



Willow Elementary Parent/Student Handbook

Willow Mission Statement

PRINCIPAL'S MESSAGE

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Willow Elementary. The faculty and staff join me in saying we are happy to have you as part of our Willow Learning Community. We are looking forward to another great year. We have a champion staff that believes in high levels of achievement for all students. We believe that every child can learn, and we are committed to helping every student succeed.

Our staff is committed to keeping your students safe and has set high expectations for student learning. In the classroom, our goals are to have an environment conducive to learning by providing well-managed classrooms with high levels of student engagement, well-prepared lessons, and instructional delivery with best teaching practices.

We welcome your participation and support this school year. You are an important part of our team in helping your child succeed. We encourage you to participate and get involved in the activities at our school. We hope you will volunteer at our school and welcome your membership in the PTA and Community Council. Working together, we will be able to reach our goals and celebrate the achievements of our students.

At Willow Elementary, it is our goal to help each student become self-sufficient individuals, mentally, physically, and socially. We want students to be prepared for the future and to be college and career-ready. It is essential that students attend school regularly and complete academic assignments.

We are using this handbook as a means of communicating between the home and school. The pages in this handbook are filled with important information regarding school policy, procedures, and services. Please read and keep this handbook readily available throughout the year. The information in this handbook is also available on the Tooele School District website which can be accessed at

www.tooeleschools.org. Parents and students should review the contents together. If you have any questions, please call the school office, at (435) 884-4527. TCSD is committed to providing educational opportunities to students without regard to race, color, sex, national origin or disability. If you have questions, please contact the Title IX coordinator @ (435) 833-1900

We feel that open and clear communication between school and home is important to the success of our educational program. My door is always open; please feel free to contact me at any time. Your child's success is my priority. Thank you for your support as we begin another successful year!

Kimberly Brady
Willow Elementary Principal

Tooele County School District

Willow Elementary School

Parent and Student Handbook Letter of Acknowledgement

I acknowledge that I have received information to access and have read the Willow Elementary School Parent and Student Handbook for the 2023-2024 school year, which includes the Tooele Country School District's Safe School, Conduct and Discipline Policy, Compulsory Attendance Policy, Acceptable Use Policy, and Tobacco-Free Policy, Section 504 of the Rehabilitation Act and Americans with Disabilities Act, W.I. E.S.'s walking plan, School Fees Notice, Rules and Regulations Governing Student Transportation, and the Family Education Rights and Privacy Act.

Tooele County School District is committed to providing educational opportunities to students without regard to race, color, sex, national origin, or disability. If you have questions, please contact the Title IX Coordinator @ (435) 833-1900.

The first section of the handbook contains pages of useful information for new and returning Willow Elementary School students. The information will answer some commonly asked questions. If you would like a printed copy or need online access, please contact the office for assistance.

Please return this page to the office or your child's teacher as soon as possible.

Parent's signature

Date

Please list the names of your children attending Willow Elementary: (only need one for the whole family)

Student's Name

Teacher

Willow Elementary School
439 South Willow Street, Grantsville, Utah
84029

PHONE: 435-884-4527

FAX: 435-884-4528

School Staff

Principal:	Kimberly Brady	kibrady@tooeleschools.org
Secretaries:	Patricia Richardson	prichardson@tooeleschools.org
	Denise Fawson	dfawson@tooeleschools.org
Custodians:	Teddy Navarez	
Lunchroom:	Valerie Anderson, Manager	
Media Specialist:	Linda Adams	
Instructional Coach:	Kammeron Murray	
Kindergarten Teachers:	Lori Drake (Full Day)	ldrake@tooeleschools.org
	Meghan Mouritsen	mmouritsen@tooeleschools.org
	Jennifer Kinnville	jkinville@tooeleschools.org
First Grade Teachers:	Emily Hodge	ehodge@tooeleschools.org
	Maureen Erickson	merickson@tooeleschools.org
	Brooke Castagno	bcastagno@tooeleschools.org
Second Grade Teachers:	Melissa Leary	mleary@tooeleschools.org
	Jennifer Paxman	jpaxman@tooeleschools.org
	Marnie Davis	madavis@tooeleschools.org
Third Grade Teachers:	Jacqueline Tripp	jtripp@tooeleschools.org
	Katrina Marburger	kmarburger@tooeleschools.org
	Natalee Bowler	nbowler@tooeleschools.org
Fourth Grade Teachers:	Shelley Willson	swillson@tooeleschools.org
	Ashlee Brockman	abrockman@tooeleschools.org
	Natasha Landon	nlandon@tooeleschools.org

Fifth Grade Teachers:	Ruth Criner Kristin Shields Julie Carter	rcriner@tooeleschools.org kshields@tooeleschools.org jcarter@tooeleschools.org
Sixth Grade Teachers:	Katelyn Isaia Brenda Phelps Robyn Warner	kisaia@tooeleswchools.org bphelps@tooeleschools.org rwarner@tooeleschools.org
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Special Education:	Jan Lorensen Joan Nordgran	jlorensen@tooeleschools.org jnordgran@tooeleschools.org

General Safety Overview and Guidelines

In essence, discipline and safe schools go together. We have adopted the philosophy that it is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your students the importance of and need for good behavior and a good attitude while in school. Students must be respectful of each other and staff at all times.

In order to promote and help ensure the safety of all students, parents, and school staff, we have adopted the following policies:

- a. All doors to the school will be locked except the front door, and everyone entering the building must check in at the office.
- b. Students who are checked out of school during the school day must be checked out through the office. Individuals checking students out of school must have identification and be listed on the student's information card.
- c. Students or the public must not bring anything that may be construed to be a weapon to school. This may include the following, but not limited to, guns, knives, exploding devices, flammable materials, matches, chain wallets, any material that may be used to strike another student, or items that may look like or resemble any of the above.

- d. Any student who appears to harass or bully another student will be disciplined according to policy.
- e. Fighting is not accepted or tolerated. Rough play and "play fighting" may be treated as fighting.
- f. Profanity or use of obscene language whether spoken, written, or gestured is subject to discipline, which may include suspension.
- g. A student may be suspended for willful disobedience, defiance of proper authority, or disruptive behavior that interferes with classroom learning.
- h. Drugs, alcohol, or tobacco products are not allowed at school.
- i. Gang-related attire, drawings, or actions are forbidden.
- j. Vandalism or destruction of private or public property will be dealt with according to the law.

Any student violating school or district policy in relation to Safe School Policy will be disciplined and corrective actions taken. The Tooele County School District Safe School, Conduct, and School Policy will be followed. (view full policy on the TCSD website under public information/policy manual.)

At Willow Elementary we have a Safety Squad that helps to make sure that all students are acting in a safe manner and are treating and being treated with respect. We also teach the Second Step curriculum, which teaches problem-solving skills and social skills.

Policies and Procedures

ACCIDENTS AND ILLNESSES

Students involved in minor accidents (skinned knees, etc.) will be cared for by school personnel. If it is necessary for a child to be sent home because of an accident or illness, we will notify the parent to come and pick up the child. If parents cannot be reached, the person designated for emergencies will be notified. Please keep your child's information updated with this information. In medical emergencies, 911 may be called.

ATTENDANCE

Our teachers work hard to prepare engaging learning experiences for students in the classroom. When students are absent, they miss valuable learning opportunities and experiences that cannot be replicated through worksheets or other means. We will work with parents to help students when they are not able to attend. Please help us ensure that all students learn at high levels by having your child in class on time every day.

