

Expect Excellence
 Duchesne Elementary
 2020-2021 School Year



168 West 200 North

*** PO Box 370 Duchesne, Utah 84021 ***

435-738-1290

Principal: David Taylor



DUCHESNE ELEMENTARY GENERAL SCHOOL POLICY 2020-2021

SCHOOL HOURS

GRADES 1-6 SCHEDULE:

Monday – Thursday 8:00 --- 2:45
Friday 8:00 --- 1:10

HALF DAY – KINDERGARTEN:

MONDAY - THURSDAY

Morning Class: 8:00 --- 11:00
Afternoon Class: 11:45 ---- 2:45

FRIDAY

Morning Class: 8:00 -- 10:15
Afternoon Class:11:00 --- 1:10

EXTENDED-DAY KINDERGARTEN:

Monday - Thursday.....8:00 ---- 2:45

PRE-SCHOOL:

Monday - Thursday.....11:45 --- 2:45

MORNING RECESS:

	<u>OUT -- IN</u>
1 st , 2 nd Grades	9:50 --- 10:00
3 rd , 4 th Grades	10:00 --- 10:10
Kindergarten	10:10 --- 10:20

LUNCH / RECESS: (Monday – Friday)

K, 1 st , 2 nd Grades	10:50 -- 11:25
3 rd & 4 th Grades	11:10 – 11:40
5 th & 6 th Grades	11:30 – 12:00

AFTERNOON RECESS: OUT -- IN

(Monday – Thursday only)

3 rd & 4 th Grades	12:55 1:05
5 th & 6 th Grades	1:05.... 1:15
Kindergarten	1:15 1:25
1 st , 2 nd Grades	1:25 1:35

1. Students are not allowed in the school building before 7:30 a.m. Students are expected to stay in the cafeteria until 7:55 a.m. quietly reading or eating breakfast, otherwise they will play outside until the first bell rings at 7:55 a.m. All doors will remain locked during school hours except the front door by the flagpole.
2. Students will be expected to be quiet & orderly inside the school. This includes carrying playground equipment, going to assemblies, etc. Students are required to WALK when inside the school.
3. All students are expected to go outside for recess unless the student has a doctor's note or the principal calls a Red or Yellow Flag Recess. A Red Flag Recess will be called if it is raining or snowing so bad that students will get extremely wet or if the temperature is 10°F or below with wind chill considered. A Yellow Flag Recess will be called if the outside temperature is 20° F or below with wind chill considered, students then have the option of staying in the classroom.
4. Bicycles will be parked in designated areas. This area is OFF LIMITS for all students except students getting their own bikes.
5. Gum is not allowed in the school. No food or drinks are allowed in the library or on the playground – only water is allowed in classrooms.
6. Students will not bring friends or family members to school who are not currently enrolled in Duchesne Elementary except on special occasions approved by the principal, such as Career Day.
7. Phone messages - Do not expect teachers or students to talk with you on the phone during the school day. This causes disruptions in the teaching process for teachers and the learning process for students. Parents may leave a message at the front office. Phone messages will be given to teachers and students during their lunch break (11:00 -12:00) or after school.

ACCESS TO STUDENT INFORMATION VIA INTERNET: Parents or students may access Attendance, grades and Lunch Balance via Powerschool. Call DES at 738-1290 for Student ID and Password. Weekly Memos with current Information about upcoming activities and other items of concern may be found on our school website at dcsd.org.

ATTENDANCE POLICY: Regular attendance is a key to successful academic progress. Students are expected to be at school regularly and on time. If your child has a fever or is throwing up, please keep them home for 24 hours after the last episode. Parents should call the school when their child is absent, so student records can be changed from 'A' – unexcused absence to 'P' – parent excused, or 'M' – medical absence. Excessive absences and/or tardies are a great concern. Excessive absence may lead to a referral to Law Enforcement. Please schedule medical appointments after-school if possible.

