to the bus driver and approval by the principal may allow pupils to enter or exit the bus at a different route stop. Pupils are not permitted to enter or exit the bus at a school to which they are not attending unless a parent/guardian is present.
- D. Pupils are never to stand in roadways while waiting for the bus; when loading or unloading from the bus and having to cross the roadway, the student must cross in front of the bus. While crossing the roadway to load or after unloading from a bus the student must do so with the aid of the flashing red signals activated by the driver, and a hand signal from the driver.
- E. Any objects brought onto the bus must be safely secured or conveniently carried by the student without causing discomfort or unreasonable annoyance to other passengers. Objects are not to block aisles, doors, steps or emergency exits. Objects that may pose a hazard or risk to the passengers or driver may be barred from coming onto the bus. Nothing should extend above the seat back. No object or item shall be thrown from the bus.
- F. There shall be no shouting, whistling, pushing, scuffling, inappropriate conduct, or unnecessary conversation with the driver. The use of alcohol, tobacco in any form, or any product containing nicotine, controlled substances (reference Board Policy 5290), obscene or profane language is also prohibited. Pupils may not take firearms, blowguns, knives, water pistols, flippers, lighters or any flammable material, or any other item that through its use may damage the bus, inflict injury on another person, or cause unnecessary disturbance. No pupil shall willfully attack or otherwise molest another student on the bus; harassment and/or bullying will not be tolerated. Policy 2216 Amended September 10, 2014 Page 2 of 2
- G. All pupils must be seated while the bus is in motion. Passengers may not arise from their seats to exit before the bus is stopped; nor may they load or unload while the bus is in motion. Passengers must not extend their arms, heads, or other parts of the body out of the windows of the bus. No food or drink may be consumed on the bus without permission of the bus driver.
- H. Pupils must not use the rear emergency door, except as directed by the driver.
- I. Any willful or negligent damage to the bus by any pupil must be paid for by that pupil or the pupil's parents/guardians. Students causing unnecessary litter will be responsible to clean up such litter.

- J. District transportation is available to children/students who are enrolled in the Box Elder School District and qualify for transportation as per the rules of the State of Utah and the Box Elder School District.
- K. The opportunity to utilize school/district provided transportation is a privilege extended to our students. Transportation is not a “right.” The privilege of using school/district provided transportation may be denied for cause. A student who is denied transportation does have the right to basic due process.
- L. The radio and audible music on the bus are privileges controlled by the driver. When either is allowed it must (a) not contain profane or vulgar language and/or lyrics, and (b) not be played at volumes distracting to the driver or other students.
- M. Bus drivers are under obligation to follow policies, procedures, and regulations of the Board and the State of Utah.

**District Policy 5305 – Student Use of Electronic Devices** <http://www.besd.net/district/Board Policies/5000 Students/5305-Student Use of Electronic Devices.pdf>

- A. The Board of Education recognizes that uncontrolled use of cellular telephones, pagers, devices containing cameras, and other electronic devices often disrupt student learning time, may contribute to cheating, and may also be used inappropriately to photograph and/or contact other students without their consent.
- B. The following will govern student use of cellular telephones and other electronic devices including, tablets, smart phones, iPods, and cameras:
  1. Students may possess these items while in school and at school activities.
  2. All devices will be turned off, not used, and be kept out of sight during class time unless allowed by the school and instructor.
  3. Policies governing student use of cellular telephones and other devices between class times, during class times, and during their lunch and/or recess periods will be determined at the school level.
  4. Cameras and other devices with photography capabilities will not be operated while a student is in a restroom, dressing room, or any other location where photography may be inappropriate.
  5. Any inappropriate use of cellular telephones or other devices or the use of these devices to threaten or harass other students or school employees will result in the immediate confiscation of the device.
  6. Cellular telephones and other devices that are confiscated for inappropriate use at school may be searched. The information stored in the device may only be used in disciplinary action for the original reason the device was confiscated.