Punctual, regular attendance is very important to school success. Individual, class, and school rewards will be given to those with good school attendance. Phone calls, letters, and meetings with the principal may be necessary if your student has excessive absences. An attendance call will go out to all absent students at 11:00 each morning.

Absences can be excused by calling the school office.

Bicycles, Skateboards, Scooters, etc.

For safety reasons, during the school hours of 8:30 to 4:00 no bicycles, skateboards, rollerblades, scooters, or skate shoes may be ridden on the school grounds. Students who ride wheeled vehicles to school must lock them up on the bike rack. Students must furnish their own locks. **NO SKATE SHOES INSIDE THE BUILDING.** Students will be required to remove the wheels from their shoes when wearing them inside. If the wheels cannot be removed, the parent will be called to bring another pair of shoes.

Parental discretion is advised in allowing your student to ride his/her bike or scooter to school. All wheeled vehicles should be used with extreme caution. Parents will be contacted if their student violates school safety procedures and the privilege may be revoked.

BIRTHDAYS, PARTIES, & TREATS - DELIVERIES

We discourage the delivery of birthday or other special event gifts, flowers, balloons, etc. to students at school. These items are a distraction in the classroom and are difficult for students to manage and store. If these items are delivered to the school, they will be kept in the office and delivered to

the student at the end of the day. All treats must be store-bought and cleared through the teacher before coming to school.

BULLYING

What Is Bullying? Bullying is aggressive behavior that:

1. Is usually repeated over time
2. Occurs when there is a power imbalance
3. Is intended to cause harm or distress and/or has a serious harmful or distressing effect on the target (that is, the victim)

It's important to distinguish bullying from rough-and-tumble play and conflict between peers of equal status. These are a normal part of development, but bullying is not. Common childhood conflicts can be resolved with problem-solving strategies or mediation.

Examples of bullying (not all-inclusive):

- Physical- when someone has hurt another person's body
- Verbal- when someone uses words to hurt another person
- Social- when someone tries to get their peers to turn against another person
- Cyber- when someone uses the internet or text to hurt another person

Tooele County School District is committed to providing a quality education to students in a safe, supportive, and welcoming environment. Incidents of bullying and harassment can significantly disrupt a student's right to a respectful school atmosphere. Any bullying-type behavior is unacceptable, and measures are in place to address such behavior when it is observed and/or reported.

If a student, parent, or teacher is aware of any situation involving bullying or similar behavior, weapons, or other unsafe behavior, he/she should report the incident(s) immediately. Reporting can be accomplished by communicating with the teacher followed by the principal. When a report of bullying or harassment is received, the incident will be investigated, and appropriate

action will be taken in accordance with Tooele County School District Policy.
(see below)

TCSD Bullying Policy

Section

06000 School Conduct and Discipline

Title

Student Prohibition of Bullying, Cyber-bullying, Harassment, Hazing and Retaliation

Code

6032

Status

Active

Adopted

February 11, 2014

Last Revised

January 22, 2019

A. Purpose

1. Bullying, cyber-bullying, harassment, and hazing of students and employees are against federal, state, and local policy, and are not tolerated by the Tooele County School District (TCSD). TCSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, TCSD has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyber-bullying, harassment, and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents.
2. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated in TCSD.
3. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school

activities, including violent altercations, or significant interference with a student's educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A- 11-904 and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

B. Definitions

1. "Abusive conduct" means verbal, nonverbal, or physical conduct of a student or student-directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is

- a. intended to cause intimidation, humiliation, or unwarranted distress;
- b. results in substantial physical or psychological harm as a result of intimidation, humiliation, or unwarranted distress; or
- c. exploits a student's known physical or psychological disability

1. A single act does not constitute abusive conduct unless it is an especially severe and egregious act that meets the standard.

2. "Bullying:" (Utah Code 53-9-601) In general, bullying is aggressive behavior that is intended to cause distress and harm, exists in a relationship where there is an imbalance of power and strength, and is repeated over time. As specifically defined by this policy, "bullying" means intentionally committing a written, physical, or verbal act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:

- a. Endangers the physical health or safety of a school employee or student;
- b. Involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- c. Involves forcible consumption of any food, liquor, drug, or other substance;

- d. Involves other physical activity that endangers the physical health and safety of a school employee or student; or
- e. Involves physically obstructing a school employee's or student's freedom to move; and
- f. Is done for the purpose of placing a school employee or student in fear of:
 - 1. Physical or emotional harm to the school employee or student; or
 - 2. Harm to property of the school employee or student.
- g. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.
- h. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - 1. the pervasiveness, persistence, or severity of the actions; or
 - 2. a power differential between the bully and the target; or
 - 3. substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

2. "Civil rights violation" means bullying, cyberbullying, or hazing that is targeted at a student or employee upon the student's or employee's identification as part of any group protected from discrimination under the following federal laws:

- a. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
- b. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.
- c. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.

3. "Cyber-bullying" means:

- a. Using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless

of whether the individual directed, consented to, acquiesced in the conduct, or voluntarily accessed the electronic communication.

b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyber-bullying.

4. "Harassment" means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. This includes rumor spreading and social aggression intended to demean and disparage another individual and that contributes to a hostile environment for that individual.

5. "Hazing" means intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:

a. Endangers the physical health or safety of a school employee or student;

1. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
2. involves forcible consumption of any food, liquor, drug, or other substance;
3. involves other physical activity that endangers the physical health and safety of a school employee or student; or
4. involves physically obstructing a school employee's or student's freedom to move; and
5. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school-sponsored team, organization, program, or event; or

b. If the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school-sponsored team, organization, program, or event to which the person committing the act belongs to or participates in.

c. The conduct described in Subsection "5" constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

1. The conduct described above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Utah Admin. Rules R277-613-1 (October 8, 2013)

Utah Code § 76-5-107.5 (2011)

Utah Code § 53A-11a-102(1) to (5) (2017)

6. "Restorative Justice Practice" means a disciplined practice that brings together students, school personnel, families, and community members to resolve conflicts, address disruptive behaviors, and promote positive relationships, and healing.

7. "Retaliation" means an act of communication intended:

- a. As retribution against a person for reporting bullying, cyber-bullying, harassment, or hazing; or
- b. To improperly influence the investigation of, or the response to, a report of bullying or hazing.

8. "Parent" means a student's guardian.

9. "School" means any public elementary or secondary school or charter school.

10. "School board" means the local TSCD Board of Education.

11. "School employee" means:

- a. School teachers;
- b. School staff;
- c. School administrators; and
- d. All others employed, directly or indirectly, by the school, school board, or school district.

Utah Code § 53A-11a-102(9) (2017)

12. "Volunteer" means a person working under the direct supervision of a licensed educator.

13. "Trauma-informed care" means a strengths-based service delivery approach that is grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both the alleged targeted individual and the individual who is alleged to have engaged in prohibited conduct, and that creates opportunities for targets to rebuild a sense of control and empowerment.

C. Prohibitions

1. No school employee or student may engage in bullying or harassing a school employee or student:
 - a. On school property;
 - b. At a school-related or sponsored event;
 - c. On a school bus;
 - d. At a school bus stop; or
 - e. While the school employee or student is traveling to or from a location or event described above.
2. No school employee or student may engage in hazing or cyber-bullying a school employee or student at any time or in any location.
3. No school employee or student may engage in retaliation against:
 - a. A school employee;
 - b. A student; or
 - c. An investigator for, or witness of, an alleged incident of bullying, harassing, cyber-bullying, hazing, or retaliation
4. No school employee or student may make a false allegation of bullying, harassing, cyber-bullying, hazing, or retaliation against a school employee or student.
5. Any bullying, cyberbullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.
6. School officials should make appropriate exemptions to dress codes and reasonably accommodate students who wear hairstyles, clothing, headwear, jewelry, cosmetics, or other apparel as a personal expression of

sincerely held religious beliefs. Student dress is a form of individual expression and any regulation of religious apparel must be done in the least restrictive manner possible to maintain a safe, inclusive, and welcoming school environment.

