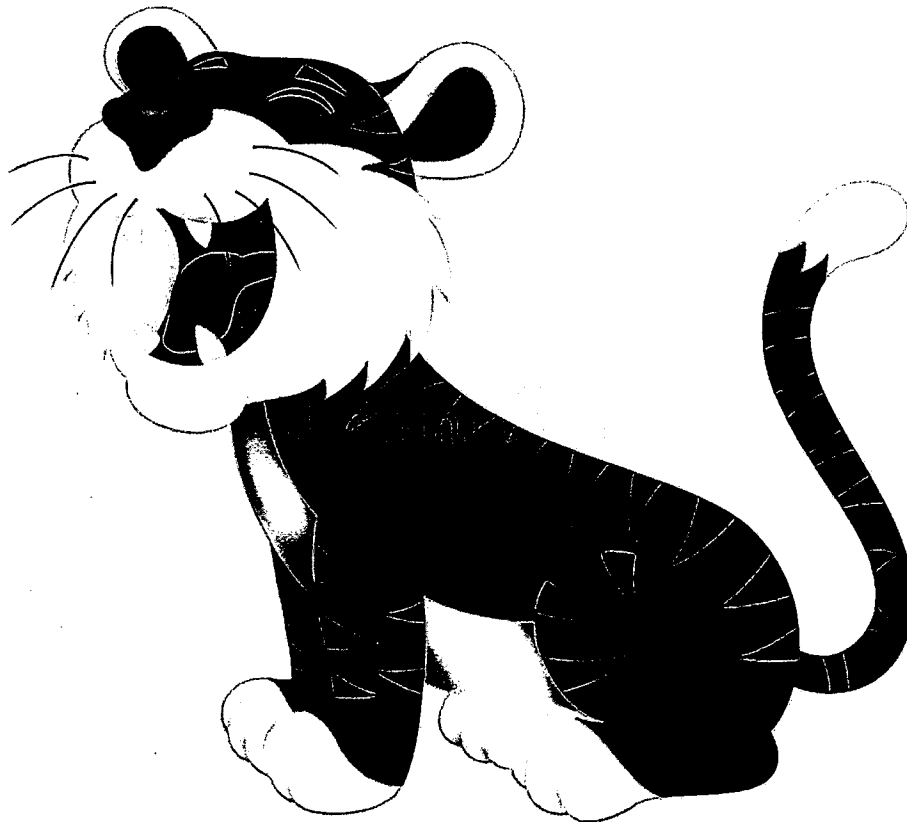


# MYTON ELEMENTARY SCHOOL

"HOME OF THE TIGERS"



GOOD IS NOT ENOUGH, IF BETTER IS POSSIBLE!

## Policy Handbook

435 East Main Street  
PO Box 186  
Myton, UT 84052  
(435) 725-4735  
Fax (435) 725-4746

### **Myton Elementary Bell Schedule**

7:40	Warning Bell
7:45	School Starts
9:25-9:35	Recess K-2
9:35-9:45	Recess 3-4
10:45	<b>AM Kindergarten Ends</b>
11:00-11:20	Lunch 3-5/Recess 1-2
11:20-11:40	Lunch 1-2/Recess 3-5
1:15-1:25	Recess K-2
1:25-1:35	Recess 3-5
2:20	Clean-up Bell
2:25	End of School Day

### **Friday**

**9:45 Morning Kindergarten Ends**

**12:25 End of School Day**

## School Policy

**Access to Student Information:** Parents or students may access grades, attendance, missing assignments, lunch balance through Power School and Mastery Connect.

**Arrival at School:** The building will be open at approximately 7:00 AM. Students who arrive earlier will not be allowed in the building.

**Attendance Policy:** Students are expected to be at school regularly and on time. Students should not be allowed to stay home from school unless they are ill. Parents should call the school when their child is absent, so we can specify: "parent notified" or "medical absence" on his/her records. 'No Child Left Behind' Legislation require that students be in attendance 93% of the school year. (This allows for only 10 absences per year.) Duchesne County School District's guidelines for attendance will follow this mandate. Excessive absences and/or tardies are a great concern and will be brought to the attention of parents and the proper authorities.

**Behavior:** All students are expected to behave in a courteous and pleasant manner. Appropriate behaviors are expected in the classroom, on the playground, on buses, walking to and from school, and at all school activities. Disruptions and abusive behaviors will not be allowed. The Utah Safe Schools Policy/Duchesne School District Safe Schools Policy will be utilized as conduct warrants. A copy of this policy and the school's bully guidelines are provided.

