

# **Duchesne County School District Elementary Handbook**

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# Policies

(Last Edited 4/2024)

**DCSD Elementary Schools will provide all students with quality educational opportunities.** To accomplish this goal, an appropriate learning atmosphere must be maintained. Each student is encouraged to develop self-discipline. No student shall be allowed to disrupt others' educational process.

## **DCSD Accountability Based Competency System**

Duchesne County School District is seeking a return to old-school principles using modern-day tools to help students achieve at higher and higher levels. We use the word accountability because of our belief that each student will learn best when they take ownership of their learning and when the teachers and family work in harmony to support each child. Success for students will come as we all do our part and are accountable to each other.

After conducting a thorough review of what is holding our kids back, it was determined that there were 5 factors:

- 1) GAPS: Too many students with too many gaps in their learning move from grade to grade.
- 2) NASA: Too many top students who could go directly to work for NASA or win Pulitzer Prizes are not being pushed enough.
- 3) SETTLERS: Too many students who are capable of As and Bs, are settling for Ds.
- 4) ATTENDANCE: Too many students miss too much school.
- 5) ENGAGEMENT: Too many students don't engage enough with the lessons at school.

The ABCs are designed to incrementally address each area over the next several years. Students are accountable to move from one grade level to the next by attending school, engaging in class, and demonstrating a basic level of understanding on each vital competency. If a student does not accomplish these requirements, the school will provide ample opportunities to re-learn and re-try. If a student still does not meet the requirements, they may need to repeat a grade so they have the extra time they need to demonstrate competency. What are vital competencies? They are the very most important concepts taught at school. Usually 2-3 in reading, 2-3 in math, and one in science or social studies per grade. (Out of the roughly 100 total state standards per grade level.) Progress will be reported in two areas: Academic Grades and Citizenship Grades.

### **Academic Grades**

Students will be given a regular grade on 25-40 priority standards. We also add the requirement that 5-7 of the most vital competencies must be passed to move on. Each student will be provided with the time and resources they need in order to learn. If a student is struggling with a particular vital competency, teachers will partner with parents to develop a plan going forward to help the student gain the necessary skills.

## Citizenship Grades

As we separate the reporting of academics and behaviors, we recognize that we need to make this more clear for parents. Therefore, families will be provided with a rubric of how the citizenship grade will be earned. The proficiency scale that will guide this rubric is included below. The categories of citizenship will also be recorded on the report card and in powerschool.

The three areas of citizenship are:

**ATTENDANCE:** This grade will be based on a matrix which combines the number of classes missed and the academic grade (matrix included below).. The better the grade, the more slack a student gets on attendance.

**BEHAVIOR:** Each student will be on a specific behavior level in each class. Students can work to improve their level at any time. A copy of the behavior levels document and accompanying student contract is included below.

**CLASSWORK:** Assignments must be completed at acceptable levels to receive a good grade. This will be optional on a teacher-by-teacher basis.

## Attendance Matrix



2.0

### Elementary

ATTENDANCE																			
(# of Days Absent per quarter. All absences count, except hospitalization.)																			
G R A D E		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17+
	HP																		
	P																		
	AP																		
	NP																		
H	Honors level of attendance. Keep up the good work!																		
S	Warning: on watch. Keep your grades up and attend class to avoid dropping any further.																		
N	You are in study hall sessions until you get back into the green or blue. Coordination with parents will take place.																		
U	An Attendance Contract is created in coordination with parents. You are in study hall until the conditions of the contract are met. Possible service opportunities, etc.																		

## Citizenship Proficiency Scale

2.0

	<b>Duchesne County School District</b> <b>Citizenship Proficiency Scale</b>	
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- Attending class and engaging in class are fundamental to learning and being a responsible citizen.
- Expectation for students: Be where you are supposed to be and do what you are supposed to do.
- Beginning with the 2024-25 School Year:
  - Citizenship grades will be recorded on the report card.
  - Programs, rewards, and/or extracurricular eligibility are impacted.
  - Study Hall and/or other interventions will be required for those in yellow/red for attendance.
- Beginning with the 2026-27 School Year:
  - No academic credit toward graduation is awarded if any of the citizenship grades are a U.
  - The U can be made up, and academic credit awarded, if the required conditions are met.

School administrators will determine the conditions/contract based on severity.