CLOSED CAMPUS POLICY: For a student to be released from school during regular school hours, he/she must be released directly to a parent, guardian or someone approved by the person in charge of the school. Parents must sign a release form in the office and obtain a signature from office personnel before taking their student from school. (Checking students out of school should be limited to illness or medical appointments.) Students will remain at school during the lunch hour unless checked out and back in by a parent or guardian following the above procedure.

DRESS POLICY: The attire & grooming of students should be neat, clean & modest reflecting the dignity of learning, modesty, and principles of a school setting. Walking shorts and skirts **must not be over 4" above the knee**. Belly shirts, baggy or excessively tight (ie. YOGA) pants, bicycle shorts, and tank tops are NOT allowed. Sleeveless blouses/sweaters must be factory hemmed at the shoulder (NO spaghetti straps tops). No attire or accessory with writing or pictures depicting or promoting controlled substances shall be worn at school: nor shall attire with vulgar expressions, obscene pictures or gang related symbols be permitted. **No hats or caps are to be worn by students in the school** unless for special occasions or permission is given by the principal. No skate-shoes are allowed in the school. Please consider footwear that is safe and appropriate for P.E. and recess/playtime (ie. **No flipflops**). Pajamas are not to be worn at school except for special occasions such as pajama day. **If a student chooses to wear clothing in violation of the dress code, he/she will be asked to call a parent to bring appropriate clothes.**

BODY PIERCING - Jewelry is limited to earrings worn in the ears while at school.

HAIR must be clean and styled so that it does not interfere with the student's vision, safety or creates a distraction from the education process. Students are NOT permitted to use 'temporary' spray-on hair color except for special occasions, such as 'Crazy Hair Day'.

ELECTRONIC DEVICES: Electronic Devices should not be brought to school, however, if they are, they are to be stored in their teacher's locked drawer until the end of the school day. School personnel will not be responsible for lost or stolen items. Items that are being used during the school day will be confiscated immediately by teacher or other school personnel and returned to the student after school. Upon the second offense the item will be taken to the office and the student's parent will be required to pick up the item. (Electronic devices include but are not limited to cell phones, electronic games, tablets, smart watches, etc.)

MEDICATION AT SCHOOL. Students will not bring medication (prescription or over the counter) to school unless a "Request for Administration of Medication" form has been signed by parents AND a doctor. Approved medication (in the original prescription bottle with the student's name) will be kept in a locked drawer until needed. THIS IS A STATE LAW.

MOTORIST/BUS SAFETY RULES

- a. **Personal vehicles are NOT ALLOWED in the BUSING CIRCLE.**
- b. Parents should LOAD & UNLOAD students on the **NORTH & SOUTH SIDES** of the school.
- c. **NO** child will leave the sidewalk in the Bus Loading area or Parent Pickup / drop off area when buses are present unless a teacher or supervisor gives consent.

8. **PLAYGROUND RULES:** -- BE SAFE, BE RESPECTFUL, BE RESPONSIBLE

- ** Play in approved areas
- ** use playground equipment as intended
- ** Keep hands, feet, and objects to myself
- ** No throwing snow, wood chips, rocks etc.
- ** Take turns
- ** Let others play
- ** Listen to playground supervisors
- ** No tackling, shooting or grabbing games
- ** No playing behind steel buildings.
- ** Chasing games, such as 'tag' are to be played in the grass field



DCSD/Duchesne Elementary ATTENDANCE Policy

Research shows that attendance is the single most important factor in school success. The learning activities that take place in the classroom are vital to the education of your child. When a child is absent from school it is more than worksheets that they miss. They can copy notes or make up an assignment, but they can never get back what's most important: the discussions, pair-share conversations, hands-on manipulatives, labs, targeted intervention and extension lessons, decoding and comprehension instruction, and many other valuable learning opportunities. These experiences simply cannot be "made up."

The purpose of our school is not merely to turn in assignments. We have a much grander vision for our students. The purpose of our school is to help each student acquire the knowledge and skills necessary to reach their potential and succeed throughout their lives. For a student to accomplish this purpose, it requires a very high rate of attendance.