**Birthday Party Invitations:** While the school supports and encourages social interactions between students outside the school day, birthday party invitations have become a source of class disruptions and hurt feelings. **Please arrange invitation distribution outside of the school day.** Our buses are at maximum capacity and there is no room for extra riders. If you are planning a party please make different arrangements for transportation.

**Bus Notes:** To ensure safety, student riding a different bus or getting off at a different stop must obtain a bus note from the office. Bus notes can be issued to students only by parents sending a written note to school, in person or calling the office.

**Computer Access:** Students using computers will be required, along with their parents, to agree to the DCSD Acceptable Use Policy. The policy will be sent home during the first week of school and will require parent and child signatures before students may use the computers.

### **Dress Code:**

1. All students are required to wear clean clothing. Clothing which is so conspicuous, extreme or odd that it may draw undue attention, disrupt, or interfere with the learning atmosphere at the school will not be allowed.
2. Students will not be allowed to wear clothing that is mutilated, cut off or immodest. Tank tops, spaghetti straps or muscle shirts are not allowed.
3. Fingertip length shorts/skirts are acceptable.
3. In the interest of good hygiene and safety, proper footwear (shoes) will be worn. Shoes with rollers are not acceptable.
4. Clothing with vulgar words, profane or obscene slogans, demeaning phrases, and advertisements for alcohol, tobacco, and drugs will not be allowed.
5. Students are not to wear hats of any kind within the building unless approval is given from teachers/administration.
6. Gang related colors; clothing and paraphernalia will not be allowed in school.
7. Hair must be clean and styled so that it does not interfere with the student's vision, safety or create a situation that contributes to distracting from the educational process.

**Electronics:** Cell phones, pagers or beepers, CD players, I-pods or other **communication devices cannot be used during school.** If any of these items are brought to school and used during school the policy is:

- 1<sup>st</sup> time – device given to the teacher, who will return it at the end of the day.
- 2<sup>nd</sup> time – device will be taken to the office and returned to a parent.
- 3<sup>rd</sup> time – device will be kept in the school office until the end of the school year and then returned.

**Food and Drink at School:** Duchesne County School District offers a nutritious breakfast and lunch each day. The breakfast price is \$1.00 lunch is \$2.00. Confidential Reduced and Free school food services are available. Students bringing lunches from home will eat in the school cafeteria with their classmates. Students will be able to purchase milk at \$0.50 per carton. School breakfasts and lunches may be purchased in advance by the week or month. Lunch money is collected in the office in the envelope provided. School district policy states that a student may charge no more than \$10.00.

**Head Lice:** Please don't panic if you suspect your child may have head lice. **If a head louse is found on your child, treatment is required before the child is permitted to return to school.** All treatments need careful attention to directions to decrease any risk of side effects and to ensure elimination of the infestation. After shampooing the hair, follow up with a thorough house cleaning. Vacuum the carpets, furniture, between mattresses, under beds, and the car.

**Homework:** Homework is a valuable part of learning. All students can expect to have some homework to complete in order to fulfill class requirements. The amount will vary according to the age of the student, the subject, and type of task, amount of study time allowed, and how the student uses time provided at school. Homework should provide practice of skills previously learned at school. A student missing school for one or two days can usually take care of missing assignments when they return. After they miss three or more days, parents may request homework and pick up the homework at the end of the school day.

**Leaving School During School Hours:** Students will not be released to anyone except the child's parent or guardian or to persons designated by the legal guardian. Persons picking up students are required to complete the sign-out sheet located in the school office. Office personnel will retrieve your student from their class.

**Medicine at School:** Due to Utah Law (53A-11-601), we can only administer prescription and nonprescription medications under the following conditions:

1. The student's parent or legal guardian must file a current "Authorization to Administer Prescribed Medication" form with the school secretary. The child's physician with specific doses, times and method of administration, must fill out this form. The form must also be signed by the parent and submitted to the school. These forms are available in the school office and must be renewed yearly. Medication must be kept in the original container. No medicines, prescription or non-prescription, are to be kept by students at school.
2. The student's parent or legal guardian must file a current "Asthma Self-Administration" form with the school secretary. This form provides authorizations from both the parent/guardian and health care provider. Students with asthma may carry and self-administer an asthma inhaler while on the school grounds.

**Motorist/Bus Safety Rules:**

PARENTS should LOAD & UNLOAD students on the **SOUTH EAST SIDE** of the school.

Please DO NOT drop off, or pick up students on the SOUTH WEST SIDE of school. This interferes w/buses and jeopardizes the safety of students.

