



SALT LAKE CITY
SCHOOL DISTRICT
Your Best Choice

Middle School Handbook

2011-12

Table of Contents

| | | | |
|---|---|--|----|
| Vision Statement | 2 | Additional Student Services..... | 10 |
| Mission Statement | 2 | After School Programs | 10 |
| Performance Results | 2 | Alternative Language Services | 10 |
| Board of Education Meetings | 2 | School Choice | 10 |
| 2010-2015 Student Achievement Plan..... | 2 | Counselors | 10 |
| Enrollment Information | 2 | Library Services..... | 10 |
| Registering for School..... | 2 | Nurses | 10 |
| Custodian/Guardianship | 3 | Resource and Special Education | 10 |
| Withdrawing Students..... | 3 | Speech Services | 10 |
| Transfer Students..... | 3 | Additional Important Information..... | 11 |
| Attendance..... | 3 | Books..... | 11 |
| Student Attendance Policy..... | 3 | Change of Address or Telephone Numbers | 11 |
| Scheduling Appointments | 4 | Closed Campus | 11 |
| Prolonged Absence..... | 4 | Concerns | 11 |
| Arriving Late..... | 4 | Curriculum | 11 |
| Unacceptable Reasons for Being Late..... | 4 | Disclosure Document..... | 11 |
| Checking In/Out..... | 4 | Donations | 11 |
| Student Health | 4 | Fees | 11 |
| Illness..... | 4 | Field Trips..... | 11 |
| Illness at School..... | 4 | Fund Raisers..... | 11 |
| Medications | 4 | Gifts, Treats and Outside Activities..... | 11 |
| Chronic or Serious Conditions | 5 | Insurance | 12 |
| Infections and Illnesses | 5 | Lockers..... | 12 |
| Accidents and Injuries | 5 | Respect for Property | 12 |
| Emergency Plan..... | 5 | Snowballing | 12 |
| Drills | 5 | Special Accommodations..... | 12 |
| School Closure, Delayed Start or Early Dismissal..... | 5 | Student Supervision..... | 12 |
| Family Plan..... | 6 | Student Visitors..... | 12 |
| Emergency Procedures | 6 | School Telephone | 12 |
| Transportation Eligibility and Expectations | 6 | Visitors..... | 12 |
| Bus Pass | 6 | Traveling to School | 12 |
| School Meals Program | 6 | Wheels | 12 |
| Dress and Grooming | 6 | Items Not Allowed at School | 13 |
| School Code of Conduct | 7 | Appendix..... | 14 |
| Student Discipline Procedures and Guidelines | 7 | Student Records, Privacy Rights, and Release of Information..... | 14 |
| Cheating Policy/Honor Code..... | 7 | Personal Electronic Equipment | 17 |
| Language..... | 7 | Section 504 of the Rehabilitation Act of 1973 | 18 |
| Rights and Responsibilities | 7 | Principles of Equity/Multiculturalism..... | 19 |
| School Expectations | 8 | Student Discipline Policies Summary | 20 |
| Report Cards and Progress Reports | 9 | Student Internet Acceptable Use Policy (AUP) | 22 |
| Parent Involvement..... | 9 | Student Anti-Harassment Policies..... | 25 |
| Volunteering..... | 9 | Wellness Policy..... | 26 |
| Parent-Teacher-Student Association (PTSA)..... | 9 | Student and Parent Agreement | 27 |

Vision Statement

Salt Lake City School District sets the standard for excellence in education.

Mission Statement

Salt Lake City School District advocates for all students, provides the highest quality education, and prepares students for a future of opportunities.

Performance Results

We expect each student to become

- A complex thinker and problem solver
- An effective communicator
- A cooperative group participant and leader
- A contributor to the community
- A quality worker and producer
- A self-directed learner

Board of Education Meetings

Board of Education meetings are held on the 1st and 3rd Tuesdays of each month at 6:30 p.m. at the Salt Lake City School District Administration Building, 440 East 100 South. You are welcome to attend and encouraged to speak at these meetings provided you first notify the Superintendent's Office, (801)578-8351 to arrange a time.

For more detailed information on state curriculum, district activities, or school access, go to the district website at www.slcschools.org.

2010-2015 Student Achievement Plan

One Goal, One Purpose / Student Learning

Essentials of a Learning Community

- **Curriculum, Instruction, and Assessment**
Continuous cycles of curriculum, instruction, and assessment give all students access to quality instruction aligned to core standards.
- **School Choice**
All families and students have access to a variety of school or program choices including neighborhood schools, academies, magnets and optional programs.
- **Early Childhood**
Programs for families and preschool children (ages 0-5) create a foundation for success in school and life, empowering parents to support their children's development and future learning.
- **Equity and Advocacy**
All students receive the necessary resources, instruction, support, and advocacy to achieve comparably high outcomes, with emphasis on students of color, English learners, students in poverty, and students with disabilities.
- **Family and School Collaboration**
Inclusive educational environments offer many and varied opportunities for families and schools to engage together as advocates and supporters of our students' learning.
- **Internal Communications and External Relations**
Accurate, efficient, effective and culturally relevant communication strengthens relationships among all stakeholders in support of public education.

Enrollment Information

Registering for School

School assignment and grade placement of any K-12 student is determined by the district. Students, who are entering the district after first grade, will be placed according to their age and appropriate academic abilities. Compulsory education laws require the enrollment (or authorized exemption from school, Board Policy S-4) of all children age six to eighteen.

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

1. **Dental Examination** - Make the appointment early to allow time for needed corrections to be made.
2. **Birth Certificate** - Parents of children born in Utah may obtain their child's birth certificate from the Utah Department of Health, Office of Vital Records and Statistics, 288 North 1460 West (PO Box 141012), Salt Lake City, UT 84114-1012, (801)538-6105. The certificates may be ordered online, by mail, or in person. Appropriate identification is required. The cost is \$18. Information is online at <https://silver.health.utah.gov/birthinfo.html>. 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/w2w.htm>.

3. **Immunizations** - These are required by law for a child entering school:
 - 4 DTP (5th dose required if the 4th DTP was given before 4 years old)
 - 3 Polio (4th dose required if the 3rd Polio was given before 4 years old)
 - 2 Measles, Mumps, Rubella (MMR) (Must have been given **after** the child's first birthday)
 - 3 Hepatitis B
 - 2 Hepatitis A
 - 1 Varicella (Chicken Pox)
4. **Proof of residence** - Please bring a copy of a lease agreement, utility bill, or mortgage coupon confirming your permanent residence.

Custodian/Guardianship

The school is to be notified of any custody or guardianship changes which results in either the student or the guardian living outside school boundaries. In most divorce cases, divorced parents continue to have equal rights, such as access to information where their student is concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights and access to both natural parents.

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.