Learning builds day by day. A child who misses a day of school misses a day of learning.

Attendance Codes / Types of Absences:

- M** Missing for Medical Reasons.
- A** Absent without excuse.
- P** Parent excused absence. Phone call or written note.
- Z** Partial day. This includes early check out before 11:30 or coming to school after 11:30.
- T** Tardy. Coming after the start of school (after 8:00 am or before 11:30am).

Consequences of excessive absences (per school year):

- **Any absence:** Parents are required to excuse their child from school via phone call or written note within a week of absence.
- **5th A or 5th P:** Attendance Policy reminder and Attendance Status letter sent home to parents.
- **10th A or 10th P:** 2nd Attendance Status letter sent home to parents. Excessive absences are becoming an increasing concern.
- **15th A or 15th P:** Official DCSD letter of Compulsory Education Violation sent to parents INCLUDING notification that student's excessive absenteeism requires a conference with parents and school officials to establish an intervention plan.

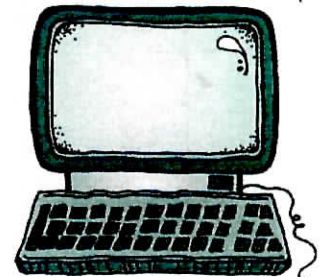
Rewards for exemplary attendance:

- **End of Each Quarter:** Gold coin for 100%

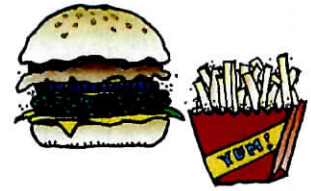
Responsible Use for DCSD TECHNOLOGY RESOURCES

The Duchesne County School District provides technology resources to its students and staff for educational and administrative purposes. Appropriate educational uses of these resources include, but are not limited to, classroom-based projects and student works, college and career explorations, and high-quality, academically-enriching research. The use of these technology resources is a privilege, not a right.

Students who are under 18 must have their parent/guardian(s) authorize student use of Duchesne County School District technology resources and acknowledge compliance with this policy either electronically online or by signing and returning a copy of the acknowledgement form provided by the school. **The absence of a signed acknowledgment does not excuse compliance with this policy.**



Duchesne Elementary BREAKFAST/LUNCH PROGRAM



BREAKFAST WILL BE SERVED from 7:35 to 7:50 a.m.

The breakfast menu is simple so it may be eaten quickly.

Example: Corn Flakes/Toast/Juice OR Sausage Gravy over Biscuit/Juice.

Students will use a SPECIAL MEAL TICKET to activate their lunch/breakfast account. Students mutilating, bending, cutting, or destroying their school meal tickets will be charged \$5.00 to replace the card.

SPECIAL DEPOSIT ENVELOPES are provided in the office. Students must fill in their name and amount enclosed. The student will seal the envelope and insert it in the lunch deposit box provided in the office.

ONLINE LUNCH PAYMENTS can be made by credit/debit card or electronic checks @ www.dcsd.org

Online lunch payments are posted in PowerSchool the following day.

* Reduced and free lunches are based on family size and yearly income. Applications are available at each school, the district office or on-line @ www.dcsd.org. Students qualifying for free/reduced lunch also qualify for free/reduced breakfast.

The Duchesne County School District Child Nutrition Program Meal Payment & Charge Policy is included in all lunch applications at time of registration/enrollment or may be located under the Child Nutrition link at www.dcsd.org.

If a student does not have money for a meal an automated phone or text message will be made to inform parents of money due. If student's account falls below -\$15, the school will make further attempts to contact parent to arrange a meeting with school personnel to determine the needs of the student. If student account remains delinquent, the name will be turned into the District office for further actions: (1) repeat attempts to contact parents; (2) turn account over to collection agency; (3) school personnel will complete Free and Reduced School Meal Application for student with parent approval; or (4) contact the district social worker and/or Child Protective Services.