**District Policy #5005 – Safe Schools Policy** <http://www.besd.net/district/Board Policies/5000 Students/5005-Safe Schools.pdf>

**Safe Schools**

A. The following definitions shall apply under this policy:

1. “Suspension” means removal of a student from the student’s regular classroom assignment for a definite period of time.
2. “In-School Suspension” means temporary reassignment, for a specific period of time, to a designated suspensions classroom within the school.
3. “Short-Term Suspension” means exclusion of the student from the school, school grounds, and school activities and functions for a specific period of time, which is equal to or less than 10 school days.
4. “Long-Term Suspension” means exclusion of the student from the school, school grounds, and school activities and functions for a specific period of time which is greater than 10 school days.
5. “Expulsion” means termination of the student’s status as a student enrolled in the school. Expulsion may be for an indefinite or fixed period of time.
6. “Involuntary Transfer” means reassignment of a student from one school, campus, or academic program, to a different school, campus, or academic program within the District. Involuntary transfer may be for an indefinite period of time or for a fixed period of time.
7. “Disruptive Behavior” means conduct which unreasonably interferes with the educational process or instruction of students in the classroom or elsewhere, including foul, profane, vulgar or abusive language.
8. “Weapon” means “dangerous weapon,” which includes any weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. It does not include a pocketknife with a blade or less than 2 ½ inches in length. “Weapon” includes any firearm, which means a pistol, revolver, shotgun, sawed-off shotgun, rifle or sawed-off rifle, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive.
9. “Unlawful Conduct” means any conduct by a student which violates any local, state, or federal law or regulation, or violates any District or school policy, or violates the legal rights of another person, and includes, but is not limited to, the following:

- a. Sexual harassment; Sexual harassment includes engaging in sexual harassment or fabricating charges of sexual harassment with intent to defame the character of another;
  - b. Burglary; burglary means breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students;
  - c. Larceny; larceny means the unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another;
  - d. Criminal mischief; criminal mischief means willful or malicious injury or damage in excess of \$200.00 to public property or to real or personal property belonging to another;
  - e. Battery; battery means the unlawful and intentional touching or striking of another person against his or her will;
  - f. Assault; assault means placing another person in fear or apprehension of harmful or offensive touching;
  - g. Gang-related activity; gang related activity includes but is limited to:
    - (1) Wearing, possessing, using or distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.
    - (2) Use of a name associated with or attributable to a gang.
    - (3) Designating "turf" or an area for gang activity or occupation.
  - h. Hazing; hazing is defined by the District's policy prohibiting hazing, and includes any activity that subjects another student to extreme embarrassment or inappropriate behavior.
  - i. Improper activation of school alarms or safety systems.
- B. Publication of Safe Schools Policy – A copy of this policy shall be given to each student in school upon enrollment in the school. Each student transferring to a school in the district who was not attending a school in the district just prior to the transfer shall receive a copy of this policy. When a copy of this policy is provided to a student, a copy shall also be provided to the student's parent or guardian. A copy of this policy shall be posted in a prominent place in each school in the district. Any significant change in this policy shall be posted in each school in the district.
- C. Conduct Warranting Discipline – A student may be disciplined for the conduct described below. The type of the discipline imposed will depend on the nature of the particular conduct.
1. Conduct which may warrant but does not require suspension or expulsion: A student may be disciplined for any of the following prohibited conduct when it occurs: (a) in a school building, or on or in proximity to school property, (b) in conjunction with any school sponsored activity, (c) in or on a school vehicle, (d) in the presence of or is directed at or against another student or a district employee, or (e) when it threatens harm or does harm to the school, school property, a person associated with the school; or property of a person associated with the school.
    - a. Any unlawful conduct, as that is defined above.
    - b. Frequent or flagrant willful disobedience or defiance of proper authority or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.
    - c. Willful destruction, defacing, or damaging of school property.
    - d. Behavior, or threatened behavior, which poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel or to the operation of the school.
    - e. Disruptive behavior, as that is defined above.
    - f. Possession, control or use of an alcoholic beverage on or in proximity to school property;
    - g. Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event.
    - h. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school sponsored event.
    - i. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing.
    - j. Inappropriate use of a pager, cellular phone or other electronic devices. Pagers, cellular phones or other electronic devices shall not be used in class or in any other way that disrupts the educational environment. Teachers and administrators may confiscate pagers, cellular phones or other electronic devices that are used inappropriately.
  2. Other District policies provide for specific procedures and penalties for conduct involving alcohol, drugs and tobacco. Those more specific procedures and penalties will be used when they apply.
  3. Conduct Which Requires Suspension or Expulsion – A student shall be suspended or expelled from school for participation in any of the following prohibited conduct when it occur (a) in a school building or on school property, (b) in or on a school

vehicle (c) in proximity to school property, (d) in proximity to and in conjunction with any school sponsored activity, or (e) in the presence of or is directed at or against another student or a district employee:

- a. The sale, control, delivery, transfer or distribution of a drug or controlled substance, as defined in Utah Code §58-37-2, an imitation controlled substance, as defined in Utah Code §58-37b-2, or drug paraphernalia as defined in Utah Code §58-37a-3;
  - b. Commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.
4. Conduct Which Required 1-year Expulsion – A student shall be expelled from school for not less than one year, subject to the 45-day review process for mandatory year expulsions set forth below, if the student commits one of the following violations:
- a. Possession, control or actual or threatened use of a real weapon, explosive, or flammable device or material.
  - b. The actual or threatened use of a look-alike or pretend weapon with intent to intimidate another person or to disrupt normal school activities.
5. Discipline Rules for Students with Disabilities – Federal and state law impose particular requirements regarding discipline of students identified as having a disability. Discipline of such students must comport with the requirements set forth in Policy 5006 – Safe Schools – Discipline of Students with Disabilities.
- D. Remedial Measures and Disciplinary Sanctions – Following a determination that a student has committed a violation, the student may be subject to one of the following remedial measures or disciplinary sanctions, as is determined to be appropriate for the violation or as is required by the terms of this policy or other District policies.
1. Remedial Measures
    - a. Continued school attendance subject to the terms of a remedial discipline plan prepared to correct the violation. This remedial measure is available only when the violation is for willful disobedience; defiance of authority or disruptive behavior when such conduct is not of such a violent or extreme nature that immediate removal from school is required.
    - b. Continued school and class attendance accompanied by the student’s parent or guardian for a designated period of time. This remedial measure is available only with the consent of the student’s teacher or teachers and the agreement of the student’s parent or guardian. The parent or guardian must agree to attend all of the student’s classes for each day of the suspension. If the parent or guardian fails to attend class with the student, the student shall then be subject to suspension or other discipline in accordance with this policy.
    - c. In-school suspension. Attendance in a designated in-school suspension program. Students shall be instructed in the essential elements of the courses in which they are enrolled at the time of removal.
    - d. Home-based instruction. Instruction at home, provided that combined days of suspension and assignment to home-based instruction shall not exceed six school days in a semester.
    - e. Voluntary transfer. Voluntary transfer to another school, campus, community-based alternative school or other special program within the District, subject to the admission criteria of such alternative programs.
  2. Disciplinary Sanctions
    - a. Detention. (Detention after school is only available for students in grades K through 6, pursuant to the District’s detention policy.)
    - b. Suspension.
    - c. Involuntary transfer. Involuntary transfer to another school, campus, community-based alternative school or other special program within the District.
    - d. Expulsion.
- E. Authority to Impose Discipline
1. The Board of Education hereby delegates to each school principal within the District the authority to suspend a student in the principal’s school for up to 10 school days, in accordance with this policy.
  2. The Board of Education hereby delegates to the superintendent the authority to suspend a student for up to 1 school year.
  3. The Board of Education has the authority to expel a student for a fixed or indefinite period.

F. Procedure for Imposing Discipline – Remedial measures or disciplinary sanctions may be imposed on a student only after it has been determined, following appropriate due process, that the student has committed a violation. The nature of the due process required depends in part on the magnitude of the penalty to be imposed.

#### 1. Short Term Suspension

- a. Informal due process hearing. A school principal may suspend a student for up to 10 school days for a violation. Prior to imposing such a suspension, the school principal shall meet with the student, if possible, to discuss the incident(s) and to provide the student an opportunity to respond. The principal shall then determine whether a violation has occurred and whether suspension or other discipline is appropriate. In appropriate cases, the principal shall consider and offer the student alternatives to suspension, including in-school suspension and parental attendance with the student (where appropriate consent from teachers is obtained).
- b. Short-term suspension pending the due process hearing. If the school principal makes an initial determination that the violation warrants long-term suspension or expulsion, the school principal may recommend those sanctions and may impose a short-term suspension pending a hearing on whether those sanctions should be imposed.
- c. Departure from school grounds. A suspended student shall immediately leave the school building and grounds following a determination by the school of the best way to transfer custody of the student to the parent or guardian or other person authorized by the parent or applicable law to accept custody of the student.
- d. Notice of short-term suspension. If a short-term suspension is imposed, the principal or assistant principal shall immediately provide notice to the student's parent or guardian. Notice shall, if possible, be given by telephone. If reasonable efforts to contact the parent or guardian by telephone are unsuccessful, then written notice shall be sent to the parent or guardian. The notice, whether verbal or written, shall include the following:
  - (1) That the student has been suspended.
  - (2) The grounds for the suspension.
  - (3) The period of time for which the student is suspended.
  - (4) The date, time and place for the parent or guardian and student to meet with the principal or assistant principal to review the suspension. This meeting shall be scheduled to occur as soon as is practicable, but in all cases prior to the end of the tenth day of the suspension.
- e. Notice of recommended expulsion or long-term suspension. If the principal or assistant principal has recommended that the superintendent Amended June 16, 2004 Page 6 of 8 expel the student or suspend the student for a period longer than ten days, the fact shall be included in the notice to the parent or guardian.
- f. Meeting to review suspension. At this meeting, the principal or assistant principal shall review with the parent or guardian and student the charges and evidence against the student, and shall provide the student with an opportunity to respond. During this meeting, the principal or assistant principal may determine whether the suspension previously imposed should be maintained, whether an alternative remedial measure, or whether the suspension should be terminated. The principal or assistant principal should also discuss with the parents a plan to avoid recurrence of the problem.