7. Religious attire that should be appropriately accommodated in school includes, but is not limited to hairstyles, yarmulkes; hijabs, turbans; religious jewelry; appropriate religious messages on clothing, badges, and/or insignias; and ceremonial attire.
8. School officials should also appropriately accommodate student requests to not wear certain gym clothes and/or uniforms that students regard, on a religious basis, as immodest.

D. Investigations

1. School will promptly and reasonably investigate allegations of bullying, cyber-bullying, and/or hazing. The school investigators of at least 2 school employees, preferably one male and one female, in appropriate positions of authority, who are responsible for receiving, investigating, and responding to reports will be responsible for handling all complaints by students and employees alleging bullying, cyber-bullying, or hazing as outlined in the procedures below.
2. It is the TCSD's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's internet system, and routine monitoring or maintenance may lead to the discovery that a user has violated district policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.
3. TCSD shall adopt an action plan in accordance with State Board of Education Administrative Rule Subsection R277-613-4(1)(c), including a plan to:
 - a. investigate allegations of incidents of bullying, cyber-bullying, hazing, and retaliation in accordance with this section; and
 - b. provide an individual who investigates allegations of incidents of bullying, cyber-bullying, hazing, and retaliation with adequate training on conducting an investigation.

4. TCSD is required to investigate allegations of incidents described in Subsection D.1. above by interviewing at least the alleged victim and the individual who is alleged to have engaged in prohibited conduct.

a. TCSD may also interview the following as part of an investigation:

1. parents of the alleged victim and the individual who is alleged to have engaged in prohibited conduct;
2. any witnesses;
3. school staff; and
4. other individuals who may provide additional information

b. An individual who investigates an allegation of an incident shall inform an individual being interviewed that:

1. to the extent allowed by law, the individual is required to keep all details of the interview confidential; and
2. further reports of bullying may become part of the investigation.

c. The confidentiality requirement in Subsection D.2. above does not apply to:

1. conversations with law enforcement professionals;
2. requests for information pursuant to a warrant or subpoena;
3. a state or federal reporting requirement; or
4. other reporting required by this rule

d. In conducting an investigation under this section, TCSD may:

1. review disciplinary reports of involved students; and
2. review physical evidence, consistent with search and seizure law in schools, which may include:
 - video or audio;
 - notes;
 - email;
 - text message;
 - social media; or
 - graffiti.

- e. TCSD is required to adopt a policy, consistent with state law and state board rule, outlining under what circumstances the TCSD employees will report incidents of bullying, cyber-bullying, and retaliation to law enforcement.

E. Actions Required if Prohibited Acts are Reported

1. Each reported complaint will include:

- a. Name of complaining party;
- b. Name of offender (if known);
- c. Date and location of the incident(s);
- d. A statement describing the incident(s), including names of witnesses (if known).

2. Each reported violation of the prohibitions noted previously will be promptly investigated by a school administrator or an individual designated by a school administrator. A report of bullying, cyberbullying, hazing, harassment, and retaliation may be made anonymously, but TCSD will not take formal disciplinary action based solely on an anonymous report.

3. Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties may include but are not limited to:

- a. use a discipline plan consistent with State Board of Education Administrative Rule R277-609;
- b. use restorative justice practices consistent with State Board of Education Administrative Rule R277-613;
- c. notify the involved students' parents of the restorative justice practice and obtain consent from the involved student(s)'s parent(s) before including the victim in the process;
- d. support involved students through trauma-informed practices;
- e. use student suspension or removal from a school-sponsored team or activity including school-sponsored transportation;
- f. use student suspension or expulsion from school or lesser disciplinary action;
- g. use employee suspension or termination for cause or lesser disciplinary action consistent with Utah Code Section 53G-11-512;
- h. use employee reassignment;

- i. take other actions against student or employee as appropriate; and
- j. use a grievance process required under Utah Code Subsection 53E-9-605(3)(f) consistent with the TCSD-established grievance process.

4. The school will notify a parent if the parent's student threatens to commit suicide, or if the student is involved in an incident of bullying, cyberbullying, harassment, hazing, or retaliation.

a. TCSD will produce and maintain a record that verifies that the parent was notified of the incident or threat.

b. TCSD will not disclose the record described in 4.a. to anyone unauthorized to receive it and will not use the record for purposes not allowed under the law.

5. Compliance with the Office for Civil Rights when Civil Rights Violations Occur:

a. the school is responsible for identifying bullying, cyber-bullying, and hazing incidents about which it knows or reasonably should have known when it involves a protected class. The school must take immediate and appropriate action to investigate or otherwise determine what occurred.

b. these duties are the school's responsibility to investigate regardless of whether a person makes a complaint, a person requests the school to take action, or a person identifies the bullying, cyberbullying, or hazing as a form of discrimination.

c. if it is determined that the bullying, cyberbullying, or hazing occurred as a result of the student victim's membership in a protected class, the school shall take prompt and effective steps reasonably calculated to:

- 1. end the bullying, cyberbullying, or hazing;
- 2. eliminate any hostile environment; and
- 3. assess prevalence in school culture, physical facilities, and systemic practices to prevent its recurrence.

6. Actions must also include, as appropriate:

a. Procedures for protecting the victim and other involved individuals from being subjected to:

- 1. Further bullying, cyberbullying, harassment, or hazing, and

2. Retaliation for reporting the bullying, cyberbullying, harassment, or hazing.
- b. Prompt reporting to law enforcement of all acts of bullying, cyberbullying, harassment, hazing, or retaliation that constitute suspected criminal activity.
- c. Procedures for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to student or employee discipline; and
- d. Procedures for providing due process rights under Utah Code Section 53G-11-501 (licensed staff) and local employee discipline policies prior to employee discipline or Utah Code Section 53G-8-202 and local policies (students) prior to long-term (more than 10 days) student discipline.

F. Training

1. All students, staff, and volunteers at TCSD will receive annual training from a qualified professional or software program regarding bullying, cyberbullying, harassment, and hazing. This training will address:
 - a. Overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name-calling, or both physical and verbal aggression or threatening behavior
 - b. Relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
 - c. Bullying, cyber>
 - d. All licensed educators must complete two (2) hours of professional development in youth suicide prevention training once every license renewal cycle.
 - e. In addition to training for all school employees, students, employees, and volunteer coaches involved in any extra-curricular activity shall:
 - a. participate in initial bullying and hazing prevention training prior to participation in the extra-curricular activity;
 - b. participate in initial bullying, cyber-bullying, and hazing prevention training to be completed by every employee by January 30, 2019, and repeated at least every three years thereafter;

- c. receive information annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

G. Annual Reporting of Allegations of Bullying, Cyberbullying, Hazing, and Retaliation

1. TCSD is required by Utah Code Subsection 53E-3-401 (3) and State Board of Education Administrative Rule R277-613 to report the following annually, on or before June 30, to the Superintendent in accordance with the Superintendent's submission requirements:
 - a. a copy of TCSD's policy required in Section R277-613-4;
 - b. implementation of the signed statement requirement described in Utah Code Subsection 53G-9-605 (3)(g);
 - c. verification of TCSD's training of school employees relating to bullying, cyber-bullying, hazing, retaliation, and abusive conduct described in Utah Code Section 53G-9-607;
 - d. incidents of bullying, cyber-bullying, hazing, and retaliation;
 - e. the number of incidents described in Subsection (d) required to be reported separately under federal law, including the reporting requirements in:
 1. Title VI of the Civil Rights Act of 1964;
 2. Title IX of the Education Amendments of 1972; or
 3. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990; and
 4. the number of incidents described in Subsection (4) that include a student who was bullied, cyber-bullied, hazed, or retaliated against due to or based on the student's actual or perceived characteristics, including disability, race, national origin, religion, [or] sex, gender identity, or sexual orientation

H. Grievance Process for Incident of Abusive Conduct

1. For purposes of this policy, "abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student-directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.

