



School Policy Handbook

Created and Instituted 2017

Cottonwood Elementary



**Respect, Responsibility, and
Success-
Nothing Less**

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These forms are for your reference only. Please do NOT fill them out and return them to the school. Please return ONLY the forms found in your registration packet.

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School Welcome

On behalf of the Faculty and Staff of Cottonwood Elementary we would like to welcome you. We hope the time you spend with us as a student or parent will be an enriching experience in your life. We look forward to working with you.

The information in this handbook has been designed to help you become acquainted with the policies and procedures at Cottonwood Elementary and hopefully to make you feel a part of our student body. These policies, procedures, and routines have been implemented for the student's education and safety. It takes everyone- faculty, staff, students, and parents- to make the school experience a rewarding one. We encourage parents to be involved in their child's education.

At Cottonwood Elementary School, we strive to provide a safe environment where students can learn and grow. We appreciate the time and effort that you as parents put into your child's educational welfare. We have created this handbook as a resource for you to refer to if questions arise about school policies or procedures.

We have a highly qualified staff of teachers and educational assistants who are here to provide your student with the knowledge and experience they need to become successful citizens of our city, state, country, and world. We believe that students deserve a safe environment in which to learn, and will do all within our power to ensure such an environment exists in our school. It is for these reasons that the policies found in this handbook were chosen.

We believe in order for a child to fulfill his or her potential, it is vital for parents to be involved in the educational process. This includes working with your child at home, reading to and with your child and being read to by your child, volunteering in your child's classroom, attending parent meetings and conferences, and alerting the school of any issues or concerns that you may have.

With your help, we can create an environment where gaining knowledge is encouraged and learning is applauded. We also believe that your involvement can lead to a respectful, responsible student body that will treat one another with courtesy and compassion.

Once again, we thank you for your interest in your child's success, and encourage you to work closely with your child, your child's teacher, and the school. Together we can make a difference.

Sincerely,

Cottonwood Elementary Faculty and Staff

Motto, Vision, Mission, and Goals

Motto:

“Respect, Responsibility, and Success - Nothing Less”

Vision:

Building positive student-teacher relationships to increase student motivation and academic success.

Mission:

The mission of Cottonwood Elementary is to ensure educational competence for all students and to prepare them to compete in and contribute to our modern day society.

Goals:

- Cottonwood Elementary School strives to establish an effective learning environment that promotes positive self-esteem for students as learners and as individuals;
- Implement the most effective teaching methods, technology, and research so that students will exit our schools as lifelong learners having developed higher level thinking skills which will help them be ready for continued 21st century learning;
- Develop accountability and responsibility through individual and group process skills in creativity, problem solving, decision making, and communication; and
- Develop respect and concern for self and others.

The Emery County School District is an equal opportunity employer and does not discriminate with regard to race, color, religion, national origin, sex, age, marital status, or physical or mental handicap, except where justified to meet a bona fide occupation. The Emery County School District is committed to a policy of keeping its work place free from sexual harassment. The Emery County School District provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans With Disabilities Act.

Enrollment Information

Registering for Kindergarten

To be eligible to enter Kindergarten, a child must be at least five (5) years of age on or before September 1 of the particular year during which admission is sought.

The following documents are required **before** a child can be registered in school:

1. Health Exam—Make an appointment as early as possible with your health care provider or clinic.

2. Birth Certificate— Parents of *children born in Utah* may obtain their child's birth certificate from the Southeast Utah Health Department, 25 West Main, Castle Dale, Utah 84513. Phone number (435) 381-2252. The certificates may be ordered online, by mail, or in person. *Appropriate identification is required. The cost is \$15.* Information is online at <http://www.utahcountyonline.org/Dept2/Health/Vital%20Records/home.asp>. Birth certificates for a *child born outside of Utah* may usually be obtained from the department of health in the state in which the child was born. Information is online at National Center for Health Statistics website, —Where to Write for Vital Records: <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>. Please note that birth certificates must be state certified and not a hospital copy.

3. Immunizations—These are required by law for a child entering school:

- 5 DTP (**Only 4 doses required** if 4th DTP was given on or before the fourth birthday)
- 4 Polio (**Only 3 doses required** if the 3rd Polio was given on or before the fourth birthday)
- 2 Measles, Mumps, Rubella (MMR) (One must have been given **after** the child's first birthday)
- 3 Hepatitis B
- 2 Hepatitis A (First dose **MUST** be after one year of age. Second dose **must** be administered a minimum of six months **after** first dose.)
- 2 Varicella (Chicken Pox) (First dose **MUST** be after one year of age. History of the disease is acceptable. A parent **MUST** sign a verification statement that is kept on school record.)

4. Dental Examination (NOT REQUIRED) - This is strongly suggested—Make the appointment early to allow time for needed corrections to be made.

Withdrawing students: If you are moving and are withdrawing your child from school, please call, come by the school, or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

Parental Custody:

To be enrolled at Cottonwood Elementary, a student must be living with his/her parents, or in the case of divorced parents – living with the parent who has legal custody. If this is not the case, then a legal document must be provided to the school establishing who has legal custody of the student. This must be completed **before** the student may be enrolled. The Division of Family Services or the Division of Social Services will be accepted as legal guardians in special cases.

Attendance

Student Attendance and Exemption from School Summary of Policies JE & JHB

Emery County School District Policy States:

Regular school attendance is required by Utah State Law, but more importantly, it should be remembered that learning is an on-going process with each concept solidly attached to those that precede and those that follow. Therefore, to ensure that concepts and skills are consistently learned, regular school attendance is a must and we encourage that children not be allowed to stay home unless they are ill.

Utah Compulsory Attendance Laws (Code 53A-11-101-105) *requires that every school age child (ages 6-18) be enrolled in school and attend regularly.* Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: **illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays and family activity or travel (approved and arranged in advance with the principal).**

A note or call to the school explaining your student's absence is required for each day your student misses school. In the Emery County School District:

Local school administrators are designated by the Board to administer the District Truancy Prevention Policy (Policy JHB, Appendix A).

1-First unexcused absence - a school official shall counsel with the student and a written notice will be mailed to the parent(s)/guardian(s).

2-Second unexcused absence - a written notice shall be mailed to a parent(s)/guardian(s).

3-Third unexcused absence - a first truancy citation shall be mailed (certified) to the parent(s)/guardian(s) requesting parental support in securing regular attendance by the minor and notifying the parent(s)/guardian(s) that refusal to respond to the notice is a class B misdemeanor. A meeting shall be scheduled with the parent(s)/guardian(s) and the student to review the student's attendance problem, and if appropriate, discuss possible adjustments to the student's curriculum or schedule.