#### 2. Long-Term Suspension or Expulsion

- a. Due process hearing. If the principal or assistant principal recommends long-term suspension or expulsion, he or she shall notify the superintendent of that recommendation. The superintendent shall then schedule a hearing to be held with the student's parent or guardian, the student, and the superintendent or the superintendent's designee. The hearing shall be scheduled to take place prior to the tenth day of the student's suspension where possible.
- b. Notice of hearing. The superintendent shall provide written notice of the date, time and place of the hearing to the student and his or her parent or guardian. The notice shall include a statement of the charges against the student, that a recommendation has been made for suspension for more than 10 days or for expulsion and the period of time for which suspension or expulsion has been recommended.
- c. Conduct of hearing. The superintendent or the superintendent's designee shall preside at and conduct the hearing at the appointed time and place. The district and the student may each be represented by a person of their choice. Each side may present testimony of witnesses or other evidence, may cross-examine witnesses and may make legal arguments relevant to the issues.
- d. Decision. At the conclusion of the hearing, the superintendent or designee shall make a final determination of the matter, and shall state his or her determination to those attending the hearing. The determination shall then be placed in writing and mailed to the student and his or her parent or guardian. Upon a finding that the student has engaged in conduct warranting discipline, the superintendent may determine what discipline or remedial measures are appropriate for the conduct. If the superintendent determines that the appropriate sanction is expulsion, then that sanction must be authorized by the Board of Education as set out below. Apart from expulsion, the superintendent may

impose any of the available remedial measures or sanctions as are found to be appropriate. In determining the appropriate sanction, the superintendent shall consider whether alternatives to suspension are appropriate or available.

- e. Appeal. A student may appeal the determination of the superintendent to the Board of Education by filing a written notice of appeal with the superintendent within ten days of the date the decision of the superintendent is mailed to the student. No further hearing will be held. The Board will review the evidence submitted to the superintendent and the written determination of the superintendent. The Board may affirm the superintendent's decision or modify the superintendent's decision. The Board's written decision will be issued within thirty days of receipt of the student's written notice of appeal.
- f. Board evaluation of expulsion recommendation. If the superintendent recommends expulsion for an indefinite or definite period of time, then the superintendent will transmit that recommendation to the Board of Education along with the record of evidence submitted to the superintendent. The Board may review the recommendation based on this record or may at its sole discretion accept further evidence. Following its review, the Board may accept, modify, or reject the recommendation, or impose other disciplinary sanction. This decision is final.
- g. 45-day review of mandatory one-year expulsion. Where a student has been expelled for one year because of a violation involving a weapon, explosive, or flammable material, a hearing shall be held within 45 days of the imposition of the expulsion. This hearing shall be held before the superintendent or the superintendent's designee, and shall be attended by the student and parent or guardian of the student. At this hearing, the superintendent shall determine.
  - (1) What conditions must be met by the student and the student's parent or guardian for the student to return to school.
  - (2) Whether the student should be placed on probation in a regular or alternative school setting, and if so what conditions must be met by the student to assure the safety of students and staff at the school the student is placed in.
  - (3) If it would be in the best interest of both the school district and the student to modify the expulsion term to less than a year, giving highest priority to providing a safe school environment for all students.

If the superintendent or his or her designee determines that the student should return to school prior to the expiration of the one-year expulsion term conditioned on compliance with the conditions established by the superintendent, then the superintendent shall submit that recommendation to the Board of Education. If the Board of Education approves the return, the student may return to school pursuant to the conditions established.