- a. a school employee who has experienced an incident of abusive conduct and is not satisfied with initial efforts to resolve the issue, may submit a written grievance with the school employee's principal within thirty (30) calendar days of the incident.
- b. the written grievance described above shall include:
 - 1. the date of the incident;
 - 2. circumstances of the incident; and
 - 3. the signature of the school employee submitting the grievance to the principal.
- c. within ten (10) business days of receiving the written grievance, the principal shall meet with the school employee to discuss the grievance and possible resolutions.
- d. within ten (10) business days after the meeting described above, the principal shall respond to the school employee in writing explaining the principal's position and offer options for substantive resolution of the complaint.
- e. if the response by the principal described above does not satisfactorily resolve the issue, the school employee may appeal the principal's response in writing within ten (10) business days after receipt of the response to TCSD.
- f. within ten (10) business days after receipt of the grievance appeal described above, the TCSD designee shall meet with the school employee to discuss the grievance and possible resolutions.
- g. within fifteen (15) calendar days after the meeting, TCSD's designee shall respond in writing with a final resolution of the grievance.
- h. TCSD designee's written response shall be the final administrative action in the matter.

I. Additional Notes

- 1. This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute bullying, cyberbullying, or hazing, incident creates a substantial disruption to the school environment, under *Tinker v. Des Moines*, 393 U.S. 503 (1969), TCSD may take disciplinary action against the student who initiated the speech. Factors that TCSD may consider in determining whether a substantial disruption has occurred are:

- a. whether there is a verbal or physical confrontation over the incident at school;
- b. whether administrators who dealt with the incident were pulled from their ordinary tasks to address the incident and how much time it took out of an administrator's day to do so;
- c. whether there is a widespread whispering campaign or rumor sparked by the off-campus incident that disrupts the school environment and students' abilities to focus on school;
- d. whether students are discussing the incident during class or if it otherwise is disrupting schoolwork;
- e. whether any part of the speech that gave rise to the incident was repeated at school;
- f. whether there is likely to be a verbal or physical confrontation based on evidence of a prior relationship between the victim and the student who initiated the speech;
- g. whether speech similar to the off-campus speech in this incident has occurred in the past and has resulted in violence or near violence at school.

BUSES

A. Bus Zone

- The area on the north side of the school is designated for bus loading and unloading and is to be kept clear of personal vehicles. A private vehicle drop-off and pick area for individual students is located at the front of the building.

B. Riding the bus is a privilege, and the rules that apply at school also apply on the bus. Violations of bus rules will result in loss of riding privileges. Students cannot ride another bus besides the one they are assigned to. Items that block the view of the driver, such as balloons, large posters, etc. will not be allowed on the bus. These items are problematic as students are regularly seated three per seat which doesn't allow for additional spacing.

C. Student Behavior on the Bus

- a. Bus drivers have authority on their respective buses. Students who do not adhere to bus rules and procedures will be given citations. Citations are sent home and to the school principal.
 - i. The first citation is a warning.
 - ii. The second citation requires parents to contact the school to restore bus privileges.
 - iii. The third citation may result in the removal of bus privileges. Please contact the school office if you have any other questions about the bus or bus stop behavior.
 - iv. We will work with the bus drivers for positive behavior reinforcement and incentives.
- **Students are only allowed to ride their own bus. They may not ride another bus to go to a friend's or babysitter's house. This is for safety.****

5035 STUDENT BUS TRANSPORTATION

5.35.1 Rules and Regulations Governing Student Transportation

Adopted January 3, 1994

- A. The driver is in complete charge of all students during the loading, and unloading of the bus, and during transit. He/she has the same authority as the teacher in the classroom.
- B. The driver has no authority to stop the bus to load or unload students except at the designated stops. Students shall have written permission from a parent or guardian to leave the bus other than at his or her regular stop.
- C. Policy states that students will be at their bus stop 5 minutes before the bus is scheduled to arrive. All students shall be orderly on the bus and obey the driver promptly.
- D. Students shall take their seats immediately upon boarding the bus and utilize no more space than is necessary. The Bus Driver has the authority to assign seats.
- E. Students shall avoid improper language or boisterous conduct and shall not smoke, chew tobacco, or use drugs/liquor or any ignitable material.
- F. Visitors are not allowed to ride the bus without permission from the proper authority. (Principal or Transportation Supervisor)
- G. Any student damaging transportation property in any way shall pay for all such damages.

- H. Students shall keep the bus clean by not throwing paper or other articles on the floor. No food drinks or refreshments are to be consumed on the bus without the principal's approval. Throwing any material in or from the bus will be sufficient reason to refuse transportation to the student involved.
- I. Students shall keep their heads and arms inside the bus and remain seated while the bus is in motion. Windows shall remain closed unless permission is obtained from the driver.
- J. Students shall watch out for traffic while loading and unloading buses, pass in front of the bus, and watch approaching traffic before crossing the highway. Students shall not cross a highway or street until given permission by the driver. They shall walk facing traffic.
- K. Weapons or fireworks of any kind are not allowed on the bus.
- L. No animals are allowed on school buses without prior approval from the principal or transportation director.
- M. Pupils shall not talk to the driver unless necessary. Students are not allowed to sit in the driver's seat or stand while the bus is in motion.
- N. Continued misconduct by a student shall be handled according to District policy for unsatisfactory conduct on the bus. Refusal to cooperate with the driver and not complying with regulations is sufficient reason for a student to be denied transportation.
- O. The driver has the right to refuse transportation to any student for serious problems such as fighting on the bus, disregarding safety rules, smoking, vandalism, vulgar language, or any other situation that is deemed severe.
- P. Only elementary students who live 1 $\frac{1}{2}$ miles or more from school and secondary students who live 2 miles or more from school are authorized to ride a bus

CLASS LINK & GOOGLE CLASSROOM INSTRUCTION

Google Classroom is an online platform that we use to extend learning and post information from daily lessons and/or other information. Every child should know how to access Google Classroom. Here are the directions for parents:

How do I sign into Classroom?

Depending on your learning setting, you can sign into Classroom with one of the following accounts:

- **School account**—Also known as a *Google Workspace for Education* account, this account is set up by an accredited school. It looks like *you@yourschool.edu*. If you don't know your *Google Workspace for Education* account details, ask your teacher or the school's IT administrator.
- **Personal Google Account**—Set up by you or your parent or guardian. Typically, you use a personal *Google Account* outside of a school setting, such as in a homeschool or club. It looks like *you@example.com*.
- **Google Workspace account**—Set up by your organization's admin. It looks like *you@yourorganization.com*.

Note: Due to privacy laws, parents and guardians can't access Classroom or student assignments. They can get email summaries if the teacher allows it. For details, go to [About Guardian email summaries](#).

Ready to sign in?

You must have an active internet connection to sign in. If you already know how to sign into Classroom, go to classroom.google.com. Or, follow the detailed steps below.