4-Fourth unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

5-Fifth unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

6-Sixth unexcused absence - a second truancy citation shall be mailed (certified) to the parent(s)/guardian(s). A hearing meeting will be scheduled for the parent(s)/guardian(s) and student where the attendance problem will be discussed and final alternatives will be presented and administered by the school administration according to state law.

7-Seventh unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

8-Eighth unexcused absence - a third truancy citation shall be mailed (certified) to the parent(s)/guardian(s) and the student will be dealt with by the school administration according to state law.

Other discipline actions may be imposed by individual school policies as outlined in individual school handbooks.

Failure to notify school of your child's absence may result in up to two (2) calls per day from the automated ParentLink system until the absence has been accounted for. It is important to note that messages left on the ParentLink system are not sent to the school until Friday of each week. Therefore, it is necessary to call the school directly to avoid more calls from the ParentLink system

If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under Section 504/ADA of the Rehabilitation Act, have excessive absences and fall within the criteria of this rule, the student's IEP team, (IDEA), or school team (Section 504) shall ensure that the procedures of this rule apply consistent with State and Federal Law and Regulations.

Tardies:

Students are expected to be in class by the time the tardy bell rings. If a student is excessively tardy a conference may be called by the child's teacher and may include the teacher, child, parent or guardian, and - if deemed necessary – the school principal. Excessive tardiness may warrant referral under the excessive absence/truancy policy instituted by the Emery County School District.

Parent(s)/guardian(s) may appeal citations in the following manner:

1) Within five (5) school days of receipt of a citation, parent(s)/guardian(s) may appeal a truancy citation by submitting a written appeal, clearly outlining the reason for the appeal and the desired outcome to the school appeals committee. The elementary school appeals committee shall consist of two parents and two teachers. The appeals committee shall render a written decision within ten (10) school days from the date the appeal was filed.

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school. Your support and cooperation are appreciated.

Scheduling Appointments:

Please try to schedule medical, dental, and other appointments outside of school hours. Private lessons should not be scheduled during school hours. If your child must leave during school hours, a parent or authorized individual who has been listed on the student registration form must check him/her out at the school office.

Travel and Vacations:

Periodically students travel with their parents on business trips or vacations during the school year. To capitalize on the learning opportunities such trips provide, parents are encouraged to make prior arrangements with the teachers regarding the student keeping a journal, or maintaining some other account. Provisions should also be made to complete assignments that will be missed. To obtain these assignments in advance teachers and school office should be notified one week prior to departure in order that proper preparations can be made.

Class Assignments:

Since learning is progressive, it is important that all assignments are completed. Teachers will provide the opportunity for students to make up assignments missed, but *it is each student's responsibility to find out what assignments were given* and the date by which they are to be finished.

Arriving Late:

Student attendance and tardiness are recorded at the school. Tardiness due to doctor and dentist appointments, with a note from the doctor, will be excused. All tardies not meeting these criteria will be considered unexcused unless excused by the Principal.

Unacceptable reasons for being late include but are not limited to:

- baby-sitting
- sleeping in
- missing the bus
- running errands
- lack of transportation
- visiting relatives
- trouble with alarm clock
- a bad morning
- chores at home
- etc.

After school pickup:

An attempt will be made to contact parents of students who are not picked up after school. If, within 30 minutes of the final bell, students still remain at school – to meet safety, supervision and legal requirements – the Sheriff's Dept. will be notified.

2017 Utah House Bill 239: Juvenile Justice Amendments

All criminal offenses committed by students enrolled in Emery District schools that occur on school property, or at school-sponsored activities off campus, that are not referable to juvenile court will be dealt with by the school administration in accordance with state law. Such criminal actions may result in fees, suspension, expulsion, participation sanctions, probation, restitution, school service hours, behavior modification programs/placement, and other consequences as deemed appropriate and necessary. Failure to comply with a school administrator's judgement on such criminal offenses will result in a referral to the appropriate intervention agency.

For information on School Hours, see appendix B

Student Health

Illness:

Please follow these guidelines if your child is ill:

- 1- Take time to notify the school.
- 2- Before sending your child to school, be sure that she/he is well enough to be in school.
- 3- Do not assume your child will get better at school.
- 4- Understand that we have no provisions to care for sick children.
- 5- Understand that our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside.
- 6- Do not send your child back to school until they have been fever free for 24 hours without medication.

****If your child is absent for an extended period of time due to illness, a doctor's statement may be required upon returning to school.***

Illness at school:

If a child becomes ill at school, every effort will be made to contact the parents who should be available to check the child out at the office and take her/him home. It is very distressing, not only to school personnel but also the child, to have a sick child at school and not be able to contact a person responsible for the child. ***Please notify the office of any updated emergency numbers.*** An ill child may not walk home alone. We request that you, or someone you designate, pick up your child.

Chronic or serious conditions:

Diabetes, epilepsy, asthma, and similar conditions, which could require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration information sheet.

This information is important for the safety of your child.

Infections and illnesses:

If you suspect your child has any of the illnesses listed below, please do not send him/her to school. We urge you to seek medical attention for diagnosis and treatment as needed.

- fever of 100 degrees or above
- abdominal pain
- diarrhea or frequent, loose, watery stools
- acute colds
- runny nose (non-allergenic)
- swollen glands around jaws, ears or neck
- suspected impetigo
- yellow, green or odorous pus in blister
- nausea or vomiting
- unusual drowsiness or tiredness
- sore throat
- persistent cough
- red, inflamed, discharging eyes (non-allergenic)
- suspected head or body lice
- skin rash of unknown origin
- any skin sore oozing of fluid

Please keep your child at home if s/he has any other symptoms suggestive of acute illness such as:

- Diphtheria
- Infectious mononucleosis
- Pink eye
- Mumps
- Strep infection
- Ringworm
- Measles
- Whooping cough

Note: Children who have chicken pox may not return to school until all the sores are healed.

Head Lice Policy:

Children will be referred for treatment at the end of the school day. Until the end of the day, they are to avoid activity that involves head-to-head contact or sharing of head gear (i.e. headphones, headbands, combs, etc.).

The nurses or trained personnel will check a child and any siblings suspected of having head lice. If lice are confirmed, parents, guardian, or the designated emergency person will be notified. Children **may return to school after treatment. A second treatment will be done 7-10 days after 1st treatment if an over-the-counter product is used.**

- 1- When a case of lice has been confirmed, a letter, appropriately marked, may be sent home to all children in the class who may have been in contact with the affected child.
- 2- If a parent calls to say his/her child had lice and has been treated, the school will send a letter home with all the children in the classroom.
- 3- If a neighbor or friend calls the school to inform or complain about a child or family suspected of having lice, a name must be given to the school for the nurse to check. No action will be taken on a complaint without the name of the caller or informer.
- 4- Upon returning to school, the affected student will be checked by the nurse or trained personnel for proof of treatment.