#### G. Education of Students Subject to Discipline

1. The educational services that will be provided to students subject to discipline will depend upon the nature of the discipline.
  - a. Students subject to remedial measures. Students subject to remedial measures such as a remedial discipline plan, class attendance with a Amended June 16, 2004 Page 8 of 8 parent, or in-school suspension will continue to receive educational services from the district according to the remedial measure. A student transferred to another school or program within the district will receive educational services through that school or program.
  - b. Parental responsibility for education. When a student is expelled or is suspended for more than 10 days, it is the responsibility of the parent's student or guardian to undertake an alternative education plan which will ensure that the student's education continues during the period of the suspension or expulsion. The parent or guardian shall work with designated school officials to determine how that responsibility might best be met through private education, alternative programs offered by the district, or other alternatives which will reasonably meet the student's educational needs. Costs for educational services not provided by the district are the responsibility of the student's parent or guardian.
  - c. Review of student progress. The district shall contact the parent or guardian of each suspended or expelled student under the age of 16 at least once per month to determine the student's progress.
  - d. Record of disciplined students. The district shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the student's transcript.

#### H. Readmission of Suspended or Expelled Students

- 1) Suspended students. A suspended student may not be readmitted to a public school until the student and the student's parent or guardian have met with a designated school official to review the suspension and have agreed with the school official upon a plan to avoid recurrence of the violation resulting in suspension. At the discretion of the principal, the student may be readmitted if the student and the student's parent or guardian has agreed to participate in such a meeting. However, a suspension may not extend beyond 10 days unless the student and the student's parent or guardian have been

given a reasonable opportunity to meet with a designated school official to respond to the allegations and proposed disciplinary action.

- 2) Expelled students. The superintendent or his or her designee shall review the expulsion sanction of each expelled student at least once per year and shall report the conclusions of such review to the Board of Education. The superintendent or his or her designee may make recommendations regarding whether such sanction should be modified or removed, and what conditions, if any, should be imposed on the student's readmission. If the Board has expelled a student for a set period of time and has not otherwise specified, at the expiration of that expulsion term a student

## **District Policy #5006 - DISCIPLINE OF STUDENTS WITH DISABILITIES**

- A. Federal and state laws preclude disciplining a student for conduct which is a manifestation of a disability. Therefore, where a student who has been identified as eligible for special education services engages in conduct which is a violation of school rules or in conduct subject to discipline under this general policy, additional procedures will apply. If the student has not previously been identified as eligible for special education, but asserts that he or she should receive the procedural protections, application of the procedural protections will depend on the criteria set forth below.
  1. Identified Special Education Eligible Students – Short Term Suspension
    - a. The school District may suspend students with disabilities from school for a period not to exceed ten (10) official school days if it is determined that:
      - (1) Maintaining the student in a current placement is substantially likely to result in injury to self or to other persons.
      - (2) The student has engaged in conduct which would otherwise warrant suspension or removal for a non-handicapped student.
    - b. The ten (10) days suspension is considered on a cumulative basis within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with a disabled student. Any suspension should consider the least restrictive environment.
  2. Change in Placement - Long-Term Suspension or Expulsion
    - a. Any suspension of a student with disabilities for more than 10 days constitutes a change in placement, as does a change in the student's educational program (classroom assignment). Prior to a change in placement, parents of the student must be notified of the proposed change and a group of persons knowledgeable about the student must make a manifestation determination to establish whether the behavior is related to a handicapping condition.
    - b. A student with disabilities may not be expelled. However, the student may be otherwise disciplined if the student's conduct is not a manifestation of the disability, and the student's educational placement may be changed by the IEP Team after a hearing under this policy.
    - c. If the parent/guardian contests the change in placement, notice of due process right must be given to the parent or guardian and the student shall "stay put" in the educational placement at the time the parents contest the placement change pending completion of the due process hearing.
  3. Manifestation Determination
    - a. A student with a disability may be disciplined for engaging in conduct that would warrant such action for a non-handicapped student only if the IEP Team determines the misconduct is not a manifestation of the disability or the result of inappropriate placement.
    - b. In determining whether a student's behavior is a manifestation of a student's disability, the IEP Team shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The IEP Team shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten days while additional assessments are being conducted.
    - c. If the IEP Team determines that the student's disruptive behavior is a manifestation of the disability or the result of inappropriate placement, the student may not be disciplined for the conduct. If the student's behavior indicates an inappropriate placement, the IEP Team shall review the placement and recommend alternatives. If the IEP Team determines that the behavior was a manifestation of the disability, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.
    - d. If the IEP Team determines that the conduct is not a manifestation of the disability or a result of inappropriate placement, then the student may be disciplined under the same standards as are applied to non-disabled students. However, if the student is suspended for more than 10 days in a given school year, the District still must provide services to the disabled

student to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. The IEP Team shall determine the instructional and related services to be provided during the time of suspension. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

- e. If the student's parent or guardian disagrees with the IEP Team's manifestation determination, or regarding decisions for the student's placement, the parents may request a due process hearing pursuant to the policies governing students with disabilities.