Computer Android, iPhone & iPad

Sign in for the first time

1. Go to classroom.google.com and click *Go to Classroom*.
2. Enter the email address for your Classroom account and click *Next*.
3. Enter your password and click *Next*.
4. If there is a welcome message, review it and click *Accept*.
5. If you're using a *Google Workspace for Education* account, click *I'm A Student* or *I'm A Teacher*.
Tip: Users with personal *Google Accounts* won't see this option.
6. Click *Get Started*.

If you need any help, please contact your child's teacher or the office.

PARENT-TEACHER CONFERENCE DATES

Back-To-School Night
Parent Teacher Conferences

August 22, 2023, 5-7 PM
November 2023 and January 30th and Feb.1st

COMMUNITY COUNCIL MEETING DATES

The Willow Elementary Community Council is made up of parents of current Willow Elementary students and teachers. The council makes recommendations about school improvement plans, helps develop safe routes to school, and oversees the spending of Utah Land Trust monies. Parents interested in serving as voting members of the committee need to contact the school principal the week of

August 22, 2023. Nominations will be accepted the week of August 22-September 2. Elections will be held in the second week of September 2023. All parents may vote for parent members of the committee. The elected term is for two years. Information on Community Council and elections will also be presented on Back to School Night on August 19, 2023.

-

All meetings are held in the school media center beginning at 4:00 p.m.

October 4, 2023

January 22nd, 2024

March 11, 2024

May - TBD

CONCUSSION POLICY/INSURANCE

5.54 ATHLETE AND STUDENT CONCUSSION AND TRAUMATIC HEAD INJURY

POLICY Approved Oct 18, 2011

A. Purpose and Philosophy

As medical management of sports-related concussions continues to evolve, the Tooele County School District recognizes there has been a significant amount of new research regarding sports-related concussions in high school athletes. Tooele County School District has established this protocol to provide education about concussions for coaches, school personnel, parents, and students, as well as any miscellaneous special program within the District. This protocol outlines procedures for all staff members to follow in managing concussions as it pertains to return-to-play issues following a concussion.

Tooele County School District seeks to provide a safe return to activity for all students following any injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified, treated, and referred appropriately, receive appropriate follow-up medical care during the school day, and are fully recovered prior to returning to activity. Tooele County School District shall ensure that Tooele County Health Department and Physical Education specialists in the District shall review

this policy annually. Any changes or modifications shall be reviewed and provided to administrators, athletic department staff, coaches, and other appropriate school personnel in writing. All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed. Annual notification to parents/guardians and parents/guardians' signature shall be required for any student participating in a "sporting event" as identified in this policy.

B. Policy

1. This policy applies to students participating in:
 - a. recess, field days, or elementary school activities;
 - b. physical education classes offered by the District; and
 - c. extra-curricular activities sponsored by the District or statewide athletic associations or both groups jointly.
2. Schools shall provide a written copy of this policy to parents/guardians of students participating in sporting events (as defined in this policy), and obtain a signed statement from the parent/guardian acknowledging that the parent/guardian has read, understands, and agrees to abide by the concussion and traumatic head injury policy.
3. "Sporting events" for the purpose of this policy means any of the following athletic activities that are organized, operated, managed, or sponsored by the District
 - a. a game
 - b. a performance
 - c. a practice
 - d. a sports camp
 - e. physical education class
 - f. a competition
 - g. a tryout
 - h. recess, field days, and elementary activities.

C. Recognition of a Concussion

What is a concussion? A concussion is a type of traumatic brain injury that interferes with the normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the

head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion may occur even if a player or student in an activity is not knocked out or loses consciousness. (NFHS "Suggested Guidelines for Management of Concussion in Sports.")

It is the responsibility of the Director of Risk Management and the Healthy Lifestyles Supervisor to ensure that employees and agents of Tooele County School District have appropriate training about recognizing and responding to concussions and traumatic head injuries, consistent with the employee's/agent's responsibilities for supervising participating in sporting events.

1. Signs and Symptoms

A concussion or traumatic head injury is an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following common signs or symptoms observed or self-reported conditions attributable to the injury:

- a. transient confusion, disorientation, or impaired consciousness
- b. dysfunction of memory
- c. loss of consciousness
- d. signs of other neurological or neuropsychological dysfunction, including:
 - (1) seizures
 - (2) irritability
 - (3) lethargy
 - (4) vomiting
 - (5) headache
 - (6) dizziness or
 - (7) fatigue
- e. Common signs and symptoms of sports-related concussion may include:

- (1) The student appears dazed or stunned
- (2) confusion
- (3) forgets plays
- (4) unsure about game, score, opponent
- (5) moves clumsily (altered coordination)
- (6) balance problems
- (7) personality change

- (8) responds slowly to questions
- (9) forgets events prior to hit
- (10) forgets events after the hit
- (11) loss of consciousness (any duration)

f. Symptoms as reported by the student or injured person may include:

- (1) headache
- (2) fatigue
- (3) nausea or vomiting
- (4) double vision, blurry vision
- (5) sensitive to light or noise
- (6) feels sluggish
- (7) feels "foggy"
- (8) problems concentrating
- (9) problems remembering

2. These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional. Employees and agents are not expected to be able to diagnose a concussion or traumatic head injury. That is the role of a qualified healthcare provider. However, employees/agents must be aware of the signs, symptoms, and behaviors of a possible concussion or traumatic head injury and implement the appropriate protocol as outlined in this policy.

D. Removal

If a student exhibits signs, symptoms, or behaviors consistent with a concussion or is suspected of having a concussion or brain injury, the employee or agent supervising the student must take action to immediately remove the student from the sporting event until cleared by an appropriate health care professional. Continuing to participate in physical activity after a

concussion or traumatic head injury may lead to worsening symptoms, increased risk for further injury, and even death.

E. Notification and Transportation

1. Parent Notification

School personnel shall notify the student's parent as soon as reasonably possible of the following:

- a. the student has been injured;
- b. depending on the injury, an emergency vehicle will pick the student up at the event and transport him/her or, if the student is symptomatic but stable, the student may be picked up at the event and transported by the parent;
- c. if the student is transported by the parent, the parent should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury; and
- d. a medical evaluation by a qualified health care professional is required before the student will be allowed in any District sporting event.

2. Parent Cannot be Reached

In the event that a student's parent cannot be reached, and the student is able to be sent home rather than directly to an emergency provider, school personnel shall:

- a. ensure that the student will be with a responsible adult who is capable of monitoring the student before allowing the student to go home;
- b. continue efforts to reach the parent; and
- c. not permit the student with a suspected concussion or traumatic head injury to drive home.

3. Emergency Medical Response

The following situations indicate a medical emergency and require an emergency medical response by school personnel in conjunction with parent notification:

- a. Any student with a witnessed loss of consciousness of any duration should be transported immediately to the nearest emergency department via emergency vehicle.
- b. Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), should be transported immediately to the nearest emergency department via emergency vehicle.
- c. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
 - (1) deterioration of neurological function;
 - (2) decreasing level of consciousness;
 - (3) decrease or irregularity in respirations;
 - (4) any signs or symptoms of associated injuries, spine or skull fracture, or bleeding;
 - (5) mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation; or
 - (6) seizure activity.
- d. Any student with a witnessed loss of consciousness (LOC) of any duration should be spine-boarded and transported immediately to the nearest emergency department via emergency vehicle.
- e. A student who is symptomatic but stable, may be transported by his/her parents/guardians. The parents/guardians should be advised to contact the student's health care provider and seek care at the nearest emergency department on the day of the injury.

