

Duchesne County School District Elementary Handbook

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Roosevelt, UT 84066

Main Office: (435) 725-4500

Website: www.dcsd.org

Policies

(Last Edited 12/2021)

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 the educational process of others.

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 learning and working environment that is safe. State Law and District policy require that students whose actions pose a threat to the health and/or safety of students or staff members be excluded from school. Behavior which 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. Harassment in any form is not acceptable.
 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 in a courteous and respectful manner.
 - Fighting will not be tolerated. All fights will be investigated. The first offense may result in suspension, the second will be a suspension, after a third, students will be referred to the court system.
 - Appropriate behaviors are expected in all areas and activities of the school. 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 the learning and/or safety of other students 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 are required to 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 truant will be made up.

Tardiness Policy

Students are expected to be in their seats with required materials when the second bell rings. 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. 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 10-20 degrees, students will have the option to remain inside or go out.
- Green Recess: All students will be outside.

All temperatures will include windchill.

Hazing, Bullying, Cyber-Bullying and Harassment Policy

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.

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, and will be dealt with on an individual basis and 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 provide an opportunity for a student to make up assignments missed as a result of an absence.
- Requests for makeup work, for students who have been absent two or more consecutive days, may be made 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 relate directly to student achievement and discipline. Student attire and grooming is expected to be neat, clean and modest.

- **Clothing** All students are to wear clean, properly fitted clothing.
 - 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 so that it does not interfere with the student's vision, safety or create a situation that contributes to distracting from the educational process.
- Safe **footwear** will be worn at all times in the interest of 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, 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 the day, week, month or year. Payment envelopes, which are available in the office, are to be filled in completely and accurately for each student. A check or 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 for details.
- Confidential reduced and free food services applications are available at any time 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 access by students and teachers.
 - 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

Duchesne County School District School Board adopted a policy for use of electronic devices and cell phones at school. There shall be no unapproved student use of any electronic devices during instructional time.

The policy is that **CELL PHONES/APPLE WATCHES/ IPODS/MP3 PLAYERS**, etc are to be **in backpacks or turned into their teacher and turned off** during the **entire school day while students are on school property**. Electronic devices seen or heard will be confiscated. Students will be required to contact parents in the presence of a teacher or office personnel and have a parent come to the school to pick up the electronic device.

- First Offense: Student may regain possession from the office.
- Additional Offenses: Parent/guardian must come to the school to regain possession. Possible consequences include: detention up to suspension.
- The school will not be responsible for the loss of these devices.

Use of school phones by students will be limited. Teacher permission is required for students to use the phone. Calling parents because of illness or a missed bus are acceptable reasons to use school phones.

Medicine at School Policy

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

- The “Authorization to Administer Prescribed Medication” form must be filled out by the student’s physician, and be on file in the school office.

Reporting Student Progress Policy

PowerSchool, report cards, and parent/teacher/student conferences are tools for monitoring student performance. Grading criteria, procedures and expectations are specified by each teacher at the beginning of each course.

- 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 considered privileges.

- Each student must have written permission from their parent/guardian for off campus activities sponsored by the school. Students who are 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 under the same expectations of proper behavior as they are in the classroom.

- The District does not transport students to Cub Scout meetings, birthday parties, church activities, or other 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. However a suggested \$5.00 non-refundable donation to the student activity fund is appreciated.

Visitors Policy

- Parents, guardians, grandparents and other persons interested in the education of our children are encouraged to visit the school. All visitors are required to check in with the office and receive a visitor’s badge prior to going into the rest of the school.

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

Volunteer Policy

Parents and other community members are encouraged to participate as volunteers in assisting 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 where they receive an identification badge and sign the volunteer log.

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

Students riding a bicycle/scooter to school are to park it in the racks provided and leave it there during school hours. Students are to remove their bicycles/scooters from the school grounds immediately following school dismissal. For the safety of all students, bicycles, scooters, and any type of skateboards 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, eye-glasses, books are placed in the office. Larger items such as clothes, backpacks, lunch boxes will be placed in an area designated for lost and found. Items left for an extended period of time are donated to charity.

Non-Discrimination Policy

It is the policy of Duchesne County School District not to discriminate on the basis of 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 prior to participating in school activities.

Parent Concern Policy

A parent/guardian with concerns should make an appointment to talk to the teacher(s) involved first. 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.