Transfer Students

Students who wish to attend a school other than their resident school may apply for a transfer during the Open Enrollment period for the coming year or at any time during the current year if a school is able to accept students. Students are accepted in district schools in the following order of priority:

- a. Student(s) whose sibling currently attends the school of choice;
- b. Students whose parent/guardian is an employee of the school district;
- c. In-district students;
- d. Out-of district students.

We encourage parents to trust the school staff to make an appropriate educational placement for each student. If the actual enrollment differs significantly when registration is complete, it may be necessary to reassign students or teachers in the fall in order to balance class sizes.

Attendance

Summary of Policy S-4- Student Attendance and Exemption from School

Student Attendance Policy

Because of the Salt Lake City School District's commitment to quality education, we are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience, and study. Frequent absences of students from day-to-day classroom experiences disrupt the educational and the instructional process.

Utah Compulsory Attendance Laws (Code 53A-11-101-105) require 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).**

When a student is absent, a parent/guardian should call the school. If no contact is made, the student is required to bring a note from the parent/guardian to the office upon returning to school.

In the Salt Lake City School District:

1. **After eight (8) or more days of EXCUSED absences** (or equivalent class periods) within one school year, the principal may require a doctor's note to excuse subsequent absences.
2. **After Five (5) or more days of UNEXCUSED absences** (or equivalent class periods) within a school year, a **First Truancy Notification and Citation** will be issued requesting parent's help with their student's attendance.
3. **After ten (10) or more days of UNEXCUSED absences** (or equivalent class periods) within a school year, a **Second Truancy Notification and Citation** will be issued. Parents must schedule a conference with school officials to attempt to resolve the student's attendance issues.
4. A student is considered to be "**habitually truant**" when s/he has received **two or more truancy citations within** a school year.
5. **After fifteen (15) or more days of UNEXCUSED absences** (or equivalent class periods) within a school year, a **Third Truancy Citation and Notice of Pre-Court Hearing** will be issued requiring an **appearance at a Pre-Court Hearing**.

Parents or guardians with students under the age of 12, including school information, may be referred to Salt Lake County District Attorney. Students older than 12 years of age, including school information, may be referred to the Third District Juvenile Court.

To appeal a Truancy Citation, submit the appeal in writing to the Student Services Committee (SSC) at the school where your child is enrolled. Appeals must be submitted to the SSC within 15 days of the date the citation was issued. Refer to Policy S-4 and S-4 Administrative Procedures.

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school where your child is enrolled. 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 sign him/her out at the school office

Prolonged Absence

If you anticipate a prolonged absence, contact your child's teachers to identify the best way to make up missed work. Teachers are not expected to supply students with work that will be missed during an extended absence. Students will need to make up missed schoolwork upon return.

Arriving Late

Student attendance and tardiness are recorded at the school and reported to the district daily. Excused 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.

Checking In/Out

If a student arrives late for school, s/he must officially check in at the office before going to class. If a student has checked out and returns, this must be done as well. If a student arrives later than a reasonable time, it will be considered truancy unless the student brings a signed note from the parent.

Students are not to be excused for high school events, appointments, family vacations, church functions, etc., unless the parents or guardians make arrangements **in advance** with the school office staff, or personally come to the school to check out their student.

Student Health

Illness

Please follow these guidelines if your child is ill:

- Take time to notify the school.
- Before sending your child to school, be sure that s/he is well enough to be in school.
- Do not assume your child will get better at school.
- Understand that we have no provisions to care for sick children.

Illness at School

If you are ill in school, ask your teacher if you may go to the office. Please follow these four steps:

1. Ask your teacher for a hall pass to come to the main office.
2. You must report immediately to the secretary in the office.
3. You will be allowed to go home only if your parents are contacted and approve of you going home.
4. If your parents cannot be reached and you are not in an emergency situation, you will return to class. If you are too ill to return to class, provisions will be made for you to rest at school.

Note: Office personnel cannot administer medicine

Medications

Medication can be administered at school under the following conditions:

- All medication/pills, whether they are prescription or over-the-counter preparations, must be kept and administered by the main office. No medications, including aspirin, ibuprofen, or acetaminophen, will be given to a student, except from the school nurse with the permission of a parent via telephone.

- Prescription medications must be brought to the main office in their original prescription bottle and accompanied by the completed “Authority to Administer Medication at School” form signed by the parent and a physician.
- If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
- Students may carry a daily dose of necessary medication or a multi-dose medication for diseases such as asthma or diabetes if the parent or guardian and the health care provider have completed and submitted the Student Medication Form (available in the office) to the school office.

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 card. 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)
- Live lice (not nits)
- 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
- Scabies
- Whooping cough

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

Accidents and Injuries

All accidents on campus are to be reported to the office where immediate care can be arranged. Students injured at school are not to leave school without contacting parents and receiving proper administrative authorization. Schools cannot release any student unless a parent is contacted. If a student becomes ill, s/he should report to the office for assistance.

Students and parents may expect these procedures to 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.

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

Schools will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force school closures, delayed starts, or early release. Parents and employees should check television or radio news for school closures, delayed starts, or early dismissal of students. Authorization will come from the superintendent or his/her designee. All school closures, delayed starts or early dismissals are for one day only. No television or radio announcements mean that schools are open and regular schedules will be followed.

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

Emergency procedures are described in the school's Emergency Plan. A copy of the complete Emergency Plan is available at the school.

Transportation Eligibility and Expectations

The following rules govern the use of district transportation services:

- Students living farther than two miles from the school are eligible for transportation services. A courtesy stop may be arranged for children living closer than two miles provided space is available on the bus.
- All students who ride the bus are expected to behave in a courteous and respectful manner while waiting to board the bus.
- Students are to be on time at the designated bus stop and are to wait until the bus comes to a complete stop before attempting to board.
- Students are expected to conduct themselves in a courteous and cooperative manner on the bus at all times.
- 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.
- 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.
- Students are not permitted to have friends ride the bus with them nor are students living outside the bused area permitted to ride the bus.

Questions regarding transportation of students should be directed to Transportation Services at (801) 974-8345.

Bus Pass

School bus passes are available for students who qualify. Check with the school secretary to see if you are eligible for busing. Students must have their bus I.D. card upon boarding the bus. A fee will be charged to replace a bus pass.

School Meals Program

Schools participate 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. Applications are also available in the school office and cafeteria, and can be downloaded at <http://www.slcschools.org/departments/child-nutrition/>. All information provided in your application will be kept confidential. Please note the following details about meals eaten at school:

- If your child is not allowed to eat certain foods, please contact the school cafeteria manager for information and assistance.
- Meal money may be paid yearly, quarterly, monthly, or weekly. Students are not allowed to charge meals. Milk may be purchased separately.
- 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. If paying by check, please make payable to Child Nutrition. Should a check be returned from your bank, Child Nutrition will no longer accept checks from your student.
- You may use a credit card to schedule automatic payments for school meals. For more information and instructions, visit the district website at the link above, or go to <https://paypams.com/HomePage.aspx>.
- Accounting is done on a computer with a terminal located in each school cafeteria. Lunch money is "deposited" into a unique account assigned to each individual student. Each student is also assigned an identification number. S/he 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 should be sent in home packed lunches.