Citizenship Grade	Attendance	Behavior	Classwork *
<b>H</b> (Honors)	<input type="checkbox"/> H (Blue) matrix	<input type="checkbox"/> On Level 0	<input type="checkbox"/> All work is competently completed (100%)
<b>S</b> (Satisfactory)	<input type="checkbox"/> S (Green) matrix	<input type="checkbox"/> On Level 1	<input type="checkbox"/> Large majority of work is competently completed (70-99.9%)
<b>N</b> (Needs Improvement)	<input type="checkbox"/> N (Yellow) matrix	<input type="checkbox"/> On Level 2 or 3 (at 3, teachers create an intervention plan)	<input type="checkbox"/> Most work is competently completed (50-69.9%)
<b>U</b> (Unsatisfactory)	<input type="checkbox"/> U (Red) matrix	<input type="checkbox"/> On Level 4 or Worse (must include admin and a contract)	<input type="checkbox"/> Most work is NOT competently completed (0-49.9%)
<b>Make Ups?</b>	Yes. Get the Grade Up	Yes. Improve the Level	Yes, within teacher established deadlines.

\* Classwork Citizenship is only for those teachers who use “collected” for the “assignments” in Powerschool. Teachers establish the cut score for each assignment at a “competent” level with modifications for those with an IEP. **There must be a minimum of 6 “assignments” in Powerschool for this grade to be given.**

(2.0 Updated: June 5, 2025)

\* Based on situational severity, school administrators may determine that specific behaviors warrant skipping levels.

(2.0 Updated: June 5, 2025)

Your own resolution to succeed is more important than any other. - Abraham Lincoln

The most important single ingredient in the formula of success is knowing how to get along with people. - Theodore Roosevelt

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## **Code of Conduct/Student Behavior Policy**

State of Utah Safe Schools Law and the Duchesne County School District Safe Schools policy support the philosophy that *every student has the right to learn, and every teacher has the right to teach.*

### **Safe School Policy**

Students and employees are entitled to a safe learning and working environment. State Law and District policy require that students whose actions threaten students' or staff members' health and/or safety be excluded from school. Behavior that threatens the safety, welfare, or morals of others, which threatens the operations of the school, or which unreasonably disrupts or interferes with education. Acts of intimidation, violence, use or possession of weapons, criminal behavior, or gang-related activity in school, on school property, or at or around school activities will not be tolerated.

Students may be suspended or expelled for the following reasons:

1. Possession, control, use, or threatened use of a real, look alike, or a pretend weapon, explosive, or noxious or flammable material on or around school property, or at school activities or functions.
  2. Causing or attempting to cause damage to either personal or school property through vandalism, arson, burglary, stealing/larceny, or criminal mischief.
  3. Touching or striking another student or staff member with intent to cause bodily harm.
  4. The possession, control, or use of tobacco, alcohol, drugs or other controlled substances, imitation controlled substances, or drug paraphernalia on or within 1000 feet of school property is strictly prohibited by the laws of the State of Utah.
  5. Harassment consists of unwelcome verbal or physical conduct that is intimidating, hostile, or offensive. It is not acceptable in any form.
  6. Participation in any activity that violates a school rule or violates a law.
- Respect is the key: respect for self, respect for others, respect for property. All students are expected to behave courteously and respectfully.
  - Fighting will not be tolerated. All fights will be investigated. The first offense may result in suspension, the second will be a suspension, and students will be referred to the court system after a third.
  - Appropriate behaviors are expected in all school areas and activities. Vulgar, profane, or obscene language and gestures are not appropriate. Holding hands, hugging, or other similar physical displays of affection are considered inappropriate.
  - Disruptive or abusive behaviors that interfere with other students' learning and/or safety will not be allowed. Violations will be investigated and may result in suspension or expulsion from school.

### **Attendance Policy**

Regular attendance is a key to successful academic progress. There is a direct and high correlation between school attendance and academic success. No amount of worksheets can make up for the direct instruction and classroom interaction missed when a student is absent from school.

- Students should be allowed to miss school **only** when they are ill.
- Students are encouraged to be on time each day.
- Students may not leave the campus during school hours without being checked out through the office by a parent, legal guardian, or person designated by the legal guardian.
- Persons picking up students must complete the sign-out sheet in the office.
- Checking students out during the day should be limited to illnesses or emergencies.
- Students not attending scheduled classes or leaving the campus without being properly checked out are considered truant.
- Schoolwork missed when a student is absent will be made up.

### **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 parent. Parents must sign a release form in the office. Students will remain at school during the lunch hour unless they are checked out and back in by a parent or guardian, following the above procedure.

### **Tardiness Policy**

When the second bell rings, students are expected to be in their seats with the required materials. Students arriving at school after the second bell are considered tardy and must pick up a tardy slip at the office.

### **Recess Policy**

Students are expected to participate in recess and use all playground equipment correctly. Students are not allowed to throw wood chips, rocks, or snowballs during recess. Students need to wear appropriate clothing and shoes for the weather.