Parents are encouraged to check their children's heads for lice regularly.

Accidents and Injuries:

On your student's registration card, please indicate the names, addresses and phone numbers of individuals who should be contacted in an emergency. **Update this information promptly if it changes.** Students and parents may expect that these procedures will be followed in the event of an accident at school:

1. The student should report to the teacher her/his injury and what happened.
2. If minor medical attention is needed, the teacher will bring the student to the office.
3. In a more serious situation, the parents will be called immediately.
4. School personnel cannot take a child to a health care provider unless it is an absolute emergency.
5. We do not diagnose ailments or administer any medications in connection with an accident.

Medications:

Medication can be administered at school under the following conditions:

1. Students who need to take any kind of medication must have written authorization from a parent/guardian **and** the student's health care provider.
2. Prescription medication should be brought to the school office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
3. It is the parent's responsibility to keep medication in adequate supply.
4. For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
5. If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.

Vision Screening:

The State of Utah mandates yearly vision screening and a reporting of those screenings on the K, 1st, 2nd, 3rd, 5th, and 7th graders. The Emery County School District routinely screens students and upon teacher or parent request in other grades. A parent at any time may request that their child be exempt from the screening by completing and submitting an opt out form. We have these available in the office or on our website at: cwe.emeryschools.org → On-Line Registration

Emergency Plan

Drills:

Fire, earthquake, and other emergency drills are held at regular intervals as required by law and to ensure student safety. Instruction in safety procedures is given by the teachers in all classrooms at the beginning of the school year and reviewed periodically. It is essential that, when the signal is given, ***everyone in the building obeys orders promptly and clears the building by the required routes as quickly as possible.***

School Closure, Delayed Start or Early Dismissal:

Cottonwood Elementary School will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force a school closure, delayed start, or early release. Parents and employees will be notified via a Parent Link phone call, as well as other media types about any school closures, delayed starts, or early dismissal of students. All school closures, delayed starts or early dismissals are for one day only. No Parent Link phone call means that the school is open and regular schedules will be followed.

***Parents: Make sure that the school has correct contact information for you including a current telephone or cell phone number or you will not receive these notifications.**

Family Plan:

It is advisable for each family to have a predetermined plan, which children can follow should it be necessary for school to be dismissed early for emergency reasons.

Emergency Procedures:

Your children will be given the following instructions for each of these specified emergencies:

- **Bomb threat:** Search by personnel for suspicious packages, evacuation if deemed necessary by the person in charge.
- **Earthquake:** Drop, cover, and hold; evacuate when instructed. Out-of-doors, move to open space away from power lines; drop, cover neck and head.
- **Fire:** Students exit in an orderly way, via assigned routes, and remain at school boundary awaiting further instructions.
- **Flood:** Students evacuate to the highest level of the school building.
- **Hazardous spill:** Close windows and await instructions in the event of a chemical or other hazardous materials spill.
- **Inclement weather:** The superintendent will make all final decisions regarding actions taken. Parents will receive a ParentLink call if notification is required.
- **Gas Leak:** A brass bell will be used to notify teachers. Students will be evacuated in an orderly manner from the building and taken to the designated evacuation point.
- **Evacuation:** Parents are responsible to claim their children by notifying each child's teacher as well as the principal or his designee.

For questions about the emergency, contact the school office.

Transportation Eligibility and Rules

Riding the bus is a privilege. Improper conduct on the bus will result in loss of bus riding privileges. It will then become the parent's responsibility to get his/her child/children to and from school.

The following rules will be followed at Cottonwood Elementary School:

- 1- Students living farther than 1.5 miles from the school are eligible for transportation services.
- 2- All students who ride the bus are expected to behave in a courteous and respectful manner while waiting to board the bus.
- 3- Students are to be on time at the designated bus stops and are to wait until the bus comes to a complete stop before attempting to board.
- 4- Students are to arrive at the bus stop not more than five (5) minutes before pick-up time.
- 5- Students are expected to conduct themselves in a courteous and cooperative manner on the bus at all times.
- 6- While on the bus, the students are under the authority of, and directly responsible to, the bus driver. Loud and boisterous talking or laughing is prohibited on the bus while students are being transported.
- 7- Students are to be properly seated while the bus is in motion and are prohibited from waving hands out of the windows of the bus.
- 8- Students who come to school on the bus should go home on the bus unless parent permission is given in the form of a signed note.
- 9- Non-bus students are discouraged from requesting permission to ride the school bus, and should go directly home after school. Students are not to remain in or around the school without permission.

Copies of the bus rules will be given to every parent to sign and return to the school stating that bus policy has been discussed with their child/children. During the school year, all students will ride the bus, (i.e. field trips, school events, etc), therefore students are required to have a signed form on file even if they are not regular bus riders.

If you would like a copy of the bus rules – please inquire at the school office or visit our website at: cwe.emeryschools.org → Online Registration

Questions regarding transportation of students should be directed to the district transportation department at 435-381-2611.

School Meals Program

Cottonwood Elementary School participates in the Federal School Breakfast and Lunch Program. Under this program, some students are eligible to receive meals free or at a reduced price. **Applications for these benefits are provided with each student registration packet.** We encourage all families to apply for assistance. All information provided in your application will be kept confidential. You can apply online at: <http://bit.ly/ECSDMealApp>

Please note the following details about meals eaten at school:

If your child is not allowed to eat certain foods, please contact the school office and cafeteria manager for information and assistance.

Meal money may be paid yearly, quarterly, monthly, or weekly. ***Students should not charge meals. After 5 charges a student will NOT be allowed to eat a school meal until all charges are paid in full.***

One additional milk/juice may be purchased separately at the price of \$0.50.

***Please Note:** Pricing is set at the beginning of each school year. Please contact the office for current pricing.

You may write one check for all the students in one family who attend the same school. Please include students' names and student identification numbers. When paying by check, please make payable to **Cottonwood Elementary**.

Accounting is done on a computer with a terminal located in the school office. Lunch money is deposited into a unique account assigned to each individual student. Each student is also assigned an identification number. He/she enters the number on a keypad each time a meal is obtained. The appropriate amount is then deducted from his/her individual account.

Students not buying school lunch are expected to bring a lunch from home. ***No glass containers. We also discourage sending carbonated beverages or energy drinks*** in home-packed lunches. A student may purchase milk/juice with a home lunch for \$0.50. Any student who purchases a drink to go with a lunch brought from home will be charged \$0.50 regardless of whether they qualify for free or reduced lunch. Cash for the drink must be paid at time of purchase.

Although we encourage students to eat their meals and provide ample time for them to do so, no effort will be made to make students eat all of their meal.