Dress and Grooming

Students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment (see Policy S-5). Clothing should be neat, clean, and appropriate for learning and weather conditions. School administrators will determine consequences for students who violate the dress code and will provide appropriate due process. Parents may 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
- Hats or caps, hoodies, and sunglasses worn in the building
- Short shorts, running shorts, or miniskirts (as a rule of measurement, shorts hem should reach the finger tips when arms are held loosely at the side)
- Crop tops showing midriffs, tube or tank tops, or halters
- Coats worn in the building during instructional time
- Belt tails that dangle
- Flip-flops or bedroom slippers
- Backpacks are not allowed in classrooms. They are to remain in lockers at all times

Absolutely nothing will be allowed at school that is intended, recognized, or acknowledged by the Metro Gang Task Force, to signify affiliation with, participation in, or approval of a gang.

School Code of Conduct

Student Discipline Procedures and Guidelines

A copy of **Student Discipline Policies Summary** is included as Appendix E in this handbook. Any new student registering after general distribution shall be given a copy during registration. Copies of all policies are available in the offices of the Superintendent of Schools and the Director of Student Services. They are also available on the district's website at www.slcschools.org/policies/.

- The principal will review school discipline rules and policies with the School Improvement Council (SIC), students, and the School Community Council (SCC) every spring.
- Parents shall be notified if a student is being kept after school. Students may be detained after school for a short period to complete work missed or to participate in special activities with the consent of the principal and notification of the parents.
- A teacher may use disciplinary action, including isolating, detaining after school (with principal consent and parent notification), and removing privileges. School employees may not inflict nor cause the infliction of corporal punishment upon a student.
- Schools follow district guidelines and behavior policies to ensure the appropriate handling of any situation that would place students, staff, or patrons in danger. (See Student Discipline Policies Summary, Appendix E.) Any student removed from school for a reason or condition that threatens his/her welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel. The school shall make reasonable efforts to notify the parent prior to removing a student from school premises. If the parent cannot be notified prior to the removal, the parent shall be notified as soon as possible after the removal and informed of the reasons for it.
- Disciplinary records shall be made available to parents or the student, as appropriate, pursuant to the district's student records policy. Suspension and expulsion records are part of the student's record and shall be transferred with student records when the student transfers within or outside the school district.

Cheating Policy/Honor Code

We encourage students to develop honesty and integrity. Every student is expected to uphold the highest standards of honor with regard to academic activities, and other school related pursuits. Cheating (inappropriate sharing), plagiarism, forgery, copying, and other academic dishonesty are considered discipline problems and will be dealt with accordingly.

Language

Students and parents are expected to use 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.

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. Holding hands, kissing, hugging, biting, and any display of affection is not allowed at 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.

School Expectations

Classroom Expectations

Each teacher develops and shares classroom expectations with students, parents, team and the administration. These expectations will follow the school wide Positive Behavior Intervention Strategies (PBIS) Plan. The classroom expectations will be discussed, displayed, and/or distributed to students.

- Respect school property.
- Use school materials and equipment appropriately.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use acceptable language.
- Dress appropriately.
- Attend classes, be on time, and follow classroom rules.
- Follow the laws of the land.
- Backpacks are not allowed in classrooms. They must remain in lockers during regular school hours.

Lunchroom Expectations

- When students finish eating, they are responsible to clean up their table. Remember to recycle.
- Students will be orderly passing to and from the cafeteria. Use appropriate inside voices.
- Please keep all food and drinks in the cafeteria.

Hall Expectations

- No yelling, running, or pushing in the hallways.
- Avoid loitering in groups during the passing periods. Large groups of students inhibit the free flow of traffic, which creates an unsafe hallway environment.
- We expect students to walk with purpose and direction to class. There is no reason for a student to have unexcused tardies.
- Use stairs and handrails accordingly.
- Teachers must always give permission for a student to use a hall pass. Students who have permission to be out of class will carry an approved hall pass.

Bus Expectations

- Act in a safe, courteous manner while waiting and riding the bus.
- Follow the bus drivers' directions or you will lose the privilege of riding the bus.
- Do not distract the bus driver.
- Follow the driver's directions the first time they are given
- Stay in your seat and keep all parts of your body and all objects inside of bus
- No pushing, shoving or fighting at any time
- No vulgar language or gestures
- No eating, drinking, smoking or spitting

Assembly Expectations

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines:

- Leave personal belongings in class or locker, including jacket and backpacks.
- Walk to the assembly with your teacher and sit quietly in your designated area. Remain with your teacher throughout the assembly.
- Behave in a respectful manner during the assembly, extending proper courtesy to those people conducting the presentation. Inappropriate or disruptive behavior, such as whistling, booing, catcalling, etc., will result in a student's loss of assembly privileges.
- At the conclusion, remain seated until specifically dismissed.

Restroom Expectations

- Keep walls and floors clean.
- Use quiet voices.
- Use supplies wisely.

- When finished, flush, wash, and leave.

Report Cards and Progress Reports

Grades are computed each quarter and report cards are mailed or sent home with the student. In addition, mid-term reports are completed each term to let students and parents know of students' progress. Parent/Teacher conferences are held mid-first quarter and mid-third quarter. Parents and students can access student's assignments and grades through PowerSchool Parent Portal. It is recommended that students and parents regularly check PowerSchool Parent Portal.

Additional information about the report card is available in the curriculum department's section of the district website here, www.slcschools.org/departments/curriculum/. Specific questions should be directed to your child's teachers or to the school principal.

Parent Involvement

The greatest influence in the lives of children is their families. The second greatest influence may be their teachers. 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. 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.
- Contact the school 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.
- Support the PTSA.
- Read all communication from the school. Remember to check book bags and pockets for important papers.
- Take responsibility for replacing lost or damaged textbooks, library books, and musical instruments.
- Check in at the office every time you visit.

Schools, parents and teachers must all work together to ensure students are successful in schools. Responsibilities are shared and explained through a school compact which is reviewed and approved annually by the School Community Council. To further support parent involvement, schools often have an employee assigned as a Parent Support Assistant, whose responsibility is to assist parents and families of students in schools, to provide information about activities and procedures, and to strengthen the relationship between families and schools.

Parents are encouraged to contact the school whenever the need arises. Teachers may be contacted by note, telephone, or email. If you call during school hours, office personnel will give the teacher a note to return your call. If you wish to have a conference with a teacher, please call to schedule an appointment as many of our teachers' schedules do not allow time for drop-in conferences.

Volunteering

Parents and community members are invited and encouraged to participate in the school program as volunteers. Volunteers are needed in all areas of the school. To become a volunteer contact the school office. We appreciate the countless hours that parents and community volunteers give to our school each year.

