

ADELE C. YOUNG INTERMEDIATE EAGLES

- Ensuring high levels of learning for all -



Learning leads to success!

EMOTIONAL

WE BELIEVE at the middle level

- Students learn best when their unique developmental needs are met in a safe, caring and respectful environment.
- Students will develop the resiliency skills for emotional self-care and is part of life skills.
- Students will learn and apply self-control, anger management, and stress management strategies for social emotional well-being.
- Students will develop positive attitudes toward self and others.
- Students will develop healthy relationships, recognize personal boundaries, and respond assertively to challenging situations.
- Adults and students play an important part to the safety and security of all.

SOCIAL

WE BELIEVE at the middle level

- Social development is a crucial part to a student's education.
- Students understand that school involvement through activities and experiences lead to success and sets the foundation for becoming productive community members.
- Students will develop the ability to work independently as well as cooperatively with others.
- Students will learn and apply appropriate problem solving and decision making skills.
- Students will differentiate between situations requiring peer support and those requiring adult or professional support.
- Students will be open-minded and learn a respect and appreciation for diversity (culture, religion & lifestyle).

INTELLECTUAL

WE BELIEVE at the middle level

- All students can learn
- Self-knowledge and personal accountability is essential for learning
- Parental involvement is a key element for student learning
- Regular assessment with timely feedback and remediation ensures mastery of basic and grade level skills.
- A safe, happy learning environment is essential for student learning.
- Middle level education includes exploration for college and careers.

PHYSICAL

WE BELIEVE at the middle level

- Students should participate in physical activities that promote a better quality of life, good health and clear thinking.
- Learning increases when total physical response activities are included in classroom instruction.
- Students should be educated in the benefits of healthy eating, hygiene, and lifetime physical fitness.
- Personal care and good hygiene are important to a healthy learning environment.

2017-2018 ACYI Calendar

AUGUST & SEPTEMBER

August 28..... 1st Day of School
August 30 Late Start – School Starts @ 9:00 a.m.
September 4..... **Labor Day/No School**
September 6..... Late Start – School Starts @ 9:00 a.m.
September 13..... Late Start – School Starts @ 9:00 a.m.
September 20..... Late Start – School Starts @ 9:00 a.m.
September 27 Late Start – School Starts @ 9:00 a.m.

OCTOBER

October 4..... Late Start – School Starts @ 9:00 a.m.
October 4 & 5 Parent/Teacher Conferences/3:30-7:00 PM
October 6 1st Trimester’s MID-TERM
October 11..... Late Start – School Starts @ 9:00 a.m.
October 18 Late Start – School Starts @ 9:00 a.m.
October 19 & 20..... **Fall Break/No School**
October 25..... Late Start – School Starts @ 9:00 a.m.

NOVEMBER

November 1 Late Start – School Starts @ 9:00 a.m.
November 8..... Late Start – School Starts @ 9:00 a.m.
November 15 Late Start – School Starts @ 9:00 a.m.
November 21..... 1st Term Ends
November 22 **Teacher Preparation Day/No School**
November 23 & 24..... **Thanksgiving Break/No School**
November 27 2nd Term Starts
November 29..... Late Start – School Starts @ 9:00 a.m.

DECEMBER

December 6 Late Start – School Starts @ 9:00 a.m.
December 13..... Late Start – School Starts @ 9:00 a.m.
December 20 Late Start – School Starts @ 9:00 a.m.
Dec. 22-29 **Christmas Break/No School**

JANUARY

January 1 **New Year’s Break/No School**
January 2..... School Resumes
January 3..... Late Start – School Starts @ 9:00 a.m.
January 10 Late Start – School Starts @ 9:00 a.m.
January 10..... Parent/Teacher Conference/3:30-7:00 PM
January 15 **Dr. Martin Luther King Jr. Day/No School**
January 17 2nd Trimester’s MID-TERM
January 17 Late Start – School Starts @ 9:00 a.m.
January 24 Late Start – School Starts @ 9:00 a.m.
January 31 Late Start – School Starts @ 9:00 a.m.

FEBRUARY

February 7..... Late Start – School Starts @ 9:00 a.m.
February 14..... Late Start – School Starts @ 9:00 a.m.
February 19.....**President’s Day/No School**
February 21..... Late Start – School Starts @ 9:00 a.m.
February 28..... Late Start – School Starts @ 9:00 a.m.