For health reasons, trading food is not permitted between students, whether it is a school lunch or a lunch from home. **Food is not to be taken out of the lunchroom area unless permission has been given by the supervising staff members.**

We ask students to display proper manners, talk quietly, and refrain from derogatory comments or actions in an attempt to provide a pleasant atmosphere in the lunchroom for all students.

***Please Note:** Menus may change without prior notice due to circumstances beyond the lunchroom manager's control.

Dress Code

Students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment (see Policy JICA, and Appendix A). Clothing should be neat, clean, and appropriate for learning and weather conditions. The school administrator and/or staff will determine whether or not a student is in violation of the dress code. Parents will be called to bring the student a suitable change of clothing. Parents are also expected to observe the dress code whenever they are in the building.

The following would be considered ***in violation*** of the dress code:

- Garments that are low enough to reveal a student's underwear
- Clothing advertising drugs, alcohol, tobacco, acts of violence or lawlessness
- Clothing associated with gangs, illicit drugs, or illegal substances,
- Clothing with offensive and/or vulgar language and/or designs
- Clothing which calls attention to the body, including bike pants, spandex, unitard knit tights, body suits, sheer clothing or skin tight clothing, spaghetti straps, or low necklines
- Hats or caps worn in the building (except for school spirit days)
- Clothing with intentional cuts, slashes, fraying, or holes above the finger-tips when arms are held loosely at the side.
- Short shorts, running shorts, or miniskirts (as a rule of measurement, short/skirt hems should reach the finger tips when arms are held loosely at the side)
- Crop tops showing midriffs, tube or tank tops or halters
- Swimsuits
- Sunglasses
- Heelies/shoes with wheels
- Visible body piercing (except ears)
- Hair styles that are distracting

While not in violation of the dress code, the following items are **NOT** recommended at school:

- Flip-flops
- Open toed shoes
- High heels
- Slippers

Please Note: Due to safety issues during PE and/or recess, sturdy shoes are recommended. Your child will be allowed change shoes if needed during these times if the parent provides alternate shoes.

Student Discipline

The faculty and staff at Cottonwood Elementary believe that children want, and feel more secure in, a setting that has rules and limitations. Our main purpose for having a student discipline policy is to maintain order and provide for the well being of the students and staff while at school. Any student damaging or defacing school property or equipment will be expected to pay for the repair, replacement, and/or cleanup. This includes books, desks, or any other item for which the student may be responsible.

Students are expected to use language suitable for a public place. Senate Bill 33 states "A student may be suspended or expelled from a public school for any of the following reasons: frequent or flagrant willful disobedience; defiance of proper authority, or disruptive behavior including the use of foul, profane or abusive language and gestures

DISCIPLINE POLICY:

Discipline problems will be classified into two categories:

CATEGORY #1		
If a student commits an offense such as but not limited to the following: disrespect, insubordination, disobedience, and profanity, failure to follow a teacher or staff member's request then the following steps will be followed (at the discretion of the school):		
	Grades K-3	Grades 4-6
1st Offense	A written referral* is completed. A warning is issued and parents are informed.	A written referral* is completed. A warning is issued and parents are informed.
2nd Offense	A written referral* is completed. A second warning is issued and parents are informed	A written referral* is completed. The student is assigned to suspension for one full day.
3rd Offense	A written referral* is completed. The student is assigned to in-school suspension for one full day.	A written referral* is completed. The student is assigned to suspension for three full days.
4th Offense (At Principal's Discretion)	A written referral* is completed. The student is assigned to in-school suspension for three full days.	A written referral* is completed. The student is assigned to suspension for five full days. A parent, student, administration meeting will be held. ANY further offense may result in referral to the School Board for expulsion.

CATEGORY #2		
If a student commits an offense such as: possession of tobacco, possession of alcohol, and/or the possession of drugs, the following steps will be followed (at the discretion of the school):		
	Grades K-3	Grades 4-5
1st Offense	A written referral* is completed. The student may be suspended for three days. A meeting will be held with the student, parent, and administrator or designee to discuss how to best resolve the issue.	A written referral* is completed. The student is suspended for three days and is referred to Juvenile Court, if appropriate. Parents must accompany the student to get him/her back into school. The Emery School District Alcohol and Tobacco policies will be followed beyond the above steps.
2nd Offense	A written referral* is completed. The student will be suspended for three days. A meeting will be held with the student, parent, and administrator or designee to discuss how to best resolve the issue.	A written referral* is completed. The student is suspended for three days and is referred to Juvenile Court, if appropriate. Parents must accompany the student to get him/her back into school. *If appropriate, further offenses will result in referral to the School Board for expulsion.

NOTE: Students who are suspended or placed on citizenship probation will not be eligible to participate in school sponsored activities during that period of time. Any offense which involves possession of firearms, explosives or other weapons (real or imitations) may be suspended 10 days and may be referred for expulsion.

***denotes school office referral.**

Please Note: Students that are on IEP (individual education plans) and/or behavior plans may have alternate policies in place to maintain and correct their behavior, therefore parts of the above policy may not be applicable.

BULLYING

The Emery School District supports a secure and safe school climate that is conducive to learning and is free from threat, harassment and any type of bullying behavior. Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Cottonwood Elementary recognizes that bullying and intimidation have a negative effect on students and school climate. Students who are intimidated and fearful cannot give education the focus needed for success. Bullying also leads to violence and other anti-social behavior. Every student has the right to an education and to be safe in and around school.

At Cottonwood Elementary, we define bullying as **an unfair and one-sided pattern of abuse over time. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.**

Bullying

The three types of bullying are indirect, verbal, and physical.

Bullying behaviors include (but are not limited to) the following:

- ~Hurting someone physically by hitting, kicking, tripping or pushing, spitting, invasion of personal space
- ~Stealing or damaging another person's things
- ~Ganging up on someone
- ~Teasing someone in a hurtful way, including name calling, sexual remarks, taunting and/or threatening
- ~Emotional harassment such as using put-downs, insulting someone's race, gender and/or beliefs
- ~Spreading rumors or untruths about someone, slander, and/or improper comments
- ~ Exclusion from social activities
- ~Improper gestures

Consequences for Bullying are as follows (at the discretion of the school):

	Grades K-3	Grades 4-5
Offense 1	Talk with principal, documentation, and parents contacted	Talk with principal, documentation, and parents contacted
Offense 2	Talk with principal, documentation, parents contacted, and an optional one day in-school suspension	Talk with principal, documentation, parents contacted, and an optional one day in-school suspension
Offense 3	Talk with principal, documentation, parents contacted with an optional one day in-school suspension	Talk with principal, documentation, parents contacted, optional suspension, student placed on probation, and court referral (if applicable)
Further Offenses	<u>Principal's discretion</u> which can include a five day suspension, ten day suspension, and/or recommendation to the school board for alternate placement	<u>Principal's discretion</u> which can include a five day suspension, ten day suspension, and/or recommendation to the school board for alternate placement

Citizenship Plan

Rights and Responsibilities

All students and staff have a right to learn and teach in a safe, caring and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits a student's ability to learn or a teacher's ability to teach will be considered a violation of personal rights.