- Red Recess: When the temperature is below 10 degrees or other extreme weather, students will stay inside.
- Yellow Recess: When the temperature is between 10 and 20 degrees, students can remain inside or go outside.
- Green Recess: All students will be outside.  
All temperatures will include wind chill.

### **Playground Rules:**

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

## **Bullying Policy**

*Interactive Bully Prevention Education Plan—This plan is intended to define bullying behaviors, provide opportunities to teach students how to respond to bullies and establish clear, fair, and appropriate consequences for bullying behaviors.*

Bullying is defined as a mean or hurtful behavior that *keeps happening* and is *unfair and one-sided*. Bullying has three primary characteristics:

- It is aggressive behavior that is **repeated** over time
- Occurs in a relationship where there is an **imbalance of power**
- Intends to cause harm or distress and/or has a serious, harmful, or distressing impact on the target

### **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:**

Incidents of bullying are not acceptable. They will be dealt with individually, and the parents/guardians of both parties will be notified.

## **Class Assignments - Homework Policy**

- Assignments and homework are a valuable part of learning. The amount of homework will vary according to the subject, type of task, and each student's use of time.
- Teachers will allow a student to make up assignments missed due to an absence.
- Students absent for two or more consecutive days may request makeup work by contacting the teacher or the office. Assignments may be picked up at the end of the school day.

## **Computer Use Policy**

DCSD students, with parental permission, may be permitted computer internet access under supervision by school staff. Any use of the computer for illegal or inappropriate purposes or to access materials that are objectionable in a public school environment is prohibited. Violations of the district Acceptable Use Policy will result in suspension or revocation of network privileges.

## **Dress Code Policy**

Proper dress and grooming are directly related to student achievement and discipline. Student attire and grooming are expected to be neat, clean, and modest.

- **Clothing** All students are to wear clean, properly fitted clothing to



- Clothing shall not expose the abdomen or chest and shall be of sufficient size to conceal undergarments. This includes no spaghetti straps or short shorts. Skirts, dresses, and shorts must be no more than 4 inches above the knee in length.
- **Hair** must be clean and styled to not interfere with the student's vision and safety or create a situation that distracts from the educational process.
- **Safe footwear** will be worn at all times for hygiene and safety.
  - All students have a physical education class and recess. Please consider footwear that is appropriate for these activities.
  - Shoes with wheels are not allowed at school.
- **Unacceptable** clothing includes:
  - Clothing that advertises drugs or alcohol or displays inappropriate, vulgar, or demeaning language or design.
  - Hats, Sunglasses, or chains.
  - Gang symbols of any kind that signify affiliation with, participation in, or approval of a gang.

### **Food and Drink at School Policy**

Duchesne County School District offers a nutritious breakfast and lunch.

- Meals may be purchased by day, week, month, or year. Payment envelopes available in the office must be filled in completely and accurately for each student. A check or the correct amount of money is then enclosed, and the envelope is turned in at the office, preferably before school begins.
- Lunch payments may also be paid online. Visit [www.dcsd.org](http://www.dcsd.org) for details.
- Confidential reduced and free food services applications are available anytime during the school year for those who request them.
- Students bringing lunches from home will eat in the school cafeteria with classmates.
- Food or drinks are not allowed in the gym, classroom, or media center, with the exception of water in the classroom.

**\*\*Lunch balances are the parent's responsibility and can be checked on PowerSchool. \*\***

### **Library/Media Center Policy**

- The library has two primary purposes:
  - Provide books and other learning materials for students and teachers to access.
  - Provide opportunities for students to acquire research skills, appreciation of literature, and media awareness.
- Parents are encouraged to be aware of the library books their students are reading.
  - Students may have up to three books checked out at a time. They are responsible for returning books promptly.

### **Electronic Device Policy**

The Duchesne County School District School Board adopted a policy regarding using electronic devices and cell phones at school. Unapproved student use of any electronic device during instructional time is prohibited.

To allow all students to engage in learning during school, with minimal distraction, the following policy applies to all schools in the Duchesne County School District.

Cellphones, Smartwatches, emerging technologies, and listening devices must be turned off and out of sight during school. They may remain in the possession of the student, but cannot be visible in part or whole. This begins when the student **arrives at school for the day and ends when students are dismissed for the day**. Students will only be allowed to use school-issued electronic devices during class time. Students must keep personal devices off and out of sight during recess, passing time, and every other activity during the school day.

- Individuals assume full responsibility for their own technology devices. This includes the device's safety, security and maintenance.
- Personal communication devices and/or devices that can take pictures or videos may not be used in locker rooms or bathrooms at any time.
- No taking, uploading or sharing photos, recording audio, or capturing video during school.
- Students may not have their phone out in the hallway
- Any disruption to class or other educational activity may result in disciplinary action.

