

# **Con Amore School Handbook 2025-2026**



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435-725-4750  
Website: <https://cas.dcsd.org/o/cas>

## **Non-Discrimination**

It is the policy of Duchesne County School District to provide all students with quality educational opportunities. We will not discriminate on the basis of race, color, national origin, language, sex, or disability 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 prior to participating in school activities.

## **Information Needed for Registration:**

### **Birth Certificate**

- Required by Utah State Law
- A copy of your child's birth certificate must be on file at our school.
- We cannot accept the certificate you get from the hospital.
- We cannot accept the small wallet size.
- MUST BE an official birth certificate.

### **Immunizations**

Before entering school you must provide to the school your child's immunization record.

As of July 1, 2008 the following immunizations are required

Diphtheria	Polio
Tetanus	Haemophilus Influenza type B
Pertussis	Hepatitis A
Measles	Hepatitis B
Mumps	Varicella (chickenpox)
Rubella	Meningococcal*

\*7-12th grade requirement

## **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.

they have the extra time they need to demonstrate competency. Progress will be reported in two areas: Academic Grades and Citizenship Grades.

#### Academic Grades

Students will be given a progress report based on their IEP goals and where they are at in their progress of reaching that goal. These goals meet the needs of the students and follow priority standards and vital competencies selected by the state and district. Each student will be provided with the time and resources they need in order to learn. If a student is struggling with a particular goal, teachers will partner with parents to develop a plan going forward to help the student gain the necessary skills.

#### Citizenship Grades

As the District begins to 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. While the ending product may look a little different for students at Con Amore, we still want to follow the direction the District is desiring to go. The proficiency scale that will guide this rubric is included below. The categories of citizenship will also be recorded on their progress report

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:** Work must be completed at acceptable levels to allow teachers to check their progress. This will be optional on a teacher-by-teacher basis.

#### **Attendance Policy**

Regular attendance is a key to successful academic progress. School begins at 8:30 a.m. and ends at 1:50 p.m. Students are expected to arrive on time and leave on the bus or be picked up by a parent/guardian/care-taker by vehicle at the end of the school day. Staff hours are from 7:50-3:20 and Teachers should be available to meet by appointment during the time before and after school hours. There is a direct and high correlation between school attendance and academic success, and there isn't really anything that 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 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.

**Behavior** \*(The student's abilities, IEP, behavior plans, and circumstances will be considered when decisions are made in regards to this chart and levels). It is a hope to use this model as more of a help to understand behaviors, than solely as a consequence chart.

### DCSD Behavior Intervention Levels

Description	Possible Intervention(s)
<b>Level 0 - Classroom</b> <ul style="list-style-type: none"> <li>Exemplary behavior in every school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Positive relationships</li> <li>Fulfilling life</li> <li>Behavior Grade: H</li> </ul>
<b>Level 1 - Classroom</b> <ul style="list-style-type: none"> <li>Not following class or school rules</li> </ul>	<ul style="list-style-type: none"> <li>Behavior is corrected in class</li> <li>Informal Documentation</li> <li>Parents Notified By Teacher</li> <li>Behavior Grade: H</li> </ul>
<b>Level 2 - Classroom / School</b> <ul style="list-style-type: none"> <li>Repeated level 1 behaviors</li> <li>Distracting, Disrupting, Disrespecting</li> <li>Examples: pushing, talking out, inappropriate language, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Verbal warning</li> <li>Teaching of replacement behaviors</li> <li>Behavior Tracker</li> <li>Informal Documentation</li> <li>Parents Notified By Teacher/Admin</li> <li>Behavior Grade: S</li> </ul>
<b>Level 3 - School</b> <ul style="list-style-type: none"> <li>Repeated level 1-2 behaviors</li> <li>Disrespecting, Defying, Destroying, Degrading</li> <li>Examples: insults, obstinance, bullying, damaging, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Lunch DT or In-School Suspension</li> <li>Refocus Lesson</li> <li>Academic Probation</li> <li>Behavior Tracker</li> <li>Parents Notified</li> <li>Action Plan Created</li> <li>Formal Documentation</li> <li>Behavior Grade: N</li> </ul>
<b>Level 4 - School</b> <ul style="list-style-type: none"> <li>Repeated level 1-3 behaviors</li> <li>Destroying, Degrading, Dangerous</li> <li>Examples: vaping, drugs, harassing, fighting, threats, etc.</li> </ul>	<ul style="list-style-type: none"> <li>In-School Suspension</li> <li>Out-of-School Suspension</li> <li>Refocus Lesson</li> <li>Academic Probation</li> <li>Parents Notified</li> <li>Contract Created</li> <li>Formal Documentation</li> <li>Behavior Grade: U</li> </ul>
<b>Level 5 - School / District</b> <ul style="list-style-type: none"> <li>Repeated level 1-4 behaviors</li> <li>Distributing Illegal Substances, Dangerous, Weapon</li> </ul>	<ul style="list-style-type: none"> <li>Out-of-School Suspension</li> <li>Home Placement for Instruction</li> <li>Individualized Plan</li> <li>Parents Notified</li> <li>New Contract Created</li> <li>Formal Documentation</li> </ul>
<b>Level 6 - District</b> <ul style="list-style-type: none"> <li>Repeated level 1-5 behaviors, Weapon</li> <li>Failed School Contract</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion / Home Placement</li> <li>Alternate Location of Instruction</li> <li>Individualized Plan</li> <li>Parents Notified</li> <li>New Contract Created</li> <li>Formal Documentation</li> </ul>
<b>Level 7 - District / Juvenile System</b> <ul style="list-style-type: none"> <li>Failed District Contract</li> </ul>	<ul style="list-style-type: none"> <li>Expulsion</li> <li>Entry into Juvenile System</li> </ul>