It is inappropriate to improperly touch, pinch, write offensive messages, make obscene gestures or bring inappropriate print/pictures to school.

Personal Responsibility and Respect for self and others is central to good citizenship:

- You have the **right** to personal respect and a safe environment in this school and on its grounds.
- You have the **right** to be protected from offensive or demeaning comments or behavior.
- You have the **right** to report any type of harassment or bullying immediately to school authorities.
- You have the **right** to learn in a quiet, cooperative place where you can work and think.
- You have the **responsibility** to treat others in a kind, understanding, and caring way.
- You have the **responsibility** to conduct yourself in a way that will enable others to learn.

Manners

An understanding of good manners is an important step toward success in life. Good manners here, as everywhere, are based on kindness and consideration toward others. A student's background and training are revealed in their day-by-day contacts with other students and teachers. Thus, a student should ask himself/herself the following questions:

- Do I show proper consideration toward my teachers?
- Is my behavior appropriate when among other students?
- Do I have proper regard for school property?

In order to acquire an appreciation and understanding of correct classroom conduct, the following modes of behavior should be considered carefully by all students. Students should show respect for the teacher by being on time, listening attentively, and sitting quietly. Students should not reach or touch anything on a teacher's desk. Student with good manners will not laugh or ridicule another student's statement made in a classroom discussion, he will listen attentively to his classmate's remarks, and when he disagrees, he will state his point in a polite, matter-of-fact manner and avoid rude interruptions.

School Rules and Expectations

Classroom expectations

- Respect school property.
- Use school materials and equipment appropriately.
- Keep hands, feet, voice and objects to self.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use school appropriate language.
- Dress appropriately.
- Attend classes, be on time, and follow classroom rules.
- Be good citizens.

Lunchroom rules

- Enter and exit quietly.
- Wait quietly in line.
- Sit at assigned tables and eat politely (no trading or throwing of food).
- Clean up your area and clear tray.
- All food is to remain in the lunchroom.

Hall rules

- Respect personal space.
- Walk quietly in the halls at all times.
- No climbing on or jumping from hallway fixtures and furniture.
- Carry playground equipment quietly.
- No jumping and hitting doorframes, light fixtures, or hanging items.
- No sitting on or sliding down handrails.

Bus rules

- Act in a safe, courteous manner while waiting for the bus.
- Always remain seated while the bus is in motion.
- Obey the bus driver or you will lose the privilege of riding the bus.
- Do not disturb the bus driver.

Playground rules

- Respect yourself and others.
- Be concerned with safety always—for yourself and others.
- No fighting and no contact sports (including tackling).
- Use school appropriate language.
- Stay in assigned playground area.
- Use equipment properly.
 - No climbing up the slides
 - One person in a swing at a time
 - No jumping from or twisting in swings
 - No running behind, in front of, or between swings
 - No Dodge ball
 - No hard baseballs or softballs
 - No snowball throwing
 - No sliding on ice
- Remain outside during recess.
- Report problems to adult on duty.
- If it looks too rough, it is too rough!

Assembly rules

- Enter and exit quietly with your class.
- Keep hands and feet to yourself.
- Sit flat and quietly in assigned places.
- Listen with respect.
- Applaud when appropriate (No whistling, stomping, or yelling)

Restroom rules

- Use proper bathroom manners.
- Keep walls and floors clean.
- Use quiet voices.
- Use supplies wisely.
- When finished, wash hands, and leave quickly.

Office rules

- Use office phone for school business.
- Wait at office window for help.
- Make arrangements with parents before school for activities with friends.

Report Cards and Progress Reports

Curriculum Standards

Standards are statements about what students should know and be able to do within each content area. Elementary content areas include language arts (reading and writing); mathematics; science; social studies; fine arts (visual, drama, dance, music); physical education and health; and information technology.

Curriculum standards for all grade levels and subjects may be found at the Utah State Office of Education website at <http://www.schools.utah.gov/curr/core/page2.htm>

Report Cards

As parents/guardians, you can expect to see your child's report card within one week after the end of each term. For further information about your child's report card, please see his/her teacher.

Progress Reports

If you have questions regarding your child's current levels of mastery and/or missing assignments, please arrange to meet with your child's teacher or the school administrator. Our teachers will be using Aspire which will give you 24-hour access to your student's current levels of mastery. For help in accessing your child's log-in information, please contact the school office or your child's teacher.

Parental Involvement

The greatest influence in the lives of children is their family. The second greatest influence may be their teachers. Of 8,760 hours in each year, children spend a minimum of 990 hours with teachers during their school years. It is critical that both home and school focus on helping children be the very best they can be. As parents, you are members of your child's educational team, which monitors the welfare of your child and makes decisions for his or her program. Schools, parents, and teachers must all work together to ensure students are successful in schools.

You can increase the effectiveness of the educational process in the following ways:

- See that your child is at school on time and has eaten a good breakfast.
- Attend all conferences as scheduled.
- Let your child's teacher or the principal know immediately if you must cancel a meeting.
- Ask questions.
- Give your ideas.
- Call the school if you have concerns or if you have information that would be helpful to the teachers as they work with your child during the day.
- Become a partner in the learning process by practicing and reviewing schoolwork at home with your child.
- Read with your child.
- Show support for the school in word and action.
- Read all communication from the school. Remember to check book bags and pockets for important papers.
- Spend 15 minutes of uninterrupted time with your child daily.
- Take responsibility for replacing lost or damaged textbooks, library books, or equipment
- Check-in at the office every time you visit.
- Except in cases of emergency, do not call the school to talk with your child. This is disruptive to his/her learning. A message will be taken and given to the student at the end of the school class time.
- When possible, inform your child of changes to his/her regular after school routine before they arrive at school.

Volunteering

Wanted: Adults willing to donate time, energy, and love toward the enrichment of students' education. Positions available in all areas of school activity, helping teachers and students. Hours are flexible, whatever time you can spare. It pays well in smiles, happiness, gratitude, and the personal satisfaction of service to others. For further information about volunteering, please contact the school office.

Parents and community members can help in a variety of ways. Here are just a few ideas:

- Tutors in math, spelling, reading, etc.
- Special programs
- Presentations of special topics
- Classroom volunteers
- At-home projects

Classroom Visits

Parents are welcome to visit their child/children's classroom. Please call in advance to make sure the regular teacher, not a guest teacher, is in school or to see if the regular schedule is being followed during the desired visit. Sometimes we have special assemblies or projects and class visits would not be advised.