Duchesne Elementary MEDIA / LIBRARY POLICY

Check-out Policy:

1. Kindergarten through second graders can check out 2 items, third graders can check out 3 items, fourth through sixth graders may check out 4 items.
 - a. 'Playaways' will be checked out to fourth through sixth graders only. In order to check out a 'Playaway', students must not have any overdue items. Students will be limited to one 'Playaway' and one book or magazine at a time.
2. Do not lend or check out books or materials to friends in your name, as you will be held responsible for the items.
3. Library items will be considered overdue after 14 days; 'Playaways' and magazines will be overdue after 7 days. All check out privileges will be limited or suspended until the overdue item is taken care of by either paying for the item, or arrangements made by parents or guardians. Accommodations will be made for class assignments.
4. Lost books and 'Playaways' will be charged at replacement costs.
5. Holds on books and materials – If item is not picked up within the time frame given, it will be returned to the shelf or given to the next person on the waiting list.
 - a. Maximum of 5 items on-hold.
 - b. Ready-holds expire in 7 days. Pending-holds expire in 21 days

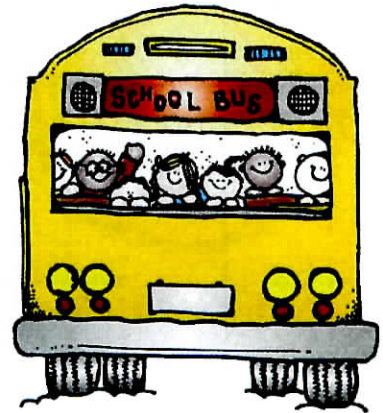


Duchesne Elementary FIELD TRIP Policy

Students must ride the bus to and from school-sponsored activities such as field trips. Since the activity is an extension of school a 'Fieldtrip Checkout Form' must be filled out requesting the teacher release the student from the activity to ride with their parents or other person approved by the parent and the principal/designee.

It is the responsibility of the parent/guardian to deliver the written approval to the principal/designee before the field trip. If this form is not turned in on time, then the student must return to school on the bus with their class, NO EXCEPTIONS. A copy of the Fieldtrip Checkout form must be kept in the office and a copy must go with the student's classroom teacher.

The person assuming responsibility/liability for the student from the activity must provide the teacher with a picture I.D. and the student exchange must take place face-to-face. If the person does not have a picture I.D., the student will return to school with their class on the bus. Buses are on a strict schedule and the exchange must take place before the buses leave to return to school. If the exchange does not happen before departure, the student will return to school on the bus.



Duchesne Elementary ANTI-BULLYING PLEDGE

We believe that everybody should enjoy Duchesne Elementary School and feel safe, secure and accepted regardless of color, race, gender, appearance, popularity, athletic ability, intelligence, religion or nationality. This way, we can all do our best.

Bullying causes pain to victims and is never acceptable.

Bullying is defined as repeated acts over time that involves a real or perceived imbalance of power.

Bullying can be:

Physical – pushing, hitting, kicking, spitting, stealing.

Verbal – making threats, taunting, teasing, name-calling.

Psychological – social exclusion, spreading rumors, manipulating social relationships, making up stories about someone.

Bullying can occur in person or through cyber-space via a computer, cell phone or other form of technology or through another person.

Just because you are not saying something directly to another person's face, does not make it okay.

As a student at Duchesne Elementary, I promise to:

Never be a bully.

Treat all other students and adults with the same respect I deserve.

Report honestly and immediately all incidents of bullying.

Do the right thing, even when I think no one is watching.

Help students who have been or are being bullied.

(Anti-Bullying Pledges will be kept on-file on a yearly basis to remind students of their commitment to make DES a better place for everyone.)

Duchesne Elementary School

435-738-1290
435-738-1313 fax

Expect Excellence

PO Box 370
200 N 198 W
Duchesne, UT 84021

Compact

Vision Statement

Each Duchesne Elementary School student is a responsible person who will acquire the knowledge and skills necessary to reach their potential and succeed throughout their lives.