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

- Tutors in math, spelling, reading, etc.
- Record keeping
- Clerical, typing, or photocopying
- Library and technology assistance
- Special programs
- Presentations of special topics
- Classroom volunteers
- Room representatives
- At-home projects in the evening

Parent-Teacher-Student Association (PTSA)

The PTSA, an organization which involves teachers, parents, and students, is an excellent example of what can be accomplished by parents, staff, and students working together to promote learning. A fundamental strength of any school is a high level of parent involvement. Parents are welcome and encouraged to join the PTSA with a minimal membership fee. Your support is needed to organize special events, help with fund-raising for school related activities, and to be available on occasion to donate your time, talents and expertise.

Additional Student Services

Extended Day Programs

Students have the opportunity to participate in Extended Day school activities. Parents must register students and signed forms are required before a child can participate. Fees are charged for students to participate. To participate your child must: 1) Be enrolled as a student in the school in order to attend the Extended Day Program at that school; 2) Be able to remain engaged in educational activities; and 3) Be able to follow directions. The same school rules and expectations of behavior that are in effect during the regular school day apply during Extended Day program hours. Students are expected to adhere to all school rules and expectations in place during daytime hours. Please be aware that: 1) Any child may be removed from the program if his/her behavior threatens his/her welfare or the welfare of others; and 2) Any child may be removed from the program if fee payments are not current. Please contact Community Education at (801) 578-8236 for more information

Alternative Language Services

The district 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. The district offers a variety of services including English language development instruction and bilingual instruction. 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. For more information contact Alternative Language Services at (801) 578-8296 or visit the district website at www.slcschools.org/depts/equity/als.

School Choice

Consistent with the district's Student Achievement Plan, we offer a number of programs in which you may choose to enroll your children based upon individual student needs, talents, and family values. For information about these and other options, visit the district website at www.slcschools.org/school-choice/.

Counselors

Guidance and counseling services are provided to help students make a successful transition from elementary to middle school and from middle to high school. Students and parents are encouraged to consult with counselors for help with personal, social, and educational concerns. We believe in providing support to help each individual reach his or her greatest potential.

Library Services

During class periods, a student is admitted to the Library Learning Center by permit only, which is obtained from the teacher. Classes may have assigned periods in the library. When in the library students are expected to be quiet, courteous and to use materials responsibly. Fines will be levied for overdue, damaged, or lost books.

Nurses

District nurses develop programs to meet student's basic health-related needs. Nurses offer emergency medical advice to school staff and limited medical attention to students when necessary. They consult with parents, school personnel and health care providers to develop student health care plans or Section 504 plans. Nurses work with every school and student in the district to ensure that all state immunization requirements are met. Nurses direct the periodic vision-screening program mandated by the state of Utah. Parents may request that their student be exempted from the screening (see Appendix C for Section 504 of the Rehabilitation Act of 1973).

Resource and Special Education

Students whose academic performance is below grade level and may need 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 this program. For more information about resource services or about self-contained Special Education classes in the Salt Lake City School District, please call (801) 578-8483 or visit the district website at www.slcschools.org/depts/exceptional/.

Speech Services

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

Additional Important Information

Books

Students may be issued textbooks. The books become the responsibility of the student to whom they are assigned. Students should not loan their textbooks or put them in other students' lockers. At the end of the semester/year, fines will be assessed for damages or lost or stolen books. Protecting books with book covers is a good idea.

Change of Address or Telephone Numbers

Parents are responsible for providing the school with the correct address and phone number for their student. Any change must be reported to the office immediately. If you move, please bring in proof of new residency. Phone numbers for working parents must be updated also. These are essential in case of emergencies.

Closed Campus

The board of education has approved, as policy, the practice of having a closed campus. This means students are not allowed to leave campus during the school day. In addition, students are not allowed to go off school property for lunch unless s/he is being checked out from school by a parent or legal guardian. Leaving campus without authorization is subject to disciplinary action.

Concerns

The majority of problems arising in a school can be solved through consultation between the student, teachers, parents, and/or principal. Concerns should be brought to the attention of school personnel beginning with your child's teacher.

Curriculum

The Salt Lake City School District follows the Utah State Core Curriculum. All textbooks used are from the state textbook adoption list.

Disclosure Document

District policy requires that each teacher send home a document disclosing the curriculum, expectations, homework policy, and grading policy for his/her class. In the beginning of each school year and/or semester, you will receive a disclosure document from your child's teachers.

Donations

Your donations to the school are gladly accepted. Gifts may be given to specific classrooms or programs through the Salt Lake Education Foundation. You will be given an IRS approved receipt for tax purposes. For more information about donations please call 801.578.8268 or visit the Salt Lake Education Foundation website at www.sledfoundation.org.

Fees

It is the policy of the board of education to permit a reasonable fee schedule for chargeable items. Fee waivers are available for those who qualify. Fee Waiver Forms are available at the school office. Verification of income will be required with the fee waiver. Yearbooks are not waived. Schools may withhold official copies of report cards, transcripts or diplomas if fines or other charges for lost or damaged school property have not been resolved.

Field Trips

Students must have permission to participate in any off-campus field trip. There may be a small fee for bus transportation. Students are to be transported to and from school-sponsored activities by district-operated vehicles, or chartered buses. With special permission, parents and teachers may transport students to and from school-sponsored activities. Students accompanied by a teacher may ride or walk to and from an activity if arrangements are made with the principal and parents in advance and procedures have been followed.

Fund Raisers

Each school may conduct no more than **two** fund raising activities per year that involve students. All school related fund raisers must be recommended by the principal and approved by the SIC and SCC. Fundraisers that involve the sale of food products should comply with the district's Wellness Policy (G-3). No funds are to be collected, raised, or gathered on behalf of any charity without prior approval from the superintendent or designee. Each school may conduct no more than one school-wide fund raising activity for charitable purposes per year. Fundraising responding to special needs or emergencies that affect members of the school community may be conducted by the PTSA with the permission of the principal and concurrence of the SCC.

Gifts, Treats and Outside Activities

Invitations to birthday parties and other activities not related to school functions should be delivered outside of school hours. This will protect uninvited students from hurt feelings. Treats for birthdays, special days, etc. should not be brought to school.

Insurance

All students are eligible for accident insurance. If you desire coverage for the school year, information is provided through the office.

Lockers

Each student will be assigned a locker at the beginning of the year and will be held responsible for it the entire year. In order to maintain security, each student should keep his or her combination confidential. Students may not share lockers. Valuables should not be brought to school. The school cannot be held responsible if items are stolen. **The school and students maintain joint control and possession of lockers. Law permits school officials to check students' lockers.** Students are expected to keep lockers clean and protected from dents, scratches, marks, or any action that prevents the locker from functioning properly. Fines will be assessed for damages. Students should contact the office if there is a problem with their assigned locker.