#### 4. Students Not Identified as Eligible for Special Education

- a. If a student has not been previously identified as eligible for special education services or the student's parents assert that the student is entitled to the special discipline procedures applicable to students with disabilities, then those procedures shall apply to the student if any of the following conditions are satisfied, subject to paragraph (5) below.
  - 1) The student's parent or guardian has previously expressed in writing to the District that the student needs special education services.
  - 2) The student's previous behavior or performance demonstrates the need for special education services.
  - 3) The student's parent or guardian has previously requested that the student be evaluated for eligibility for special education services.
  - 4) The student's teacher or other school personnel have previously expressed concern about the student's behavior or performance to the special education director of the school.
  - 5) If, prior to the conduct for which discipline is contemplated, the District, either in response to information from any of the sources listed in paragraphs (1) and (4) above, either (a) evaluated the student and determined that the student was not a child with a disability or (b) determined that an evaluation was not necessary, and provided notice to the parent or guardian of the determination, then the special discipline procedures for students with disabilities shall not apply to the student, and the student shall be disciplined in accordance with the procedures for non-disabled students.

If, during the period of time in which a student is subject to disciplinary sanctions, the student's parent or guardian requests that the student be evaluated for eligibility for special education services, an evaluation shall be conducted on an expedited basis. Until the evaluation is complete, the student's educational placement shall remain the same (if the child has been suspended or expelled, for example, the suspension or expulsion shall remain in effect).

#### 5. Removal of Disabled Students for Weapon or Risk of Immediate Harm

- a. Removal for bringing weapon to school. If a disabled student brings a weapon to school and that action was a manifestation of the student's disability, then that student must be placed in an interim alternative educational setting for a period to be determined but not to exceed 45 days.
  - (1) The appropriate interim alternative education setting shall be determined by the IEP Team.
  - (2) If the student's parent or guardian requests a due process hearing, the student shall remain in the alternative educational setting during the phase of any due process proceedings unless the parents and the special educational coordinator agree otherwise.
  - (3) The IEP Team must convene prior to the end of the period of removal to the alternative educational setting to determine the least restrictive environment in which the student may be placed when the period of removal is concluded.
- 2. Removal for Immediate Risk of Harm - The educational placement of a student with a disability may be changed to an appropriate interim alternative placement for a period of time up to 45 days following an expedited due process hearing by a due process hearing officer if the hearing officer:
  - a) Determines that the District has shown by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or to others.
  - b) Considers the appropriateness of the student's current placement.
  - c) Considers whether the District has made reasonable efforts to minimize the risk of harm in the student's current placement, including by use of supplementary aids and services.
  - d) Determines that the proposed interim alternative educational placement is proposed by school personnel who have consulted with the student's special education teacher.
  - e) Determines that the placement is selected to enable the student to progress in the general curriculum and to progress toward the goals in the IEP, and includes services and modifications designed to prevent recurrence of the behavior prompting the change in placement.

For purposes of this interim alternative placement hearing, “substantial evidence” means “beyond a preponderance of evidence.”

## **District Policy 5290 - STUDENT DISCIPLINE – DRUGS/ALCOHOL/TOBACCO**

### **A. Authority**

The Box Elder School District Board of Education recognizes that the use, possession, distribution, or sale of tobacco, nicotine (including e-cigarettes, pipes, vaporizers, and other non-medically prescribed nicotine products), alcohol, narcotics, and all other controlled or dangerous drugs and drug paraphernalia constitutes a hazard to students and is illegal according to Utah State Law (UCA 58-37-8, 32B-4-409, 76-10-104, 76-10-105). The Board also acknowledges its responsibility to educate students and parents about the potential negative effects of the use of these items. It is the intention of the Board to take proactive steps to discourage the use of alcohol, drugs, tobacco, and nicotine to facilitate and encourage treatment for students identified as users or potential users of these substances.