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

(Updated: Mar 1, 2024)

**Behavior Level #** \_\_\_\_\_ **School:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Student:** \_\_\_\_\_

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

<b>WHY?</b> What behaviors have caused you to be at this level?	<b>ACTION PLAN</b> What actions will improve behavior in the future?
	Follow-Up Timeline: _____
<b>CONSEQUENCES</b> Natural and/or Imposed. Personal and/or Relationships.	<b>NEEDS</b> What do you need in order to succeed in the action plan?

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

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

process rights must be given to the parent or guardian and the student must "stay put" in the present educational environment unless the parent or guardian agrees otherwise, pending resolution of the hearing.

**Special Note:** The maximum number of ten days suspension is considered on a cumulative basis, within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with any student with a disability. Any suspension should consider the least restrictive environment.

### **Reporting Student Progress**

Progress Reports, parent and teacher conferences, IEP meetings and Powerschool are tools for monitoring student performance. The DCSD Proficiency Scales specify grading criteria, procedures, and expectations for academics.

- Progress Reports 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.
- IEP Meetings will be held at least annually for students and will look at student progress and needs.
- Power School offers online access to student attendance and lunch accounts. Parent access codes for individual students are available through the school office.
- Teachers or parents/guardians may request other conferences as needed.
- An appointment to confer with a teacher should be made in advance.

### **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.

### **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.

### **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 who are struggling behaviorally and not able to attend the activity for the safety of themselves or others may be excluded from activities.

### **Transportation Policy**

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

A few things specific for our buses:

- **Clothing** - All students are to wear clean, properly fitted clothing that does 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, provide a safety hazard, or create a situation that distracts from the educational process.
- **Body** - should be clean and neat.
- **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.

\*Please label any clothing or other items you send to school with your child with their name so it can be identified (ex. coat, backpack, etc.)

## **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.

**\*If your student has a food allergy please notify the office and complete the essential paperwork to ensure the safety of your child.**

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

## **Birthday Treats**

If you choose to bring a birthday treat for your child's birthday, please bring "store bought" treats that are wrapped (health dept. guidelines). We are a peanut/tree nut free school. Please read the label to make sure it is peanut free and not processed in a factory that processes peanuts. We will be celebrating birthdays during lunch time this year, so please make sure your treats are brought to the office before 11:00 am and make sure your child's name is on them.

## Important Dates 2025-26

Back to School Night	Mon. Aug. 18th 5:00 - 6:30 p.m.
First Day of School	Tues. Aug. 19th
Labor Day (No School)	Mon. Sept. 1st
Fishing Day	Wed. Sept. TBA
Training Day (No School for Students)	Wed. Oct. 15th
Fall Break (No School)	Thur. Oct. 16th & Fri. Oct. 17th
End of QTR 1	Fri. Oct. 24th
Parent Teachers Conference	Thur. Oct. 30th
Halloween Carnival	Fri. Oct. 31st
Daylight Savings Time Ends	Sun. Nov. 2nd
Veterans Day	Tues. Nov. 11th (Program?)
Parent Teachers Conference	Wed. Nov. 19th
Thanksgiving Feast	Thur. Nov. 20th
Thanksgiving Break (No School)	Wed. Nov. 26th - Fri. Nov. 28th
Santa's Visit	Mon. Dec. 22nd
Christmas Break (No School)	Tues. Dec. 23rd - Fri. Jan. 2nd 2026
Teacher Training Days (No Students)	Fri. Jan. 2nd, 2026
End of QTR 2	Fri. Jan. 9th
QTR 3 Begins	Mon. Jan. 12th
MLK Day (No School)	Mon. Jan. 19th
Valentines Party	Fri. Feb. 13th
Presidents Day (No School)	Mon. Feb. 16th
Dr. Seuss Week	Mon. Mar. 2nd – Fri. Mar. 6th
Family FUN Night	Wed. Mar. 4th
End of QTR 3	Fri. Mar. 13th
Teacher Training Days (No Students)	Mon. Mar. 16th
QTR 4 Begins	Tues. Mar. 17th
Spring Break (No School)	Mon. Apr. 6th - Fri. Apr. 10th
Track & Field Day	Apr. TBA
Parent Teachers Conference	Tues. April 21st
Spring Program	Wed. Apr. 22nd
Track & Field Day	May TBA
Graduation & Awards Ceremonies	Thur. May 21st
Last Day of School	Fri. May 22nd, 2026

### Important Dates to Be Announced:

Fishing Day: September  
 Dare Graduation: January  
 P-K Gymnastics Program: January  
 Special Olympics: May

\* 2nd Tues. of each Month Whole School Swimming in Roosevelt