Respect for Property

Students are responsible for the proper care of all equipment, supplies, and furniture supplied by the school and are 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

Throwing snowballs and other objects is prohibited. A hard snowball or object may seriously injure someone and windows may be broken. Throwing snowballs at cars could cause a serious accident. Students will be disciplined for throwing snowballs or other objects that may cause harm or damage.

Special Accommodations

In compliance with the Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters—including sign language—or other methods of communications, 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

Students from other schools may not be at the middle school during regular school hours. 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 may be reported to the police as trespassing.

School Telephone

Children should use the school telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the school phone for social reasons. School staff will not deliver messages to your children. Teachers or students may not be called to the telephone during instructional time.

Visitors

Parents are welcome anytime. It is expected that any person entering a school will check in at the office and receive a visitor pass or a badge. If you desire more than to just visit, such as a conference with your child's teachers or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect teacher's time prior to school each day as teachers are preparing for students' arrival. All other individuals - brother, sisters, relatives or former students - are not to visit the classrooms without proper permission from the office.

Traveling to School

Students will be held responsible for their conduct going to and from school, especially if that conduct affects the school climate, classroom instruction, or student and staff welfare and safety. Students are to behave properly and show respect for school and community property. Students may be held responsible for any property they damage or deface traveling to or from school.

Wheels

Non-motorized transportation to school is encouraged. However, students are prohibited from riding wheeled equipment - bikes, scooters, skateboards, "heelines", roller blades, etc. - on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. The school/district 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.

Items Not Allowed at School

The district is not responsible for lost or stolen personal belongings brought to school. The following items, if brought to school by students, may be confiscated. 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, bats, etc.
- **Electronic equipment** such as radios, recorders, CDs, CD players, iPods and other mp3 players. Please see Appendix B-Policy S-11.
- **Pets** Animal Control will have to be called if pets follow students to school and remain at the school.
- **Weapons** such as knives, firearms, matches, guns, darts, bullets, arrows, caps, firecrackers, stars. See Appendix E.
- **Food** such as gum, candy, snacks (unless required for health purposes), bottled soda pop.
- **Money** except for specific school reasons such as school pictures or other school endorsed activities.
- **Inappropriate reading material.**

S-2: Annual Notice

Student Records, Privacy Rights, and Release of Information



ANNUAL NOTICE

The Board of Education of the Salt Lake City School District has adopted policies for student records and information management consistent with the Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, 34 CFR Part 99, Protection of Pupil Rights Amendment (PPRA), Elementary and Secondary Education Act, 20 USC §7165, 20 USC §7908, 10 USC §503, Utah Code §53A-13-301 through 302.

1. Student Records

Under FERPA, and Salt Lake City School District policies, parents and legal guardians of students currently enrolled or eligible students (those over the age of 18 years or who have been emancipated) have the following specific rights:

- a. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

If you wish to exercise this right, you should submit to the school principal or the principal's designee a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the record(s) may be inspected.

- b. The right to request the amendment of the student's education records that the parent, guardian, or eligible student believes are inaccurate or misleading.

If you wish to exercise this right, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the district will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided with notification of the right to a hearing.

- c. The right to give written consent before the district may disclose personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Consent is not required for disclosures to "school officials with legitimate educational interests." A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Consent is not required to disclose education records, including disciplinary records, to officials of another school district in which a student seeks or intends to enroll.

2. Directory Information

Salt Lake City School District may also disclose appropriately designated directory information without prior written consent, unless parents, guardians, or eligible students have specifically requested, in writing, that such information not be disclosed. Salt Lake City School District defines directory information as the following:

- a. Student's name, address, and telephone listing;
- b. Participation in officially recognized activities and sports;
- c. Weights and heights of members of athletic teams;
- d. Dates of attendance;
- e. Awards and honors;
- f. School and grade level;
- g. Photographs and other images.

Such information, which is generally not considered harmful or an invasion of privacy if released, may appear on school or district websites, in school publications, and may be disclosed to outside organizations. Examples of the use of directory information include the following:

- a. Student directories;
- b. School yearbooks;
- c. Team rosters and class lists;
- d. Graduation, theatrical, athletic, and music programs;
- e. Videos of performances, school activities, and athletic events;

- f. Articles about school activities and athletic events;
- g. Lists and photos of students receiving honors, awards, or scholarships;
- h. News media coverage of school events or programs.
3. Denial of Release of All Directory Information-Any Student, K-12
If you wish to deny the release of your student's directory information in all contexts as described above, you must submit a written request to the school principal within 20 days of your student's enrollment. Choosing this option means that your student's directory information will not be released without your prior written consent. It also means your student will be excluded from school documents that typically are made public, such as yearbooks; graduation programs; honor roll and other recognition lists; sports, musical, and theatrical programs; student directories; and other documents related to school-sponsored organizations or activities.
4. Military and College Recruiters-High School Students
Two federal laws require school/schools districts receiving assistance under the Elementary and Secondary Education Act (ESEA) to provide three categories of student directory information for high school juniors and seniors to military recruiters upon request. Schools and districts must release student names, telephone numbers, and addresses unless a parent, guardian, or eligible student has opted out as outlined below. Recruiters for institutions of post-secondary education, including colleges, universities, and trade schools, often request directory information for students. The general policy of Salt Lake City School District is to release student names, telephone numbers, and addresses to legitimate educational institutions, unless a parent, guardian, or eligible student has opted out as outlined below.
- a. Denying release of information to military recruiters only if you wish to deny the release of your student's name, address, and phone number to military recruiters, you must either:
- Notify the principal in writing to deny the release of your student's information within 20 days of his or her enrollment, or
 - Complete the appropriate section of Salt Lake City School District's Student Information Military and College Recruiting Opt-Out form and submit it to your high school principal within 20 days of your student's enrollment.
- b. Denying release of information to college recruiters only: If you wish to deny the release of your student's name, address, and phone number to college recruiters or institutions of higher education, you must either:
- Notify the principal in writing to deny the release of your student's information within 20 days of his or her enrollment, or
 - Complete the appropriate section of Salt Lake City School District's Student Information Military and College Recruiting Opt-Out form and submit it to your high school principal within 20 days of your student's enrollment.
- Your student's opt-out status or denial of release of information will not change until you notify the principal in writing or complete and submit another opt-out form. Please understand that Salt Lake City School District cannot prevent recruiters or other entities from obtaining students' names, addresses, and telephone numbers through means other than the official release of information as outlined in this document.
5. Specific Privacy Protections
The Protection of Pupil Rights Amendment (PPRA), appended to FERPA, requires Salt Lake City School District to notify you and obtain consent or allow you to opt your child out of participating in any federally funded student survey, analysis, or evaluation that reveals information concerning the following eight protected areas:
- a. Political affiliations or beliefs of the student or student's parent or guardian,
 - b. Mental or psychological problems of the student or student's family,
 - c. Sexual behavior, orientation, or attitudes,
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior,
 - e. Critical appraisals of others with whom respondents have close family relationships,
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers,
 - g. Religious practices, affiliations, or beliefs of the student or student's parent or guardian,
 - h. Income, other than as required by law to determine program eligibility.
- Parents, legal guardians, and eligible students have the right to review upon request and before giving consent any survey that concerns one or more of the eight protected areas and any instructional materials used in connection with such a survey. To review a survey instrument or instructional materials connected with it, please contact the principal of your child's school to arrange a time and place for review.
- Utah Code §53A-13-301–302 expands the requirements for parental notification and consent under the federal FERPA/PPRA law. The state law requires that parent(s) or guardian(s) be notified at least two weeks before planned activities or assignments pertaining to the eight protected areas are scheduled in the classroom, or before any survey, analysis, or evaluation about one or more of the protected topics is to be given. A parent or guardian must give prior written consent; if consent is not obtained, a student may not participate in such activities or discussions. Complaints of alleged failures by the district to comply with student privacy requirements should be addressed to the school principal or to Salt Lake City School District's Director of Student Services.