### **B. Definitions**

1. Under this policy drugs and narcotics shall be interpreted to mean any chemical considered illegal under federal, state, or local laws, all controlled substances including but not limited to: tobacco, nicotine, alcohol or intoxicants not prescribed by a physician for current personal medical treatment.
2. A student is considered to be in violation of this policy when any of the following occur:
  - a. An educator finds the student in possession of any of the drug substances noted in this policy or drug paraphernalia as defined in this policy.
  - b. A student is found to have used any of the drug substances listed in this Policy as the result of a testing procedure. Testing procedures may include an analysis of urine, blood, breath, or other recognized procedures administered by the school or administered by someone else and reported to the school. However, a student with a positive test result under the school’s random testing of students (see section G of this policy) will not be referred to law enforcement.
  - c. When questioned, a student admits that he/she has illegally used drugs identified in this policy. However a student voluntarily disclosing a problem with a controlled substance prior to being approached by a school employee or school resource officer investigating the use of such substances will not be referred to law enforcement, even though other consequences listed in this Policy may be enforced.
  - d. A parent notifies the school that his/her child has illegally used substances identified in this Policy and the school verifies this report. Policy 5290 Amended April 9, 2014 Page 2 of 6
  - e. A law enforcement report identifies a student as using or being in possession of drugs or paraphernalia listed in this policy.
  - f. Any student who distributes illegal drugs or drug paraphernalia will be considered in violation of this policy. This may include sharing of over the counter (OTC) and/or prescription medication.
3. In addition to violations noted in item #2 above, the district reserves the right to take proactive measures (parent contact, referral to law enforcement, referral for drug testing, etc.) to determine if a student may be involved with illegal usage of drugs, or in violation of this Policy if any of the following occur:
  - a. The student associates with another student found to be in violation of this policy.
  - b. A student’s behavior is consistent with behaviors typically associated with illegal drug use.
  - c. A student’s name is included in a law enforcement report received by the school.
  - d. A building administrator reasonably determines that a student may be involved in illegal drug use.
4. Drug paraphernalia includes all equipment, products, and materials of any kind including the constituent parts thereof that are either designed for use or which are intended by the student for use in packaging, re-packaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body drugs or a controlled substance, except those which are possessed by the student pursuant to a prescription issued by a licensed physician for current personal medical treatment.
5. Suspension is understood to mean the removal of a student from the regular school program either to a supervised location within the school or to the supervision of the parent or legal guardian. Suspension does not mean cessation of educational services.
6. Designated educator is understood to mean a member of the school staff, appointed by the principal, who is assigned to enforce provisions of this policy.

7. Substance abuse, assessment, intervention, counseling and treatment programs are understood to mean those programs licensed by the State of Utah and recognized by the Board for the assistance of people with a substance abuse problem. The Board reserves the right to, in all cases, approve or disapprove such programs for the purpose of implementing this policy.
8. Drug awareness session is a meeting where the meeting agenda, or part of the meeting agenda, is a discussion on dangers and consequences of drug use among students. This discussion may be led by a district employee, school Policy 5290 Amended April 9, 2014 Page 3 of 6 nurse, health department employee, law enforcement officer, etc. The discussion should be appropriate for the students attending the meeting.

C. Policy Statement

1. The Board is committed to the implementation of the K-12 drug program and requests administrators make sure that the State Drug/Alcohol/Tobacco Curriculum is taught at all appropriate levels. The Board also supports the use of special programs, assemblies, support sessions, legal and appropriate drug testing, clubs and organizations within the schools where such are feasible and effective to prevent and deter drug use by students.
2. The Board is committed to eliminating all drug availability at school, on school grounds and at all school activities.
3. The Board supports and encourages all approved programs, within the framework of the law that will lead to intervention and/or prevention.
4. Possession, distribution or sale of tobacco, nicotine, alcohol, narcotics, imitation drugs, and all other drugs, as defined in this Policy by anyone, is prohibited in all Box Elder School District Schools, on school grounds, at all school sanctioned activities or when students are being transported in vehicles dispatched by the district.

D. Drug/Alcohol and/or Tobacco/Nicotine Violations

1. Substance abuse offenses are cumulative during the student's enrollment in each of the district's secondary schools.
2. First Violation Drug, Alcohol, Tobacco, and Nicotine
  - a. Automatic law enforcement referral for drug and alcohol cases. Referral for tobacco and nicotine products will be at the discretion of the administration.
  - b. The parent or guardian of the student will be notified of the violation.
  - c. The student shall be suspended in or out of school until such time as the parent or legal guardian can meet with school personnel as prescribed by each individual school intervention plan.
  - d. Students who are participants in extracurricular activities will be suspended from such activities for a minimum of two consecutive weeks of all games, meets, matches, competitions or performances. Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program. Any costs for such programs are the responsibility of the student and his or her parents or guardians. Students will be included in the random drug test group Policy 5290 Amended April 9, 2014 Page 4 of 6 selected at the school four weeks after the first positive test; a positive result on this subsequent test will be considered a second offense.
  - e. Students may be invited to participate in a school level cessation program.
3. Second Violation Drug & Alcohol (Tobacco/Nicotine - Revert to First Violation)
  - a. Automatic law enforcement referral.
  - b. The parent or guardian of the student will be notified of the violation.
  - c. The student shall be suspended in or out of school until such time as the parent or legal guardian can meet with school personnel as prescribed by each individual school intervention plan. The student may return to school following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program.
  - d. The student shall agree to participate in a drug testing program as determined by a school administrator.
  - e. Students who are participants in extracurricular activities will be suspended for a minimum of six weeks from all games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed, positive participation in the prescribed follow-up is occurring, and the student has submitted a sample