Staff Pledge

I agree to carry out the following responsibilities to the best of my ability:

1. Respect the school, students, staff and families.
2. Consistently provide a warm, safe, and caring learning environment for students and families.
3. Have high expectations and help every child develop a love of learning.
4. Teach classes through interesting and engaging lessons that promote student achievement and motivation.
5. Provide a variety of meaningful activities to reinforce and extend learning.
6. Communicate regularly with families about student progress.
7. Participate in professional development opportunities.

Student Pledge

I agree to carry out the following responsibilities to the best of my ability:

1. Respect the school, classmates, staff and families.
2. Be a self-motivated learner - including coming to school everyday ready to learn and work hard.
3. Talk with parents and teachers so they can help me be successful in school.
4. Know and follow school and class rules.
5. Be responsible for bringing necessary materials, completed assignments, and homework.
6. Read every night (20 min. K-3, and 30 min. 4-6)
7. Do my best.

Family/Parent Pledge

I agree to carry out the following responsibilities to the best of my ability:

1. Respect the school, students, staff and families.
2. Provide a quiet time and place for homework.
3. Read to or listen to my child read every day.
4. Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
5. Regularly monitor my child's progress in school. (<http://powerschool.dcsd.org> Enter ID & Password)
6. Participate in school activities such as: Back to School Night, Literacy Nights, and SEP Conferences.

As a parent, I have the right to know the professional qualifications of my child's classroom teacher. At my request, this information will be provided.

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School-Wide Behavior Expectation Matrix

At DES We Expect Respect!

Expectations	Playground	Hall	Restroom	Cafeteria	Bus
Respect The School	Follow rules. Appropriate use of equipment. Keep it clean.	Calm & Quiet. Follow rules. Keep floors clean.	Never vandalize or damage. No big groups. Keep it clean.	Follow rules. Be careful to avoid messes. Keep it clean. Not too loud.	Follow rules. Stay seated.
Respect Classmates	Appropriate language. Take turns. Let others play.	Keep everyone safe by not running. Keep it quiet so classes are not disturbed.	Act very appropriate. No playing around Honor others' privacy.	Don't pressure others for food. Talk nicely.	Talk nicely. Keep hands/feet to yourself. Help smaller children in need.
Respect Staff	Follow directions. Use proper titles. Don't "talk back."	Follow directions. Use proper titles. Don't "talk back."	Follow directions. Use proper titles. Don't "talk back."	Follow directions. Use proper titles. Don't "talk back."	Follow directions. Use proper titles. Don't "talk back."
Respect Myself	Be a good example. Act with dignity. Play safely.	Be a good leader. Act with dignity.	Be a good example. Act with dignity.	Be a good leader. Act with dignity.	Be a good leader. Act with dignity. Obey all safety rules.

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INAPPROPRIATE BEHAVIOR CLASSIFICATION & CONSEQUENCES

Type 1 MISBEHAVIOR

CLASSIFICATION EXAMPLES: Rough play, inappropriate use of equipment, name calling, teasing, not following rules, "talking back" to an adult, etc.

CONSEQUENCES MAY INCLUDE: Explanation of why behavior was inappropriate, office referral, parent notification, light campus clean up duty and/or loss of recess.

Type 2 MISBEHAVIOR

CLASSIFICATION EXAMPLES: Harmful play, harmful use of equipment, inappropriate language, disobeying rules, disrespecting an adult, etc.

CONSEQUENCES MAY INCLUDE: Explanation of why behavior was harmful/offensive, office referral, parent notification, extended campus clean up duty, walking the loop during recess for a time, loss of recess for a time, and/or suspension.

Type 3 MISBEHAVIOR

CLASSIFICATION EXAMPLES: Dangerous acts, dangerous use of equipment, intimidating others, bullying, fighting, defying rules, theft, vandalism, threatening others, etc.