MARCH

March 2..... 2nd Term Ends
March 5..... **Teacher Preparation Day/No School**
March 6..... 3rd Term Starts
March 7..... Late Start – School Starts @ 9:00 a.m.
March 14..... Late Start – School Starts @ 9:00 a.m.
March 21..... Late Start – School Starts @ 9:00 a.m.
March 28..... Late Start – School Starts @ 9:00 a.m.

APRIL

April 4..... Late Start – School Starts @ 9:00 a.m.
April 11-13..... **Spring Break/No School**
April 18..... Late Start – School Starts @ 9:00 a.m.
April 18..... Parent/Teacher Conference/3:30-7:00 PM
April 19..... 3rd Trimester’s MID-TERM
April 25..... Late Start – School Starts @ 9:00 a.m.

MAY/JUNE

May 2..... Late Start – School Starts @ 9:00 a.m.
May 9..... Late Start – School Starts @ 9:00 a.m.
May 16..... Late Start – School Starts @ 9:00 a.m.
May 23..... Late Start – School Starts @ 9:00 a.m.
May 28..... **Memorial Day/No School**
May 30..... Late Start – School Starts @ 9:00 a.m.
June 1..... School Ends – Minimum Day

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 have 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 **“Ensuring high levels of learning 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 Young.....	Attendance/Financial Secretary
Angie Morgan	Registrar
Karen Watson.....	Comprehensive Guidance Clerk

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 container in the office for weekly SOAR card drawings.
- Each week **ten** names will be drawn, announced and congratulated for doing good things.
- 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 implemented changes regarding attendance. These changes will unified practices between schools and help students and families make the most of their time in school. These changes brought 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.

- **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 referral will be made 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.

District Policy 5035 – Attendance <http://www.besd.net/District/Board%20Policies/5000%20Students/5035-Attendance%20Requirements%20Procedures.pdf>

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:

<u>Number of Tardies</u>	<u>Procedure</u>
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 SOAR 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

<http://www.besd.net/District/Board%20Policies/2000%20Business%20Management%20Support%20Services/2216-Transportation%20-%20Conduct%20on%20Buses.pdf>

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, Rubik's cube, fidget spinners, 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 <http://www.besd.net/District/Board%20Policies/5000%20Students/5305-Student%20Use%20of%20Electronic%20Devices.pdf>

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

<http://www.besd.net/District/Board%20Policies/5000%20Students/5005-Safe%20Schools.pdf>

District Policy #5006 – Discipline of Students with Disabilities

<http://www.besd.net/District/Board%20Policies/5000%20Students/5006-Safe%20Schools%20Discipline%20of%20Students%20with%20Disabilities.pdf>

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

<http://www.besd.net/District/Board%20Policies/5000%20Students/5290-Student%20Discipline%20-%20Drugs%20Alcohol%20Tobacco.pdf>

HELP & SUPPORT

Report Bullying Anonymously - go to our school website and choose the link for SAFE UT, <https://safeut.med.utah.edu/>

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 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 to the counseling center and talk to the counseling secretary. The counseling secretary will make an appointment for you to meet with your counselor. If you are unsure how to contact the counselor, ask your teacher, your parents, or one of the people who work in the school office.

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

In the 7th grade, students begin the planning process for college and careers readiness. It is the first required annual meeting for all secondary students. Each student will meet, either in a group or individually 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 concern, “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 communication (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 commons, by the media center. Lost and found for small items (keys, glasses, jewelry, etc...) is located in the main office.

STUDENT LEADERSHIP

Student Leadership Position at ACYI include Student Council, Peer Sports Advisors, Eagle Eye News Crew, 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.

SOAR TIME

In education, “time” has always been the constant, and “learning”, the variable. With SOAR time, ACYI is making learning the constant. We use SOAR time to help students who need extra time and instruction to learn. This will be 25 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 **\$1.90** 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 (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 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

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 (inside or outside) 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 SAFEUT <https://safeut.med.utah.edu/> 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 <http://www.besd.net/District/Board%20Policies/4000%20Instructional%20Program/4177-Responsible%20Computer%20Use.pdf>

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.

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 4 & 5, 2017 from 3:30 – 7:00 PM
- Wednesday, January 10, 2018 from 3:30 – 7:00 PM
- Wednesday, April 18, 2018 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 2 categories of skills that are critical for success: (1) Work Completion (2) Classroom Behavior. 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 and no 'U's; plus meet academic standards in all classes at the level 2.5, 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.)**