It is ILLEGAL for a child to enter a car that is parked inside the bus-loading zone.

**Recess:** Students are expected to go outside during recesses, except during **severe** inclement weather. Students with health problems or students recuperating from illness may be excused from outside activities for a day or two by the parent making arrangements with the teacher. A doctor's note is required after 2 days. School personnel determine severe weather days when the weather is too cold or wet for students to safely play outside wherein students will remain inside.

**Personal Property:** The school is not responsible for any personal property which is lost, stolen, or vandalized or which may have been entrusted for storage or safekeeping by school personnel. Bringing toys, electronic devices, and excessive amounts of money from home is strongly discouraged.

**Phone Use:** Use of the school phone by students will be limited. Calling parents because of illness is an acceptable reason to use the school phone. Arrangements for after school activities and play dates need to be made at home prior to school. Classroom phones are to be used only with the teacher's permission.

**Tardiness:** Tardiness is discouraged because of the impact it has on the educational process. When a student is tardy he/she will go to the office and get an admit slip. This will allow the office to check attendance and help the teacher document the student's tardiness. Excessive tardies will be brought to the attention of parents and the proper authorities.

**Visitors:** Parents, guardians, grandparents, and other persons interested in the education of our children are encouraged to visit the school. All visitors are required to sign in with the school office prior to going into the other areas of the school. Administration reserves the right to refuse school visits at times that may alter the effectiveness of the instruction process. Students may not bring peer visitors to school.

## **Myton Elementary Bully Guidelines**

*Interactive Bully Prevention Education Plan- Intended to define bully behaviors, provide opportunity to teach students how to respond to bullies, and establish clear, fair and appropriate consequences for bully behaviors.*

### **Definition of a Bully:**

A bully is a person who purposely and repeatedly tries to hurt others by:

- Making them feel uncomfortable
- Physically hurting them (kicking, hitting, pushing, tripping, pinching, biting etc.)
- Name calling
- Saying rude or negative things about them
- Teasing (If it is not fun for both it is bullying)
- Hurting the other person over and over

### **Acceptable Responses to a bully:**

- Ask the person to stop.
- Walk away
- Tell a trusted adult
- Ignore & Avoid the bully
- Stay calm- don't react
- Don't bully back

### **Consequences for bully behaviors:**

According to number of offenses reported to the office (office referrals are at the discretion of the teacher).

1. Miss one day of recess or equal to three recesses.
2. Miss one week of recess & parent contact.
3. Suspension.

## **Duchesne County School District**

### **Safe School Process Key Points**

- Principal/Assistant Principal has the authority to suspend a student for up to ten school days.
- If the student is on an IEP be aware of and follow the ten day rule provision and manifestation determination requirements.
- Informal hearing with the Principal/Assistant Principal, parent and student must be held prior to the tenth day of suspension. Verbal and/or written notice of the hearing must be given to the parent.
- Contact Student Services Director if suspension/expulsion for more than ten days may be warranted.
- Student Services Director will provide written notice to the parent of the student of safe school hearing meeting. This meeting will include the Student Services Director, Principal, student, parent(s), any witness needed/requested by the Principal and/or Student.
- Student Services Director will make a determination of length of expulsion at the conclusion of the hearing, and provide written notice to the parent(s) of this determination.
- Parent/Student may appeal this decision to the Board of Education by submitting a written request to the Superintendent.

**SCHOOL FEES NOTICE**  
**FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES**  
**IF YOU NEED HELP IN UNDERSTANDING THIS LETTER,**  
**CALL 435-738-1375**

The Utah Constitution prohibits the charging of fees in elementary schools. That means that if your child is in kindergarten through grade six (even though the grade may be part of a middle school), you cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

**If you wish to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if your student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.**

Federal law permits schools to charge for food or milk provided as part of the School Lunch Program. If you cannot afford to pay, you may be eligible for free or reduced price meals or milk. Your school will give you information about applying for free or reduced price meals and milk. **All information in which you provide in your application will be kept confidential.**

State law and State Board of Education rules **do not permit schools to charge fees for anything that takes place during the regular school day!** Fees may only be charged for programs offered before or after school, or during school vacations. *If your child is eligible based on income verification or receives SSI payments, or if you are receiving AFDC (currently qualified for financial assistance or food stamps) or if the child was placed in your home by the government as a foster child, the school must waive the fees.* If you are having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond your control, you **might** be eligible for a waiver even if other eligibility criteria are not met. **If your local school board allows your school to charge fees, a Fee Waiver Application (Grades K-6) is enclosed.** Your school will give you additional information about fee waivers if you ask.