For student learning and safety, ALL visitors (including parents) must check-in at the office and obtain a visitors badge before visiting anywhere in the school building.

Classroom Parties

If you are providing treats or materials for a classroom celebration please adhere to the following rules:

- All food items must be store bought. Please do not bring any homemade food items.
- When providing beverages, please remember that there is to be **NO** caffeinated beverages or colored drinks that will stain the carpet (for example: red and/or purple soda or juice)
- No gum
- Healthy foods are encouraged, such as crackers, cheese, fruits and vegetables. (For questions about possible food allergies/medical conditions, contact the school office or classroom teacher)

Shared Governance

School Community Council

The School Community Council (SCC) is comprised of:

The school administration and parent/community representatives

Anyone is welcome to attend any meeting of the SCC. If you wish to place an item on the agenda, please contact the principal prior to the meeting. If you are interested in becoming a member of this council, please contact the principal or current chair.

SCC voting members are elected in a manner determined by the individual councils.

Representation from minority groups and all geographic areas of the school shall be considered in the selection of members. The term of service for any member must not exceed three successive two-year terms. Parents will comprise at least one more than half of the members in this council. The SCC meets as often as necessary.

With guidance from state law and Emery County Board of Education policies, the **SCC makes policy decisions for the school.** It has the following specific responsibilities:

- Develop and approve the annual school improvement plan.
- Approve the school's plan for spending state LAND Trust monies.
- Evaluate and recommend improvements to the education programs and school environment.
- Develop and review the school discipline policy.
- Develop and monitor safe walking routes and general school safety plans.
- Monitor the implementation of the district's wellness policy and anti-bullying plan.
- Address community concerns.

In the decision-making process, **employees and patrons have parity** (equality of status or position). One group may not impose a decision upon the other.

Special Services

The following general and special services are available through Emery County School District.

Alternative Language Services. Cottonwood Elementary School identifies potential English language learners through the registration process. The registration card asks:

- What language is used most by the student?
- What is the language used most often at home?

If *English* is the answer for both questions, the student does not qualify for Alternative Language Services. If a language other than English is listed on either question, the student will be assessed for English proficiency. If a student's test results indicate that s/he is a non- or limited-English speaker, reader or writer, s/he qualifies for Alternative Language Services. If a student qualifies for Alternative Language Services, the school will notify parents in the parents' primary language. Parents have the right to decline Alternative Language Services for their student.

Counselor

A counselor is available once a week during specified hours to help students with personal, social or academic issues or concerns. Our counselor also presents classroom guidance curriculum in the areas of anti-bullying, truancy prevention, and drug, alcohol and violence prevention. She or he also offers developmentally appropriate classroom and small group opportunities for students to learn more about themselves and others.

Library Services

Weekly visits to the school library/media center are scheduled for every grade level. Other times are available as needed by teachers/students.

Nurse

The district nurse develops programs to meet student's basic health-related needs. When available, the nurse offers emergency medical advice to school staff and limited medical attention to students. She consults with parents, school personnel and health care providers to develop student health care plans or 504 plans. The nurse works with Cottonwood Elementary students and parents to ensure that all state immunization requirements are met. The nurse directs the periodic vision-screening program mandated by the state of Utah. Cottonwood Elementary routinely screens children in all grades, and upon teacher or parent request in other grades. Parents may request that their student be exempted from the screening.

Preschool Program

Serving children three to five years old, the district's preschool curriculum is developmentally appropriate with an emphasis on social skills and language. Eligible children with a developmental delay may attend at no cost. Neighborhood children may attend for a fee if space is available.

Resource and Special Education

Students whose academic performance is below grade level and who need one-on-one or small group instruction in English, mathematics, and reading may benefit from working with a Resource teacher. Potential participants must be tested to qualify under federal and state guidelines. An Individualized Education Plan (IEP) is developed for each student involved in Resource and Special Education. For more information about Resource services in the

elementary schools or about self-contained Special Education classes in ECSD, please call 435.687.9846 or visit the district website at: <http://www.emerycsd.org/departments.cfm?subpage=580251>.

Speech Services

During specified hours, a speech and language specialist is available to meet the needs of qualifying hearing-impaired or speech-delayed students. Speech services assist students with articulation, language, fluency, and voice disorders.

Technology

Every elementary school has a computer lab with access to software designed to help students develop skills in math, reading, writing, and keyboarding.

Just So You Know

- **Books.** Students are responsible for books taken home from school. When students damage or lose books or other school property, parents will be expected to pay to replace the item.
- **Clothing Labels.** Each year many items of clothing are left at school and cannot be returned because there are no owners' names on the items. Please protect the investment you make in your children's clothing by labeling each item clearly with a laundry marker.
- **Closed Campus.** We operate a closed campus. Students are required to stay on the school grounds during school hours. They are not to go to their own home, a friend's home, the store, etc. during the time they are required to be in school- including recess and lunch periods, unless written permission has been submitted to the office.
- **Concerns.** The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of school personnel, beginning with your child's teacher.
- **Curriculum.** Cottonwood Elementary follows the Utah Core Standards. All textbooks used are from the State textbook adoption list. (<http://www.uen.org/core/> or <http://www.schools.utah.gov/core/>)
- **Field trips.** Field trips are planned by teachers and designed to enrich the curriculum. Parents will be informed in advance of any scheduled field trip and provided with details such as place, departure and return times, and other special information. Teachers welcome and will ask for the participation of parents on field trips but remind you that you are **not** to bring younger/older children with you on the field trip. Students must have **written permission** to go on field trips with their classmates. Verbal permission (such as a phone call) is not considered sufficient. Students without written permission will remain at school. If a student misbehaves during a field trip, the teacher may call the principal and have the student brought back to school. Students may not be allowed to participate in future field trips unless assurances are given that similar misbehavior will not occur. If misbehavior continues, the student will only be able to participate in field trips if accompanied by a parent or parent designee. School buses are used in most field trips.
- **Fund Raisers.** Cottonwood Elementary may hold one or more fundraisers a year (book fair, PTA, etc.) While participation is encouraged, it is NOT mandatory. District policy prohibits door-to-door sales by elementary age students.
- **Gifts, Treats and Outside Activities.** Invitations to birthday parties and other activities not related to school functions **are to be delivered outside of school hours**. This will protect uninvited students from hurt feelings. Treats (for birthdays, special days, etc.) may be brought to school with advance permission of the teacher, but must include enough for the entire class. It is also required that treats be store bought and individually wrapped. **Please DO NOT send/bring balloons** to the school for birthdays, holidays, etc. (unless there is one for every child in the classroom). If balloons are sent to the school, they will be kept in the office. The student can pick them up when school is out.
- **Insurance.** All students are eligible for accident insurance. If you desire coverage for the school year, information is provided through the office.
- **Language.** Students are expected to use school appropriate language while at school. Profanity and the use of obscene gestures are inappropriate, whether directed toward the staff or other students. Students who fail to observe these rules will be subject to disciplinary action.