If they are not or cannot be resolved at the local level, FERPA/PPRA complaints may be filed with the following federal agency:

Family Policy Compliance Office;
U.S. Department of Education;
400 Maryland Avenue, SW;
Washington, DC 20202-4605 Telephone: 202.260.3887.

Please note: Unrelated to the requirements of FERPA/PPRA, the Children's Internet Protection Act (CIPA) mandates that school districts develop an Internet safety plan that protects students from the unauthorized disclosure, use, and dissemination of their personal information on the Internet. See Salt Lake City School District Board Policies I-23, Web Page Publishing, and I-18, Student Internet Acceptable Use, for more specific information, including procedures and release forms. Complaints of alleged failures by the school or district to comply with CIPA privacy requirements should be addressed to the school principal, or to the Supervisor of Instructional Technology.

Policy S-2, Student Records, Privacy Rights, and Release of Information, is available upon request and may be accessed on Salt Lake City School District's website. Questions about this policy and a parent's, guardian's, or student's rights under the Family Education Rights and Privacy Act, the Protection of Pupil Rights Amendment, or the Elementary and Secondary Education Act may be addressed to the school principal or to the Director of Student Services, Salt Lake City School District.

S-11: Administrative Procedures

Personal Electronic Equipment



REFERENCES

[Salt Lake City School District Board Policy S - 11](#)

DEFINITIONS

Personnel Electronic Equipment: Includes all electronic communication and entertainment devices that can be used by an individual (i.e. phones, cameras, music players, video players, pagers, computers, etc.).

PROCEDURES FOR IMPLEMENTATION

1. When a student is scheduled to be in class or involved in a regular school activity, they may not possess an electronic communication device or camera which is in the "on" position and ready to receive, send, capture, or record any communication, visual image, sound, text message, or other information unless instructed to do so by an administrator or a teacher. If a personal electronic device is used during class or regular school activities without prior approval from an administrator or teacher, the device will be confiscated. The local school will determine procedures for the return of the confiscated device. These procedures will be included in the student handbook.
2. Any type of personal electronic device that has the capability to take photographs or to record video will not be used in restrooms, locker rooms, or any other area that privacy is assumed.
3. As a condition of bringing any personal electronic equipment to school, students and parents will be informed of the school's responsibility to confiscate and review any and all data stored on the equipment if a teacher or administrator has reason to believe the student has violated law, policy, or school rule.
4. The student who possesses a personal electronic device will assume responsibility for its care. The school is not responsible for preventing theft, loss, or damage to any device.
5. Principals may take disciplinary action against students who violate this policy as per Board Policy S-3, Student Discipline.
6. Elementary students are strongly encouraged not to bring any personal electronic equipment to school.

Appendix C: Section 504 of the Rehabilitation Act of 1973

Section 504 is an act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which sets substantial limits on one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working)
- has a record of such impairment
- is regarded as having such an impairment

Salt Lake City School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs or practices of the school system.

School district responsibilities under Section 504 include the obligation to notify, to evaluate and, if the student is determined to be eligible under 504, to afford access to appropriate services.

Any parent or teacher may contact their school's 504 liaison to request that a student's need be reviewed and accommodations considered. The school's 504 liaison will convene a Student Services/504 Committee Meeting at which parents and teachers will present data on the student's disability, the disability's impact on a major life activity, and possible accommodations that might be implemented at the school to meet the student's needs. Eligibility for a 504 plan will be determined. If a student is found eligible, a 504 plan will be created that identifies the agreed upon accommodations specific to each student. This plan will then be put into effect. If the parent or guardian disagrees with the determination made by the professional staff of the school, s/he has the right to initiate an appeal process through the District 504 Coordinator.

If there are questions, please feel free to contact the Section 504/ADA Liaison at your neighborhood school or the district coordinator at the Salt Lake City School District: 801.578.8414.

Appendix D: Principles of Equity/Multiculturalism

(As stated in the State Office of Education’s “Principles for Equity in Utah Public Schools”)

EQUITY—fair and just treatment of students, staff, and community members—must be the cornerstone of an educational framework. Achieving equity means individual differences are valued; high expectations are held for all; instruction occurs in inclusive environments; diversity is recognized and appreciated; and discriminating, stereotyping, and bias are not accepted.

Equity recognizes the need to treat unequals differently in order to ensure that the quality of the educational experiences are equal and of high standards.

DIVERSITY AND DIVERSE BACKGROUNDS are terms which encompass the variety in people due to different backgrounds.

Throughout this document, diverse backgrounds include, but are not limited to national origin, primary language, culture, race, ethnicity, gender, religion, disabilities, and/or economic status.

The Utah State Board of Education believes that all students should be provided with equitable opportunities to learn and flourish in Utah’s public schools. The Utah State Office of Education believes that all students can learn and must have full opportunity to learn. The Utah State Office of Education is committed to effecting change in student performance by providing an appropriate school curriculum, quality instruction, a safe and caring school climate, ongoing teacher education, and frequent parent involvement in order to ensure that all students are provided with equitable opportunities to learn.

The final outcome of effective and equitable instruction must be achievement of students which enables them to be active, thoughtful participants in a rapidly changing society. This vision includes:

1. High expectations for all students.
2. Equitable access to rich curriculum content
3. High quality instruction in all classrooms.
4. Sensitivity to equity issues by teachers and school administrators.
5. Knowledgeable educators who use inclusive practices.
6. Policies that support and facilitate equity.

Appendix E: Student Discipline Policies Summary

Refer to Policies S-3 & G-19 and Administrative Procedures

- I. Purpose – to foster a safe and positive environment for learning.
- II. Prohibited Conduct & Related Discipline

Prohibited conduct is forbidden at school, on school property, including school vehicles and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school or property associated with a person connected with school is forbidden regardless of where it occurs.