School funds are limited, and your school may need help. As a result, **the school may ask you for tax deductible donations of school supplies, equipment, or money, but the school cannot require donations** or tell anyone else the names of those who have or have not made donations (except that the school may honor those who make major donations). **No child may be penalized for not making a donation.** For example, if donations are used to pay for a field trip, every child must be allowed to go on the trip even though some may not have made a donation.

State law requires schools or school districts to require **DOCUMENTATION** of fee waiver eligibility if parent must "apply for fee waivers." Local boards will have policies and/or guidelines for determining eligibility for fee waivers.

School district administrators shall request documentation of fee waiver eligibility from those who apply for fee waivers if fees or charges are required for non-regular school day activities, such as after-school music or foreign language programs or Friday ski programs.

**Fee waiver eligibility documentation is NOT required annually. Also, documentation shall NOT be maintained for privacy reasons. Schools may transfer fee waiver eligibility information to other schools to which students advance or transfer.**

**NOTE:** If your district does not require parents in the entire district area or parents and students in specific schools or sections of the district to "apply for fee waivers," district administrators **NEED NOT** require verification of eligibility under this section.

If you have questions, first talk to your school or school district representative.

## DCSD Transportation Policy

### BEHAVIOR RULES FOR THE SCHOOL BUS:

- ☐ Students being transported are under the authority of the bus driver.
- ☐ Students are to promptly go to their seat and stay in seat facing forward.
- ☐ Keep the windows up unless permission is given from the driver.
- ☐ Keep your feet on the floor, and hands, arms and head inside the bus.
- ☐ Protect seats from ink, or punctures by removing pointed objects from pockets before being seated.
- ☐ Be quiet! This will permit the driver to hear if there are dangerous situations that need to be handled.
- ☐ Approach bus stops safely; walk on the left side of the road towards oncoming traffic. Use caution when crossing the road or street. Remain visible to motorists at all times. When the bus is present, cross at least 10 feet in front of the bus while red lights are flashing. Make sure all traffic has stopped; then when the driver signals, **cross immediately and quickly**.
- ☐ Be on time! Be at the bus stop **five minutes** before the bus is scheduled to arrive. The bus schedule could vary up to ten minutes either way during inclement weather.
- ☐ Students must have **written** permission from parent/guardian or school principal to ride a different bus or leave their regular bus at a stop other than his/her assigned stop.
- ☐ For everyone's safety, no items shall be carried on the bus which could create a hazard to any passenger, including but not limited to: live animals, glass objects, knives, firearms, explosives, skateboards, skis, or other large items (i.e. large band instruments).
- ☐ **Action not allowed at any time:** pushing, fighting, tripping, teasing, vulgar language, obscene gestures, writing on foggy windows, eating, drinking, spitting or use of tobacco in any form (any action in violation of the Safe School policy).

**HARRASSMENT**, of any kind, including sexual harassment is unwelcome behavior and is not tolerated on the bus. This includes, but is not limited to: 1) Sexual statements, 2) Unwelcome gestures, 3) Physical acts or contacts that are objectionable, 4) Unwelcome jokes, pictures, threats, comments directed toward an individual that are derogatory. Remember: a) It is illegal and not permitted. b) It does not have to be tolerated. c) It should be reported to the principal or school official immediately if seen or experienced.

### **CONSEQUENCES THAT WILL BE APPLIED IF A STUDENT CHOOSES TO DISOBEY THE RULES:**

**1st Incident:** Verbal warning - Student's name will be recorded and student will receive a warning.

**2nd Incident:** Written warning - parents will be notified and student will be assigned to a seat.

**3rd Incident:** Bus report written - Conference with parents, student, driver, transportation supervisor, and principal.

Student may lose bus privileges from a minimum of three to five days or as much as the remaining school year. Restitution for damages will be charged for severe incidents.

**NOTE:** Students and parents have the right to appeal the decision of the bus driver to the District Transportation Director if they do not agree with his/her decision.

**NOTE:** Buses are equipped with video cameras; students may be subject to video monitoring.

**SEVERE CLAUSE:** In the case of severe disorderly conduct, assault, arson, or other endangering behavior, the driver may return to the school or may stop the bus while the transportation dispatcher telephones the parents and requests them to meet the bus and take the student home. If they are unavailable or unwilling to come, then the local police may be called to take offending students off the bus.

All interested parties must keep in mind that riding a school bus is a privilege not a right. Any or all of the above steps may be bypassed if the offense is one of a severe nature and presents a safety hazard to the driver and/or other students on the bus. The severe clause may be activated at the discretion of the driver.