F. Return to Activity

1. Medical Provider Clearance

Before a student suspected of suffering a concussion or traumatic head injury may be allowed to participate in any District sporting event, the student's parent/guardian shall provide a written statement from a qualified health care provider stating that:

- a. the student is symptom-free and medically cleared to resume participation in the District's sporting event; and

b. the qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion or traumatic head injury.

2. Step-wise Return to Activity

Once written medical clearance has been provided, the student will progress back to full activity following the step-wise process. School personnel shall carefully monitor the student's progression through each of the steps. Step 1: Complete cognitive rest. This may include staying home from school or limiting school hours. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2: Return to school full-time.

Step 3: Light non-impact aerobic activity.

Step 4: Moderate non-impact aerobic activity.

Step 5: Non-contact training drills in full equipment. Weight training can begin.

Step 6: Full contact practice or training.

Step 7: Full participation.

3. Progression is individualized and will be determined on a case-by-case basis under the supervision of appropriate school personnel. Factors that may affect the rate of progression include:

- a. previous history of concussion or traumatic head injury;
- b. duration and type of symptoms;
- c. age of the student, and
- d. whether the District sporting event involves the potential of collision or contact.

4. The student should spend one to two days at each step before advancing to the next. If post-concussion/traumatic head injury symptoms occur at any step, the student must stop the sporting event and the treating healthcare provider must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred.

5. The step-wise progress and resumption of sporting activity could be considerably simplified for a student injured during recess for example, as compared to a student injured at an athletic event or formal athletic practice.

DEFINITIONS

"Agent" means a coach, representative, or volunteer.

"Qualified health care provider" means a health care provider who is licensed under Title 58, Occupations and Professions; and may evaluate and manage a concussion or traumatic head injury within the health care provider's scope of practice.

"Sporting event" is defined in Section 2.3 of this policy.

REFERENCES

Utah Code Ann. §§26-53-101 et seq. - Protection of Athletes with Head Injuries Act.

Utah Administrative Code R277-614 - Athletes and Students with Head Injuries.

Insurance

Accident/health school insurance for students is available through the school. The insurance forms are kept in the office and are available to students and parents at any time during the school year

Daily Schedule (See below)



WILLOW ELEMENTARY

BELL SCHEDULE

M/T/TH/F DAILY SCHEDULE

8:25 FRONT DOORS OPEN
BREAKFAST BEGINS
8:45 FIRST BELL
8:50 SCHOOL BEGINS
3:35 SCHOOL DISMISSED

M/T/TH/F KINDER DAILY

A.M. KINDER 8:45-11:40
P.M. KINDER 12:45 – 3:35

M/T/TH/F LUNCH SCHEDULE

ALL DAY K 11:20- 11:50
1st/2nd 11:30 – 11:50
3RD AND 4TH 12:00 – 12:20
5TH AND 6th 12:30 – 12:50

M/T/TH/F RECESS SCHEDULE

ALL DAY K /1ST/2ND 11:50 – 12:10
3RD AND 4TH 12:20 – 12:40
5TH AND 6th 12:50 – 1:10

WEDNESDAY DAILY SCHEDULE

8:25 FRONT DOORS OPEN
BREAKFAST BEGINS
8:45 FIRST BELL
8:50 SCHOOL BEGINS
12:30 SCHOOL DISMISSED

WEDNESDAY KINDER DAILY

A.M. KINDER 8:45 – 10:25
P.M. KINDER 11:00 – 12:30

WEDNESDAY LUNCH

K/1ST/2ND K-10:50 11:00 – 11:20
3RD AND 4TH 11:30 – 11:50
5TH AND 6TH 12:00 – 12:20

DISTRICT CALENDAR

FIRST DAY OF SCHOOL	AUG. 17 TH
KINDERGARTEN FIRST DAY	AUG. 24 TH
LABOR DAY (NO SCHOOL)	SEPT. 4 TH
FALL BREAK (NO SCHOOL)	OCT. 19 TH – 20 TH
TEACHER WORKDAY (NO SCHOOL)	OCT. 23 RD
THANKSGIVING BREAK	NOV. 22,23,24
TEACHER WORKDAY	DEC. 22 ND
WINTER BREAK	DEC. 25 TH – JAN.5 TH
RESUME SCHOOL	JAN. 8 TH
MARTIN LUTHER KING DAY (NO SCHOOL)	JAN.15 TH
DISTRICT DAY (NO SCHOOL)	FEB.16 TH
PRESIDENT'S DAY (NO SCHOOL)	FEB. 19 TH
TEACHER WORKDAY (NO SCHOOL)	MAR.8 TH
SPRING/EASTER BREAK (NO SCHOOL)	MAR.25 TH – 29 TH
LAST DAY OF KINDERGARTEN	MAY 15 TH
LAST DAY OF SCHOOL FOR STUDENTS	MAY 22 ND

Our teachers are not contracted to be at the school until 8:25, so for safety reasons, please do not drop your student off until this time. Students will be asked if they would like to eat breakfast (no longer free) or to go to outside recess. Students will not be allowed to wander the hallways. There is not adequate supervision in these areas at that time.

The first bell for the school day to begin is at 8:45 with the second bell, signaling the start of school, at 8:50.

Wednesdays are our Early Out Day - Release is at 12:30. This afternoon is used for teachers to collaborate and look at data and instructional practices. Please do not drop your student off before 8:25.

DRESS CODE

Our dress code is designed to promote health, safety, and school discipline. The following is the TCSD dress code:

A. Purpose and Philosophy.

1. Tooele County School District (TCSD) is committed to providing a safe, wholesome, orderly, and positive environment conducive to teaching and learning for all students. The TCSD Board of Education recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation, health, and safety conditions. TCSD also recognizes the need for a balance between freedom of individual expression and the right to quality education for all that is free of disruption.
2. Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior. The student dress and grooming standards shall apply to all schools in the district and both male and female students. The dress code also applies to students whether attending school or any school-sponsored function or activity (as a participant or member of the audience).
3. School administrators, faculty, and staff are responsible for communication and enforcement of this policy and student dress and grooming standards, as well as, ensuring compliance with applicable federal, state, and local laws, in addition to, legal precedence and

board policy. Involvement of stakeholders (i.e. PTA, Community Council, staff, students) in the management of schools is encouraged and can result in expanded thinking, increased ownership, satisfaction, and improved instructional programs and outcomes. Interpretation of the dress and grooming standards will be under the primary responsibility and discretion of school administrators. However, all district and school staff members shall have a share of responsibility in seeing that these standards are implemented and enforced fairly and consistently in classrooms, in school buildings, on school grounds, on school buses, at school activities, and at other school-sponsored events. The building principal has the final discretion to implement this policy fairly and consistently (regardless of student gender identification, race, sexual orientation, religion, etc.). Violations of this student dress code may result in reasonable disciplinary action according to District policy.

B. Student Dress and Grooming Standards

1. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational process or mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which cause the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or to deal with student confrontations or complaints.
2. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, that are crude, vulgar, profane, violent, or sexually suggestive, or promote illegal/criminal activity.
3. Items that display advertising, promotions, and likeness of tobacco, e-cigarettes, alcohol, gang activity affiliation, or drugs or which are contrary to the educational mission, shall not be allowed.
4. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, manner. Hairstyles that, disrupt or interfere with the learning atmosphere at the school shall not be allowed. Hair coloring is not prohibited; rather it should not detract from the purpose of 1) maintaining a safe school environment, and 2)

prohibiting dress and grooming that causes actual disruptions to the learning environment or process.