 - A. You **MAY** be removed from school for:
 1. Willful disobedience or violating a school or district rule;
 2. Defying authority;
 3. Disruptive behavior;
 4. Assault/battery;
 5. Foul, profane, vulgar or abusive language;
 6. Defaming or false statements about students or staff;
 7. Destroying, defacing or vandalizing school property; criminal mischief;
 8. Burglary, theft or stealing;
 9. Posing a significant threat (including harm to self or others) to the welfare or safety of a student, school personnel or the operation of the school;
 10. Possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing (including inhaling) any substance;
 11. Possessing or using tobacco;
 12. Hazing, demeaning, intimidating or assaulting someone or forcing someone to ingest a substance;
 13. Sexual or other harassment (as defined in Policy G-19 – Student Non-Discrimination and Anti-Harassment); inappropriate exposure of body parts;
 14. Bullying – aggression, verbal or physically threatening or intimidating behavior including cyberbullying
 15. Gang-related attire or activity that is dangerous and disruptive.
 - B. You **WILL** be removed from school for:
 1. Possession, control of a real weapon, explosive or noxious/flammable material, or the actual or threatened use of a lookalike or pretend weapon;
 2. Possession, control, sale, or use of an alcoholic beverage, drugs, or controlled substance;
 3. Using or threatening to use serious force; or
 4. Any serious violation affecting a student or staff member.

Depending on the nature of the violation, you may be removed for up to one year. You may be required to attend a District Due Process Hearing as a result of your violation.
 - C. The decision to remove or to discipline in some other way is made by your school administrator based on all the circumstance of the situation.
 - D. The type and length of discipline is based on factors such as previous violation, severity of conduct and other relevant educational concerns.
 - E. When appropriate, a student may be placed on a behavior contract.
 - F. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.
- III. Searches
 - A. School personnel can search your personal property based on reasonable suspicion.
 - B. School personnel can also conduct searches that might include all lockers and other school property.
 - C. You have no expectation of privacy in your locker or in your vehicle when parked on school property. The school can search those with or without reason.
- IV. Suspension and Expulsion Defined
 - A. Suspension is removal from school for a defined period of time not to exceed one year. A procedure will be established for returning to school after the defined period of time.
 - B. Expulsion is removal from school for one year or more or permanently without the offer of educational services.
 - C. Assignment to another school, including an alternative school, is not a suspension or expulsion.
- V. Readmission and Admission
 - A. If you are removed from school you can be readmitted after your parents/guardian meets with school officials after you complete your days of suspension.

- B. If you are removed from school, readmission depends upon satisfactory evidence that you will not be a danger to yourself, others, or school property.
- C. The district may deny admission to a student who has been expelled from any school in the last twelve months.

VI. Record of Suspension

- A. Your suspension or expulsion becomes a part of your cumulative student record.

VII. Due Process

- A. If you are removed from school or otherwise disciplined, you can meet with your school administrator to tell your side of the story.
- B. If your school administrator recommends removal for more than 10 school days, a due process hearing will be scheduled at the district office with you and your parent or guardian.
- C. If you are removed from school for more than 10 school days, you can appeal the decision by writing to the Counseling & Student Services Department within 10 days of the decision. Your parent or guardian is responsible to plan for your education during suspension and to pay for any services not provided by the district.

VIII. Students with Disabilities

If you are a student with a qualified disability, your school administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Parents may contact the Department of Special Education Services for more information (801.578.8202).

I-18: Administrative Procedures

Student Internet Acceptable Use Policy



REFERENCES

[Salt Lake City School District Board Policy I - 18](#)

DEFINITIONS

Acceptable Use: Internet use must be consistent with the educational objectives of the district. The use must also be consistent with the terms of this Acceptable Use Policy (AUP).

Prohibited Use: Any use that violates federal or state laws, board policy, and/or school rules.

PROCEDURES FOR IMPLEMENTATION

1. Prohibited Uses

- a. The following uses of the district's computers, including its network and Internet access are prohibited:
 - Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
 - Attempting to obtain access to restricted sites, servers, files, databases, etc., or unauthorized access to other systems, e.g. "hacking".
 - Using non-educational Internet games, Multi User Dungeons (MUDs), chat rooms, social networking sites, other web 2.0 sites, and instant messaging not specifically assigned by a teacher or administrator.
 - Using the Internet or network for any illegal activity.
 - Providing personal addresses, phone numbers, and financial information in any network communication whether that information belongs to the user or any other individual; unless it is related to an appropriate educational objective in the core curriculum.
 - Using the Internet for commercial purposes, financial gain, personal business, product advertisement, religious proselytizing, or political lobbying including student body elections.
 - Attempting to harm or destroy data of another user, agency, or network that is connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses and attempts to gain unauthorized access to a network that is connected to the Internet.
 - Degrading or disrupting network equipment, software, or system performance.
 - Wasting finite network resources.
 - Invading the privacy of individuals or disclosing confidential information about other individuals.
 - Posting personal communications without the original author's consent.
 - Posting anonymous messages.
 - Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
 - Harassing others and using abusive or obscene language on the network. The network may not be used to harass, annoy, or otherwise offend other people.
 - Using material which may be deemed to violate any district policy or student code of conduct.
 - Downloading or streaming audio or video files or any other files that are not directly related to a school assignment.
 - Accessing or using services on the Internet that impose fees or charges.
 - Communicating threats of violence.
 - Using the network for plagiarism. Plagiarism is taking ideas or writings from another person and offering them as your own. Credit must always be given to the person who created the information or idea.

2. Privileges and Discipline

- a. Internet use is a privilege, not a right. Inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator deny, revoke, or suspend specific user access and/or user accounts.
- b. Authorized district employees will be responsible to determine what constitutes a violation of this policy. Authorized district employees have the right to intercept or read a user's email, review any material, edit or remove any material which they believe may be unlawful, obscene, defamatory, abusive, or otherwise objectionable. If the district intends to impose any discipline, other than revoking privileges for the remainder of the school year, the user will be afforded appropriate due process.

3. Privacy Information:

- a. Nothing is private on the network. A user has no expectation of privacy as to their Internet communications or uses. If a user accesses the Internet, it is likely that someone knows the connections that the user is making, knows about the computer the user is using and what the user looked at while on the system. Frequently these sites maintain records that can be subpoenaed to identify what the user has been viewing and downloading on the Internet. In addition, the district reserves the right to monitor whatever a user does on the network and to make sure the network functions properly. A user has no expectation of privacy as to his or her communications or the uses made on the Internet.

4. Network Etiquette:

- a. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite;
 - Do not be abusive in your messages to others;
 - Use appropriate language; and,
 - Do not swear, use vulgarities or any other language inappropriate in a school setting.

5. Security

- a. Security is a high priority on computer networks. If a security problem is identified, the user must:
 - Notify the system administrator immediately;
 - Do not demonstrate the problem to other users. Users may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.;
 - Do not share passwords with other users;
 - Change passwords frequently; and,
 - Do not leave a workstation without logging out of the network.
- b. You must report any of the following to a teacher or administrator:
 - If you receive or obtain information to which you are not entitled;
 - If you know of any inappropriate use of the network by others; or,
 - If you believe the filtering software is not filtering a site or sites that should be filtered under this agreement.