CONSEQUENCES MAY INCLUDE: Explanation of why behavior was dangerous, office referral, parent notification, walking the loop during recess for a time, loss of recess for a time, not allowed on buses, possible suspension and / or expulsion.

We transport the world's most precious cargo-Your Children

Dear Parent,

A school bus is the safest means of transportation available. School transportation and personnel have earned this safety record because of a sincere regard for the safety of their passengers. To maintain and improve this record, all efforts are made at state and federal levels to find ways to improve school bus safety standards.

You can help us a great deal in our efforts by becoming aware of bus safety rules and making sure your children understand them.

Included is a copy of our bus rules, which come to us from state law and regulations by the local Board of Education. Since a very high percentage of our school children are bus riders, it is imperative for their safety and comfort that they understand and follow these rules. We encourage parents to organize a neighborhood watch at bus stops to keep the students from playing in the roads and yards or harming one another. Thanks to all the parents who are helping at the bus stops now.

Please help your child's bus driver successfully perform his or her highly responsible task.

For bus routes and maps go to www.dcsd.org. DCSD Transportation link.

Transportation Director – Mike Ross

SCHOOL BUS OPERATIONS PUPIL SAFETY RULES In order to insure the safety of students being transported, all must abide by the following rules:

1. Student shall arrive at the bus stop 5 minutes before the bus arrives. Bus will leave school in the afternoon no sooner than 7 minutes after school is out.
2. Students shall wait in a safe place, clear of traffic and away from where the bus stops.
3. Students shall wait in an orderly line and avoid horseplay.
4. Students shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of driver.
5. Students shall go directly to an available or assigned seat when entering the bus.
6. Students shall remain seated and keep aisles and exits clear.
7. Students shall observe classroom conduct and obey the driver promptly and respectfully. Pupils who refuse to promptly obey the directions of the driver or refuse to obey rules forfeit their right to ride the buses.
8. Students shall not throw or pass objects on, from or into buses.
9. Student is permitted to carry only objects that can be held on his/her lap.
10. Students shall not use of profane language, tobacco, alcohol, drugs, over the counter medication or any other controlled substance on the bus.
11. Student shall not eat and drink on the bus.
12. Students shall not carry hazardous materials, nuisance items or animals onto the bus.
13. Students shall respect the rights and safety of others.
14. Students shall not leave or board the bus at locations other than the assigned stops at home or school. A written notice must be signed by Administration or designee to board or get off the bus at any other location than assigned.
15. Students shall not put head, arms or objects out of the bus windows.
16. Students shall not hitch rides via the rear bumper or other parts of the bus.
17. Students who ride the bus are under the direction of the bus driver.

Bus Rules and Student Discipline

Bus Rules:

Duchesne County School District's (DCSD) bus rules will be distributed for student and parental use. Each driver will give a copy of these rules to their students at the beginning of each school year. Drivers will go over these rules with students on their bus at the beginning of school and also periodically throughout the school year. These bus rules will be posted on each bus in four different areas: front of bus over the windshield, one on each side mid bus, and at the back of the bus above the window.

Discipline Policy:

1. First Violation - Verbal warning and possible written warning, copies going to student for parent to sign and return to the bus driver. The principal will determine consequence.
2. Second Violation - Written warning with the copies going to student for parent to sign and return the driver before riding the bus again. The principal will determine consequence.
3. Third Violation - Transportation privileges will be suspended. Written copies will go to the student and the parent will have to contact principal before getting back on the bus. A parent conference including the principal, driver, and transportation supervisor can be set up as requested by the parent or Administration. Suspension time will be determined by Administration.

Any conduct that would threaten the wellbeing and safety of other students or the driver will result in suspension without previous warning.

In the event there is a safe school policy infraction (i.e. fighting, weapons, drugs, smoking or alcohol, etc.) or unacceptable language (i.e. swearing, vulgarity, etc.) the above first two steps do not come into play. These are grounds for automatic dismissal. Again the principal will set the length of time that the student is to be removed from the bus.