5. Clothing, jewelry, accessories, and piercings that are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tend to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Sunglasses may not be worn indoors at school.
6. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or "grungy/grubbies", or immodest. No shorts or skirts above mid-thigh are permitted unless leggings are worn. Such leggings may not be see-through.
7. Clothing must sufficiently cover undergarments at all times (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, mini-skirts, bare midriffs, halter tops, tube tops, strapless shirts/tops, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, and cleavage at all times (even when seated). This includes clothing that has holes above the mid-thigh. School activity uniforms (i.e. singlets, spunks, cheer skirts, leotards, etc.) that do not meet these criteria are not appropriate for the school day and may only be worn during the approved activity. Such uniforms may be worn at school under team warm-ups or sweats.
8. Belts are to be worn at the waist and the correct length (i.e. not excessively long and hanging). Chains or other large metal accessories, which can present a safety risk, are not allowed.
9. Students shall comply with the laws that govern the wearing of military uniforms and insignias.
10. Hats including hoodies are permitted as long as they do not disrupt the learning environment or make it difficult or impossible to identify students. School personnel have the discretion to require students to remove hats, hoods, beanies, etc. in classrooms.
11. Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.
12. Tattoos and piercings are not specifically prohibited; rather, the policy is established around 1) maintaining a safe school environment,

- and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
13. School officials may require or approve students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities (i.e. welding gloves or jackets, helmets, safety glasses, etc.).
 14. Shoes or sandals shall be worn at all times to ensure personal safety and hygiene. Students are encouraged to dress appropriately for the weather and wear reasonable footwear for the activity and season.
 15. Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.
 16. Students who violate dress and grooming standards will be subject to student discipline. Due process procedures will be followed in the case of any dress and grooming code violations. Schools may have acceptable clothing to loan to students who have violated the provisions of this policy. An offending student may be sent home until he or she reasonably complies with appropriate dress and grooming standards and/or a parent conference is conducted to address the dress and grooming issues.

DROP OFF/PICK UP

A. Parents who drive their child(ren) to Willow Elementary or pick them up are asked to help us with our school safety. **Students should not arrive before 8:30 a.m. in the morning. Supervision will not be provided for students who arrive before 8:30 a.m. or remain later than 3:45 p.m. unless they are participating in a supervised school activity.** These procedures are designed for the safety and well-being of your children.

B. Students walking home should leave the school grounds immediately at the end of the day. Bus students must go directly to their bus. If a child misses the bus, a parent will be called to pick up the student. **No child should be left unattended after school hours.**

Student Drop/Pickup Area

- A. Traffic flows through the parking lot in one direction only.
- B. The yellow/green zone next to the curb is for dropping students off and picking students up. Pull into the loading and unloading lane between the yellow/green curb and the marked yellow line. Follow the arrows and drive forward directly behind the car in front of you. **Please pull all the way to the front of the building to drop students off. This is where we have a crosswalk with a crossing guard. We do not want students dropped off on the side in the parking lot and cutting across parked cars or traffic as this is very dangerous. We want every student safe! Thank you. There are signs posted in front of the school on Willow Street that say No Parking. Please do not park, drop off, or pick up students from there and have them cross the street through the bushes and visitor parking as this is very dangerous and could also result in a ticket.**
- C. Parents who need to enter the building must park their vehicles in a visitor parking lot in the front of the building or to the south. The north parking lot is for staff and is the bus zone and is for buses only during drop off and pick up time. We currently have ten buses that take up the whole bus zone and north parking lot. We ask that you use extreme caution driving during morning arrival and afternoon dismissal. Please use crosswalks and do not allow children to dart across the parking lot between cars. Kindergarten parents, please pull all the way forward. The kindergarten teachers are waiting with the students by the kindergarten doors, however, there is not a crosswalk there to the front visitor parking so, please walk to the crosswalks.

We appreciate your help in making our school safe for our students and your children.

EDUCATIONAL DETERRENTS - CELL PHONES

Items that distract from the learning environment are not appropriate to have at school. Please keep electronics, games, toys, cards, skateboards, shoes with wheels, money, etc. at home. Neither the school nor the district will accept responsibility for lost or damaged items. Educational detractors may be confiscated. If parents feel that a cell phone/watch phone is essential for their child, it needs to be

kept in the child's backpack during the school day. TCSD Policy states the following:

2. Use of Electronic Devices. Electronic devices may be used during the school day, during school-sponsored activities, or transportation as follows:

- a. Student may have electronic devices in their possession during the regular school day.
- b. The devices must remain out of sight during the instructional time and be turned off or on a silent mode.
- c. If students intentionally use or respond to electronic devices during instructional time or during time identified by teachers, electronic devices may be confiscated.
- d. Devices may be retrieved by individuals designated by the school. Students may also be subject to school discipline.
- e. A school shall develop a written procedure to establish a warning schedule for student violations which all school employees shall follow. Exceptions may be made for individual students or for specific time periods as warranted. The time period shall be interpreted with flexibility.
- f. Electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during class quizzes, tests, and standardized assessments.
- g. Electronic devices inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.
- h. Students may not use any electronic device to access inappropriate matters while on school property or while using District connectivity. Students may not use any electronic device to hack any school or district network. Students may not use any electronic device in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, or guests.

EMERGENCY PROCEDURES

- **Fire evacuation**

- Teachers will establish with students the evacuation route for their class & practice it!
- We will practice alternative routes in case the priority path is blocked.
- If the door is blocked, windows will be used for evacuation.
- Emergency packs will be taken out by each teacher. Packs are supplied with first aid supplies, class lists, student check-out forms, and snacks in case of long waits.
- Classes will remain outside until you receive instructions from the principal.
- Each teacher will have a current list of students that will be used to account for students.
- Each teacher will report to the principal or designee and account for all students, by holding up a red paper if missing students, and green if all accounted for.
- If students are not in their own classrooms during a drill (prep time, speech, resource, reading groups, etc.), the staff member in charge of those students will evacuate the students and take them to their class's assigned area. The teacher will meet the students there.

- **Earthquake procedures**

- Students will practice getting under their desks in 2 seconds or less and covering their heads with their hands.
- When the earthquake is over, classes remain in the classroom until further instructions are given.
- When it is safe, the office will announce to evacuate the building.
- We will gather at the designated area.
- Teachers will bring their emergency packs with them.
- Classes will remain outside until you receive instructions from the principal or designee.
- Each teacher will have a current list of students that will be used to account for students.
- Each teacher will report to the principal or designee and account for all students by holding up a red paper if missing students, and green if all accounted for.

- **Lockdown procedures**

- If a critical or dangerous situation occurs here at school, the following procedures will occur:
 - The secretary, principal, or other school staff will announce to lock your doors now.
 - All faculty will follow the lockdown procedures immediately.
 - 1st– lock your door.
 - 2nd– get your students to a safe place (already predetermined & practiced).
 - The Principal or Secretary will call the authorities.
 - Students will be instructed to remain calm and quiet!
 - Emergency packs will be with the teacher.
 - Teachers will not open doors unless someone with a key opens it, regardless of what may be said over the intercom, or if the fire alarm is pulled.

- **Building evacuation off-site** (due to fire, bomb threat, gas leak, etc.)

- If it becomes necessary to evacuate the building, we will evacuate to a designated off-site location. A sign will be posted on our front door to inform parents where to come to pick up their student(s).
- **In the event of an evacuation, students will only be checked out to an individual who is listed on the emergency contact portion of the school registration form (lists for each student will be in the emergency pack). This person will need to present some identification, or the student will not be released.**

- **Name badges, and student release**

- Staff members will wear identification badges at all times.
- Visitors to the building will sign in at the office and use a Visitor sticker to signify to others that they have checked in.
- If anyone sees an adult in the building without a badge or visitor sticker, they will be asked to check in at the office.
- **Students will never be released from classrooms unless a call comes from the office.**

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act of 1974, commonly known as FERPA, is a federal law that protects the privacy of student education records. Students have specific, protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines. Therefore, it is imperative that the faculty and staff have a working knowledge of FERPA guidelines before releasing educational records.