with negative test results, through the school's random testing program or by another reputable medical lab. Any costs for such programs are the responsibility of the student and his or her parents or guardians.

4. **Third Violation Drug/Alcohol (Tobacco/Nicotine – Revert to First Violation)**

- a. Automatic law enforcement referral.
- b. The parent or guardian of the student will be notified of the violation.
- c. The student shall be suspended in or out of school until such time as the parent or legal guardian can meet with school personnel as prescribed by each individual school intervention plan. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. The student may return to school only after the assessment has been completed and positive participation in the prescribed follow-up is occurring.
- d. The student shall agree to participate in a drug testing program as determined by a school administrator.
- e. Students who are participants in extracurricular activities will be suspended a minimum of eighteen weeks from all games, meets, matches, competitions, performances and practices. Reinstatement of eligibility at the end of the eighteen week suspension is predicated upon successful completion of a formal assessment, intervention and treatment program, and the student submitting a sample with negative test results, through the school's random testing program or by another reputable medical lab. In all Policy 5290 Amended April 9, 2014 Page 5 of 6 of the foregoing offenses, local school and/or district requirements which deal with discipline, suspension, corrective measures, parent/guardian involvement, rehabilitation and so forth, must be met. Any costs for such programs are the responsibility of the student and his or her parents or guardians.

5. **Distribution (For Value or Non-Value)**

- a. Any student involved in distribution of alcohol, narcotics, drugs, and/or drug paraphernalia will be dealt with as a Third Violation.

E. **Parent Notification**

1. As per Utah Code 53A-11-402, if an educator has reasonable cause to believe that a student has committed a prohibited act, including being involved in illegal drug use, the educator is to immediately report that to a building administrator.
2. Upon receiving such a report, the building administrator will meet with the student and also notify the student's parent or guardian that the report has been made.
  - a. Reports from educators will remain anonymous.
  - b. The meeting with the student and the notification to the parent must occur as soon as possible following receipt of the information.
  - c. If this process finds a student to be in violation of this policy (see Section B-2 above), Section D of this policy will apply.

F. **Drug Awareness Education**

1. At least annually, and prior to any competition that involves students from another school district, all students participating in any activity that involves competition with students from another school district, and their parent or guardian, must attend a school sponsored drug awareness session.
  - a. These sessions may be included in other "parent meetings" and may include presentations by school employees and/or other agencies.

G. **Drug Testing**

See Policy 5291

H. **Student Notice**

1. Each school shall develop, update, submit for district administration approval and subsequently cause to be published a current Drug/Alcohol/Tobacco/Nicotine Policy consistent with this district policy and provide the same to each student and or parent(s)/guardian at the time of the student's enrollment into each academic year.
2. All school sponsored extracurricular activity groups shall develop, update, have approved by their respective school administration and incorporate into their bylaws a Drug/Alcohol/Tobacco/Nicotine Policy that is consistent with this district policy; sanctions within school or school group constitutions or policies may not exceed or be more severe than consequences specified in the district policy. Each student member of such an activity group shall be notified by being provided a written copy of the current amended by-laws. The policy will be considered enforced once approved by the

school administration. New members will likewise be notified in the same manner at the time they join or become a part of that activity.

3. The following notice will be provided to all students of the school district.

YOU ARE HEREBY NOTIFIED that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school district for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedules I through V of Section 202 of Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours, at school or in any other school district location as defined below.

“School district location” means in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or other school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of school district personnel or otherwise engaged in a school district activity.

Any student who violates the terms of the school district’s Drug and Alcohol Policy is subject to the discipline outlined in the school district’s policies including all disciplinary sanctions consistent with local, state and federal law, up to and including expulsion and referral to prosecution and/or completion of an appropriate rehabilitation program.

YOU ARE FURTHER NOTIFIED that compliance with this policy is mandatory