- **Messages.** For the safety of your children, the school staff will not deliver messages to students because it is impossible for school staff to verify the identity of the caller.
- **Playground Use.** If your children would like to use the playground after school hours, you are responsible for their supervision.
- **Recess.** All students will be expected to go out for all recesses unless inclement weather requires all students to remain indoors. Under normal weather conditions, if a parent wishes to have a student remain indoors more than one day, a note from a doctor will be required.
- **Respect for Property.** Students are responsible for the proper care of all equipment, supplies and furniture supplied by the school. Students are also expected to show respect for school and community property and for the personal property of others. Students who deface, damage, or destroy school property will be expected to pay for repairs or replacement costs for the items.
- **Snowballing.** The throwing of snowballs at school is prohibited.
- **Special Accommodations.** In compliance with the law, Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters, during a meeting should notify the school secretary at least three working days prior to the meeting.
- **Student supervision.** Adult supervision will be provided when students are (1) in school; (2) traveling under school auspices; (3) at school for necessary intervals before (especially between the time bused students are brought to the school and the time school begins) and after school; or (4) engaging in school-sponsored activities. During school hours, or while engaging in school-sponsored activities, students will be released only pursuant to directions of custodial parents/guardians or other authorized persons.
- **Student visitors.** We request that students from the high school not be at the elementary school during regular school hours, unless prior arrangements have been made (i.e. tutoring). This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. This behavior will be reported to the police as trespassing. In addition, elementary age students visiting in Orangeville will not be allowed to attend school. The only exception to this policy is if the students are enrolled in our school as students.
- **Telephone.** Children should use the telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the phone for social reasons. School staff will not deliver messages to your children. Asking to go to a friend's house or anyplace else after school is not an emergency and the student will not be allowed to use the telephone. Missing the bus is not an emergency unless you are not a courtesy rider (live more than 1.5 miles from the school). Also, **students will not be able to answer calls during classroom instructional time.** It is a disruption to the entire class. A message will be taken and the student will be allowed call during a recess or break time.
- **Visitors.** Parents, you are welcome to visit. However, it is expected that any person entering a school will sign-in at the office and get a visitor's badge. If you desire more than a visit, such as a conference with your child's teacher or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect a teacher's time prior to school each day as teachers are preparing for students' arrival. All other individuals-- brother, sisters, relatives or ex-students--are not to visit in the classrooms.
- **Walking to School.** Students are responsible for their conduct going to and from school and should treat each other with respect. Students are to show respect for school and community property. **A crossing guard is provided at the Northwest corner of the school grounds by the city before and after school.**

- **Wheels.** Non-motorized transportation to school is encouraged. Students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, hee-lies, roller blades, etc.) on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. The school is not responsible for lost or stolen items. Students who violate the rules may be prohibited from bringing wheeled equipment to the school in the future at the discretion of the school principal and/or staff.

Leave Me Home

Cottonwood Elementary is not responsible for lost or stolen personal belongings brought to school. The following items, if brought to school by students, will be confiscated and returned only to the parents upon request. Some items may occasionally be brought for show-and-tell or classroom activities. Parents will be notified in advance, after the principal has approved the activity, if students are allowed to bring any of these items, and how they are to be removed from school property. The following should **not** be brought to school:

- **Sports equipment:** such as hard balls or bats, basketballs, footballs
- **Musical equipment:** such as radios, recorders, CDs, CD players, iPods and other mp3 players
- **Electronics:** such as cell phones, gaming systems, etc. ***Please see Appendix A - Policy JICJ: Personal Electronic Equipment.*** Unless the teacher has requested the items be brought, these items should not be brought to school. ***Consequences for not following the rules are listed in the district policy.***
- **Toys:** such as trading cards, any board game, card game, or toy weapons
- **Pets:** *Animal Control will have to be called* if pets follow students to school and remain at the school.
- **Grooming:** such as makeup, perfume, nail polish
- **Weapons:** such as knives, firearms, matches, guns, darts, bullets, arrows, caps, firecrackers, stars. Please see Appendix A- Policy JICJ: Dangerous Weapons in the Schools
- **Food:** such as gum, candy, snacks (unless required for health purposes), bottled soda pop, energy drinks
- **Money:** except for lunch money or book orders
- **Inappropriate reading material:** including adult magazines or books

Appendix A

Select Emery County School District Board Policies

Policy JICA Student Dress Code

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criteria.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. In partial attainment of the foregoing, a student must use footwear and wear clothing that is not disruptive.

Policy JHB Truancy Prevention

At the beginning of each school year, a letter informing parent(s)/guardian(s) of the compulsory education law encouraging parental cooperation will be mailed or sent home with every child and shall be printed in the school handbooks. A student registering in the school district during the school year shall be provided written notice explaining the compulsory education laws and encouraging parental cooperation. Students with a past history of attendance problems, as determined by the principal or designee, shall meet with parent(s) / guardian(s) and principal / designee prior to enrollment for the next school year to discuss such problems and establish strategies for avoiding future problems.

Local school administrators are designated by the Board to administer the District Truancy Prevention Policy and make referrals to Juvenile Court as necessary.

-First unexcused absence - a school official shall counsel with the student and a written notice will be mailed to the parent(s)/guardian(s).

-Second unexcused absence - a written notice shall be mailed to a parent(s)/guardian(s).

-Third unexcused absence - a first truancy citation shall be mailed (certified) to the parent(s)/ guardian(s) requesting parental support in securing regular attendance by the minor and notifying the parent(s)/guardian(s) that refusal to respond to the notice is a class B misdemeanor. A meeting shall be scheduled with the parent(s)/guardian(s) and the student to review the student's attendance problem, and if appropriate, discuss possible adjustments to the student's curriculum or schedule.

-Fourth unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

-Fifth unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

-Sixth unexcused absence - a second truancy citation shall be mailed (certified) to the parent(s)/guardian(s). A pre-court hearing meeting will be scheduled for the parent(s)/guardian(s) and student where the attendance problem will be discussed and final alternatives will be presented prior to court referral.

-Seventh unexcused absence - a written notice shall be mailed to the parent(s)/guardian(s).

-Eighth unexcused absence - a third truancy citation shall be mailed (certified) to the parent(s)/ guardian(s) and the student shall be referred to Juvenile Court.