In order to receive an exception, a student and/or their family needs to talk with a school administrator to discuss the nature of the need and the possible accommodations. If both the family and the school administrator agree, the student will be granted a specific exception for their specific need.

Any personal electronic device seen or heard will be confiscated.

- First Offense: The device will be confiscated until the end of the day.
- Second Offense: The parent must come to the school to regain possession.
- Third Offense: Parent must come to the school to regain possession and pay a fine.
- Fourth Offense: Parent must come to the school to regain possession and pay a fine.
- Additional Offense: The device may be confiscated until the end of the year, and/or the student will enter into a behavior contract regarding this (and any other) behavior issue.

Fines collected will go into the school student activity fund to be directly used for student activities such as behavior rewards, positive behavior intervention supports, class rewards for achievement, and field trips.

### **Medicine at School Policy**

Utah Law dictates that school personnel may only administer prescription and nonprescription medications under the following conditions:

- The student's physician must complete the "Authorization to Administer Prescribed Medication" form, which is on file in the school office.
- Students are not allowed to bring medication to school. This includes over-the-counter medicines.

### **Reporting Student Progress Policy**

PowerSchool, report cards, and parent/teacher/student conferences are tools for monitoring student performance. The DCSD Proficiency Scales specify grading criteria, procedures, and expectations.

- Power School offers online access to student attendance, grades, and lunch accounts. Parent access codes for individual students are available through the school office.
- Report cards are sent home following each quarter as a summary of student achievement.
- Parent/Teacher/Student Conferences will be scheduled. Parents and students are invited to participate jointly in this process.
- Teachers or parents/guardians may request other conferences as needed.
- An appointment to confer with a teacher should be made in advance.

### **School Activities Policy**

Assemblies, field trips, field days, and other similar school activities are privileges.

- Each student must have written permission from their parent/guardian for off-campus activities sponsored by the school. Students failing in learning habits or an academic subject may be excluded from activities.

### **Textbooks Policy**

Students are responsible for all textbooks and library materials issued to them. Satisfactory settlement will be required for lost or damaged books.

### **Transportation Policy**

Students being transported on Duchesne County School District buses are expected to behave appropriately as if they are in the classroom.

- The District does not transport students to Cub Scout meetings, birthday parties, church, or non-school-related activities.
- The District will transport a student to an alternate address as requested by a parent using a district transportation request form. A form is available in the school office.

### **Fees Policy**

There are no fees in elementary schools.

### **Visitors Policy**

- Parents, guardians, grandparents, and other persons interested in the education of our children are encouraged to visit the school. All visitors must check in with the office and receive a visitor's badge before entering the rest of the school.

- No student visitors are allowed, and students not registered at the school should not be on campus during regular school hours.
- Classroom interruptions by parents and other individuals will be strictly limited. Gifts, messages, forgotten homework, and other items should be left in the office for delivery at appropriate times.
- Appointments must be scheduled through the office to meet with the principal.

### **Volunteer Policy**

Parents and other community members are encouraged to volunteer to assist students and staff.

- Volunteers work under the direct supervision of school staff and are held to the same standards of conduct and dress as students and staff. Confidentiality is essential.
- Volunteers report directly to the school office, receive an identification badge, and sign the volunteer log.

### **Bicycles/Scooters/Skateboards/Longboards, etc... Policy**

Students riding a bicycle or scooter to school should park it in the racks provided and leave it there during school hours. Students are to remove their bicycles or scooters from the school grounds immediately following school dismissal. For the safety of all students, bicycles, scooters, and any type of skateboard are not to be ridden on any school district property between 7:00 a.m. and 4:00 p.m. on school days. **ELECTRIC BIKES AND/OR SCOOTERS ARE PROHIBITED.**

### **Lost and Found Policy**

Lost or misplaced small items such as jewelry, eyeglasses, and books are placed in the office. Larger items such as clothes, backpacks, and lunch boxes are placed in an area designated for lost and found. Items left for an extended period are donated to charity.

### **Non-Discrimination Policy**

Duchesne County School District does not discriminate based on race, color, national origin, language, sex, or handicap in any educational program or activity.

- In compliance with the Americans with Disabilities Act, individuals needing special accommodations should notify the school at least three working days before participating in school activities.

### **Parent Concern Policy**

A parent or guardian with concerns should make an appointment to talk to the teacher(s) involved. If not satisfied after meeting with the teacher, the parent is invited to meet with the principal.

### **Personal Property Policy**

The school will not be responsible for the loss of those items of personal value that are **not needed** at school.