Student Dismissal Form:

First Violation - Student may receive a verbal warning for the first offense. A possible written warning could be issued with copies going to student's parents to sign and return to the bus driver. A copy will be e-mailed or faxed to the transportation director and principal. School administrator will issue in-school discipline for the offense. Transportation director and bus driver can be involved if needed.

Second Violation - A written copy of the offense will be issued to the student's parents. They must sign and return this warning to the bus driver before student's transportation privileges are returned. A copy will be e-mailed or faxed to the transportation director and principal. In-school discipline by school administrator will be issued, followed by a telephone call to their home. Transportation director and bus driver can be involved if needed.

Third Violation - Transportation privileges will be suspended. A written copy of the offense will be issued to the student's parents. Parents will have to contact principal before student is given transportation privileges again. A parent conference including the principal, driver, and transportation director will be set up as requested by the parent or administration. Suspension time will be determined by administration.

In the event there is a safe school policy infraction (i.e. fighting, weapons, drugs, smoking or alcohol, etc.) or unacceptable language (i.e. swearing, vulgarity, etc.), the first and second step of the DCSD discipline procedures will not come into play. The above infractions are grounds for automatic dismissal. Again, the principal will set the length of time that the student is to be removed from the bus.

**SCHOOL FEES NOTICE
FOR FAMILIES OF CHILDREN IN KINDERGARTEN THROUGH SIXTH GRADES**

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 or 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 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 student 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 listed below. If you still need help, contact one of the other agencies listed:

School telephone: 738-1290
Ask for: David Taylor, principal

Utah Legal Services, Inc. : 1-800-662-4245
Utah Issues Information Program, Inc.:
1-800-331-5627

District telephone: 738-1240
Ask for: David Brotherson

Utah State Office of Education: 1-801-538-7830

DUCHESNE COUNTY SCHOOL DISTRICT CALENDAR

JULY 2020 - JUNE 2021

First Day of School August 26th

July 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	QE30	31

November 2020

S	M	T	W	T	F	S
1	QB2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

School Holidays/Events

September - October 2020			
Sept. 7	Labor Day		
Oct. 15 - 16	Fall Break		
Oct. 19	Training Day/No Students		
November - December 2020			
Nov. 25 - 27	Thanksgiving		
Dec. 23 - Jan 1	Christmas Break		
January - February 2021			
Jan. 18	Martin Luther King Day		
Jan. 19	Training Day/No Students		
Feb. 15	Presidents Day		
Feb. 16	Training Day/No Students		
March - April 2020			
March 29	Dist. Parent/Teacher Conference		
March 30	Dist. Parent/Teacher Conference		
Mar 31-Apr 2	Spring Break		
Number of Days In Months & Quarters			
Month	Days	Qtr. Ends	Days
August	5		
September	21		
October	20	30th	46
November	18		
December	16		
January	19	15th	44
February	19		
March	22	19th	43
April	20		
May	20	28th	47
180 days	1st semester 90	2nd semester 90	
Graduation Days			
Adult Ed	Wednesday	May 26	
Tabiona	Thursday	May 27	
Altamont	Friday	May 28	
Duchesne	Friday	May 28	
Union	Friday	May 28	
Deadline Dates			
Sept. 4, 2020	Proof of Lane Change and License Completion to District Office		
Feb. 3, 2021	Sabbatical Leave Requests to District Office		
Mar. 2, 2021	Lane Change and Early Retirement Requests to District Office		
Trimesters			
Trimester 1			
Trimester 2			
Trimester 3			
Symbols			
◇	Contract Days (No students)		
□	School Holidays (No students)		
■	12 Month Employee Holidays		
▣	First and Last Days of School		
○	Training Days (Contract Days/No students)		

January 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	QE15	16
17	18	QB19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	QE19	20
21	QB22	23	24	25	26	27
28	PT29	PT30	31			

April 2021

S	M	T	W	T	F	S
				1	2	3
4E	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			