Other discipline actions may be imposed by individual school policies as outlined in individual school handbooks.

If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under Section 504/ADA of the Rehabilitation Act, have excessive absences and fall within the criteria of this rule, the student's IEP team, (IDEA), or school team (Section 504) shall ensure that the procedures of this rule apply consistent with State and Federal Law and Regulations.

Parent(s)/guardian(s) may appeal citations in the following manner:

1) Within five (5) school days of receipt of a citation, parent(s)/guardian(s) may appeal a truancy citation by submitting a written appeal, clearly outlining the reason for the appeal and the desired outcome to the school appeals committee. The elementary school appeals committee shall consist of two parents and two teachers. The secondary school appeals committee shall consist of a parent, a member of the student council, and two teachers. The appeals committee shall render a written decision within ten (10) school days from the date the appeal was filed.

Policy JICJ Electronic Communication Device Use by Students

Definition:

An "electronic communication device" includes telephones (including cellular phones), camera telephones, two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either real time or delayed basis sound, video or still images, text, or other information.

The Emery County School District has determined that electronic communication devices, while appropriate in some instances, have limited educational value and may create a distraction to the learning environment.

A student may possess an electronic communication device in school, on school property, at after school activities and at school-related functions, provided that during school hours the electronic communication device remains off and must be concealed, unless the device is being used as part of an instructional lesson as directed by the teacher. Although electronic communication devices can be brought into the building, the following must be adhered to in order for a positive learning environment to exist:

- 1) Electronic communication devices shall not be turned on and available for operation during school hours, during class time, testing, lunch, class changes or at other non-class times.
- 2) At no time may electronic communication devices be utilized by any student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated,

harassed, embarrassed or intimidated.

3) Student use of an electronic communication device is limited to before school begins in the morning and after school closes for the day.

4) Student use of an electronic communication device during school hours is limited to emergency use only, when directed by a school employee. Emergency use includes medical emergencies, a hostage situation, a case of an in-school violent act, or an in-school intruder who becomes violent.

5) During school activities when the use of electronic devices are permitted, students shall not use electronic devices for video or audio capture, recording, or transmission of the words or images of others without express prior notice and explicit consent and where such use is in violation of law or policy.

Electronic Device Search

Search of an electronic device shall be restricted to data areas where reasonable suspicion exists that a law or policy has been violated. Data Searches may be conducted only to the extent necessary to retrieve evidence of law or policy violation related to the reasonable suspicion.

Discipline:

If any of the above rules are violated the student will be informed of policy violation and will be subject to school discipline, which could include confiscation of the electronic communication device. A confiscated electronic communication device will be given to the school principal or his/her designee and returned to the student or to the student's parent or guardian at the end of the school day.

Repeated violation of this policy may lead to student suspension or expulsion and will require the parent or guardian of the student to pick-up the device from the principal or his/her designee.

Reports of policy violation should be made to a student's principal, assistant principal, teacher, or advisor.

The Emery County School District and its schools are not responsible for the loss, theft or damage to an electronic communication device owned/possessed by a student.

JICI Dangerous Weapons in the Schools

The Emery County School District strongly supports efforts to eliminate and prevent violence in our schools. Schools should be places where students, staff, community members, and visitors experience a safe environment that is conducive to learning and free from disruption and violence.

Definitions:

"Dangerous weapon" - means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury;

"Firearm" - means any weapon (including a starter gun) that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other propellant;

"Destructive device" - means any explosive, incendiary, or poison gas.
Policy:

It is the policy of the Emery County School District that a student who is found to have brought a dangerous weapon, including a firearm or destructive device, to school, or to a school-supervised activity, or to be in possession of such a weapon while at school, or when involved in any school-sponsored activity, shall be expelled from school for a period of not less than one year. The one-year expulsion also applies to any violation of this policy involving the use or threatened use of a look alike dangerous weapon, firearm, or destructive device with the intent to intimidate or threaten another person. (Utah Code 53A-11-904(2)(a-b))

The superintendent, or the superintendent's designee, may modify the expulsion requirement for a student on a case-by-case basis as outlined in Utah Code 53A-11-904(2)(b).
Expulsion from school under this policy shall be subject to applicable Utah Code and Federal Civil Rights Laws.

Appendix B/Appendix C

Cottonwood Elementary Daily Schedule/

Yearly District Calendar

(Handed out during registration)

This space has been purposely left blank for you to attach your yearly school calendar, which you receive in your registration packet before the school year begins. If for any reason you need another copy of the calendar, please request one from the school office.

Appendix D

Student Computer Network Acceptable Use Policy

Policy IJNDC-E2/EHC-E2 Elementary

Student:

All terms and conditions of this document are applicable to any and all Emery County School District students, parents and/or guardians of the students, the network administrator, and the Emery County School District, as parties to this agreement. **This agreement must be renewed on a yearly basis.** The network administrator and the Emery County School District make no warranties of any kind, whether expressed or implied, for the service they are providing. The network administrator and the Emery County School District will not be responsible for any damages suffered. This includes, but is not limited to: loss of data resulting from delay, non-deliveries, miss-deliveries, or service interruptions caused by negligence or errors of omission. Use of any information obtained via the network is done at user's own risk. The network administrator and the Emery County School District specifically deny any responsibility for the accuracy or quality of information obtained through the network services.

Name: _____ Grade: _____ School: Cottonwood Elementary School

I have read the Computer Network Acceptable Use Terms and Conditions and agree to abide by their provisions. I understand that violation of the use provisions stated in the policy may constitute suspension or revocation of network privileges and/or other disciplinary action.

Student Signature: _____ Date: _____

Parent or Guardian:

As the parent or guardian of the above student, I acknowledge that I have read the terms and conditions for use of the computer network. I recognize that the Emery County School District and Cottonwood Elementary School have taken all available precautions to eliminate controversial material. I understand that my student will be overseen, supervised, and directed at all times by a teacher or educational assistant as she/he works on projects and accesses information from the network. Please **choose one** of the options below:

I hereby give permission for my student to use the network under the direction of an adult and certify that the information contained on this "Acceptable Use Agreement Form" is correct.

Signature of Parent or Guardian

[Print] Parent or Guardian's Name

Date

I do not want my child to have access to the Internet, but I would like my child to have access to the other software programs available on the network at the Emery County School District.

Signature of Parent or Guardian

[Print] Parent or Guardian's Name

Date

Student's Name (Please Print) _____

Home Address: _____ Home Tel. No. _____

Classroom Teacher:

I have discussed the proper and ethical use of the computer network with the above student, and feel that the student will use the network access in a responsible manner. I further agree to sponsor the student and supervise the student's use of the network.

Signature of Teacher

[Print] Teacher

Date

Student

Parent or Guardian

Teacher