6. Disclaimer

- a. The district makes no guarantee of the completeness or accuracy of any information provided on the network. It makes no promise or warranty to maintain or update its network or the information contained or made available to the public, its employees and students. The district may suspend or discontinue these services at any time. The user assumes the risk of verifying any materials used or relied on.
- b. The district disclaims any express or implied warranty in providing its computer system and any materials, information, graphics, or processes contained therein. It makes no warranty, expressed or implied, nor assumes any responsibility regarding the use of its network, or its contents for its accuracy, completeness, relevancy for any general or particular purpose, or that such items or use of such items would not violate or infringe on the rights of others. Access to its network is provided on a strictly "as is basis".
- c. The district's network resources may contain hypertext or other links to Internet or computer sites not owned or controlled by the district, that may be of interest. The district cannot supervise or control the content of these other sites. Any information or endorsements of products or services, materials, or personal opinions appearing on such external sites are not controlled, sponsored or approved by the district.
- d. The district specifically disavows legal responsibility for what a user may find on another site, or for personal opinions of individuals posted on any site, whether or not operated by the district.
- e. A user assumes the risk of use or reliance on any information obtained through the network.
- f. The district will not be responsible for any damages a user suffers while on the system, miss-deliveries or service interruptions caused, including loss of data resulting from delays, non-deliveries by negligence, errors, or omissions.

7. Salt Lake City School District's Guidelines for Student Access and/or Accounts

- a. All student users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through the user's signature on the application. Users may be granted an account for their term of employment.
- b. Signatures on the AUP are legally binding and indicate that the signed parties have read the terms and conditions carefully and understand their significance.
- c. Any user who has been issued a password is deemed to have received, read, understood, and agreed to the terms of the AUP.
- d. Elementary and secondary students who apply for access and/or an account, will participate in a discussion with their teacher regarding this AUP, and will review it on a regular basis when using the Internet.

- e. Student users may be granted an account for a period of time as determined by the district on the following conditions:
 - All student users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through the user's signature on the application; and
 - Students must obtain the signature of a parent or guardian on the application.
- f. An account will automatically be terminated when:
 - The student no longer attends the school which the account originated.
 - The student's parents and/or guardian request the account be terminated.
 - Any authorized district employee believes the account should be terminated.
- g. Student users may not maintain accounts upon leaving the school and/or district.

Board Policy G-19: Discrimination, Harassment, and Retaliation Prohibited



REFERENCES

- [Administrative Procedures for Board Policy G - 19](#)
 - [Board Policy G-19 Complaint Form](#), Spanish Translation
 - [Board Policy G-19 Complaint Procedures](#), Spanish Translation
 - [Board Policy S-3, Student Discipline](#)
 - [Civil Rights Act of 1964, Title VI](#)
 - [Title IX of the Education Amendments of 1972, 34 C.F.R. Part 106](#)
 - [Utah Code § 76-5-401 through 407](#)
 - [USOE Administrative Rule R277-613](#)
 - [Age Discrimination in Employment Act of 1967 \(ADEA\)](#)
 - [Title I & Title V Americans with Disabilities Act of 1990 \(ADA\), Section 504](#)
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THE POLICY

This policy must be published annually in all student and employee handbooks.

It is the policy of the Salt Lake City School District Board of Education to maintain a working and learning environment free from harassment and prohibited discrimination. The purpose of this policy is to promote equity in education, equal opportunity for employment, and a safe and respectful climate for work and learning, structured to support all students and employees.

Expectations for behavior, including specific prohibitions for both students and staff, will be addressed in the administrative procedures to this policy. Our efforts are focused on protecting students and employees in the following ways:

- **Discrimination Prohibited.** The Salt Lake City School District prohibits discrimination based on age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation.
- **Harassment Prohibited.** The Salt Lake City Board of Education values diversity among students and employees. No student or employee of the Salt Lake City School District may engage in harassing conduct that creates either a hostile learning environment for students or a hostile working environment for employees.
- **Retaliation Prohibited.** The Salt Lake City School District prohibits retaliation against an individual because she or he has either opposed a prohibited employment practice, or has made a charge, testified, assisted or participated in an investigation, proceeding or hearing regarding an alleged incident of prohibited discrimination or harassment.

It is a violation of this policy for any student, teacher, administrator, or other school employee to harass or discriminate against any person or to retaliate against any person who makes a complaint. It is also a violation of this policy for any teacher, administrator, or other school employee to ignore harassment or prohibited discrimination.

Students or employees who believe that they have been subjected to prohibited discrimination, harassment, or retaliation should report the incident immediately to the school principal, department supervisor, or designee, as outlined in the administrative procedures to this policy. Complaints will be investigated with fairness and reasonable speed.

Refer to Board Policy S-3, Student Discipline, and its associated administrative procedures for a description of student rights and responsibilities. Employees should consult the appropriate employee handbooks and/or negotiated agreements for a description of their rights and responsibilities.

Discrimination Prohibited Statement (for publications and applications)

The Salt Lake City School District does not discriminate on the basis of age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8251. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695

Board Policy G-3: Wellness

REFERENCES

[Administrative Procedures for Board Policy G - 3](#)
[Section 204 of Public Law 108-265 - June 30, 2004](#)
[National Standard for Physical Education](#)

THE POLICY

It is the policy of the Salt Lake City School District Board of Education to adhere to the federal wellness law.

The purpose of this policy is to provide a school environment that enhances learning and development of lifelong wellness practices including the following:

- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Adequate physical education will be provided and patterns of meaningful physical activity connected to students' lives outside of physical education classes will be promoted. Restricting daily recess periods will not be used as a punishment at the elementary level.
- All school-based activities will be consistent with the district wellness policy.
- All foods and beverages made available to students on campus will be consistent with the current USDA Dietary Guidelines.
- The school environment will be safe, comfortable, pleasing, and allow ample time and space for eating meals. Food will not be used as a reward.
- Child Nutrition programs will be accessible to all students and must comply with federal, state, and local requirements.
- All foods made available on campus will adhere to food safety and security guidelines.
- The superintendent or designee will appoint a district wellness committee to regularly monitor the overall effectiveness of the wellness policy and recommend policy and/or procedural modifications that will positively impact student health. The school administrator or designee, with oversight of the school community council, will oversee the implementation and evaluation of the district wellness policy at each school site.

Middle School Handbook

Student and Parent Agreement



ACKNOWLEDGEMENT

I have read and discussed the Salt Lake City School District Middle School Handbook with my child. We understand and are committed to supporting the principles, policies, and programs outlined in it.

Please sign and return this sheet only to your child's classroom teacher or the principal's office

Parent/Guardian Signature

Date

Student Signature

Date

Middle School Handbook

2011-12

rev. 8/2/2011



SALT LAKE CITY
SCHOOL DISTRICT
Your Best Choice