Educational Records

FERPA gives students the following rights regarding educational records:

- The right to access educational records kept by the school;
- The right to demand educational records be disclosed only with student consent;
- The right to amend educational records;
- The right to file complaints against the school for disclosing educational records in violation of FERPA.

Students have a right to know about the purpose, content, and location of information kept as a part of their educational records. They also have a right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information. Therefore, it is important to understand how educational records are defined under FERPA. Educational records are defined by FERPA as:

Records that directly relate to a student and that are maintained by an educational agency or institution or by a party acting for the agency or institution.

Educational records are directly related to the student and are either maintained by the school or by a party or organization acting on behalf of the school. Such records may include:

- Written documents; (including student advising folders)
- Computer media;
- Microfilm and microfiche;
- Video or audio tapes or CDs;

- Film;
- Photographs.

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

Records Not Considered as Educational Records

The following items are not considered educational records under FERPA:

- Private notes of individual staff or faculty; (NOT kept in student advising folders)
- Campus police records;
- Medical records;
- Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Faculty notes, data compilation, and administrative records kept *exclusively* by the maker of the records that are **not accessible or revealed to anyone else** are not considered educational records and, therefore, fall outside of the FERPA disclosure guidelines. However, these records may be protected under other state or federal laws such as the doctor/patient privilege. As an attorney, I recommend that you check to make sure that you fully comply with these disclosure guidelines before disseminating any of this information.

Two Types of Educational Records

There are two types of educational records as defined under FERPA. Each type of educational record is afforded different disclosure protections. Therefore, it is important for faculty and staff to know the type of educational record that is being considered for disclosure.

Directory Information

Some information in a student's educational record is defined as directory information under FERPA. Under a strict reading of FERPA, the school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of

directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

- Name;
- Address;
- Phone number and email address;
- Dates of attendance;
- Degree(s) awarded;
- Enrollment status;
- Major field of study.

Though it is not specifically required by FERPA, institutions should always disclose to the student that such information is considered by the school to be directory information and, as such, may be disclosed to a third party upon request. Institutions should err on the side of caution and request, in writing, that the student allow the school to disclose directory information to third parties.

Non-directory Information

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including the parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

- Social security numbers;
- Student identification number;
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts; grade reports

Transcripts are non-directory information and, therefore, are protected educational records under FERPA. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. Institutions should require that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA. As an attorney, I would advise that schools should never fax transcripts because this process cannot

guarantee a completely secure transmission of the student's grades to third parties.

Prior Written Consent

In general, a student's prior written consent is always required before institutions can legitimately disclose non-directory information. Institutions may tailor a consent form to meet their unique academic needs. However, prior written consent must include the following elements:

- Specify the records to be disclosed;
- State the purpose of the disclosure;
- Identify the party or class of parties to whom the disclosure is to be made;
- The date;
- The signature of the student whose record is to be disclosed;
- The signature of the custodian of the educational record.

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

Institutions do **not** need prior written consent to disclose non-directory information where the health and safety of the student are at issue when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure. In order for institutions **to be able to disseminate non-directory information** in these instances **FERPA requires that institutions annually publish the policies and procedures** that the institutions will follow in order to meet FERPA guidelines.

FERPA has strict guidelines regarding disclosing the educational records of dependent students. Though FERPA allows such disclosure, the act mandates that the institution first publish clearly delineated policies and procedures for the disclosure of these records. The institution must publish these guidelines annually in a format that is easily accessible to interested parties. As an attorney, I would recommend that both the dependent student and

parents sign written disclosure agreements stating, at minimum, the following:

- The dependent student understands and allows parental access to these educational records;
- The dependent student and his/her parents have been given a copy of the institution's policies and procedures for the disclosure of students' records.

Most institutions charge their registrar's office with the responsibility of determining how their institutions will comply with FERPA disclosure requirements. Registrars commonly work with legal counsel in fashioning and publishing these guidelines. As advisors, it is advisable to check with your registrar's office if you have any questions or concerns before disclosing any student information to third parties.

Conclusion

The Family Education and Privacy Act was enacted by Congress to protect the privacy of student educational records. This privacy right is a right vested in the student. Generally:

- Institutions must have written permission from the student in order to release any information from a student's educational record.
- Institutions may disclose directory information in the student's educational record without the student's consent.
- It is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information.
- Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.
- Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances.
- institutions should notify students about their rights under FERPA through annual publications.
- When in doubt, it is always advisable to err on the side of caution and not release student educational records without first fully notifying the student about the disclosure.

Finally, the school should always seek written consent from the student before disseminating educational records to third parties.

Note: A new interpretation of FERPA as it applies to mental health and campus safety was issued by the US Department of Education in December 2008. The following articles address this topic:

- Education Department Reworks Privacy Regulations via 12/09/08 *Wall Street Journal*
- Education Department Gives Colleges New Flexibility on Student Privacy Law via *The Chronicle of Education*. (You may need your institution's *Chronicle* username and password to access this article.)
- Updated privacy law addresses student safety via *E-school News*
- FERPA revisions podcast PowerPoint February 2009

References:

Federal Register, (Thursday, July 26, 2001). 34 CFR Part 99, Part V, Family Education Rights and Privacy, Final Rule. Retrieved October 17, 2004 from <http://asja.tamu.edu/ferpa.htm> .

Office of Family Policy Compliance, Family Education Rights and Privacy Act (FERPA). Retrieved October 17, 2004 from <http://www.ed.gov/print/policy/gen/guid/fpco/ferpa/index.html> .

Ramirez, Clifford A. (2004). FERPA: *What You Can and Can't Disclose*, An LRP Publications Audio Conference.

University of Connecticut, Office of the Registrar, Guidelines for Faculty Relating to Educational Records. Retrieved October 16, 2004 from <http://www.registrar.uconn.edu/ferpguid.html> .

University of Illinois at Urbana-Champaign, Office of Admissions and Records (OAR), FERPA Tutorial. Retrieved October 15, 2004 from http://www.oar.uiuc.edu/staff/systems/ferpa_trng/Ferpa_pg2.html .

Resources:

- Education Department Reworks Privacy Regulations via 12/09/08 *Wall Street Journal*
- FERPA updates US Department of Education 12/09/08
- FERPA revisions podcast PowerPoint February 2009
- Resources linked from the NACADA Clearinghouse

**NOTICE OF PARENT AND STUDENT RIGHTS
FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Tooele County School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time that the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is:

Dr. Scott A. Rogers
Superintendent
Tooele County School District
92 S Lodestone Way
Tooele, UT 84074

The addresses of the Principals' offices are:

Anna Smith Elementary P O Box 610 Wendover, UT 84083	Copper Canyon Elementary 1600 N Broadway Tooele, UT 84074	Dugway Elementary Bldg 5000, Valdez Circle Dugway, UT 84022
East Elementary 135 S 7th Street Tooele, UT 84074	Grantsville Elementary 50 S Park Street Grantsville, UT 84029	Harris Elementary 251 N 1st Street Tooele, UT 84074
Ibapah School P O Box 6087 Ibapah, UT 84034	Middle Canyon Elementary 751 E 1000 N Tooele, UT 84074	Northlake Elementary 268 N Coleman Street Tooele, UT 84074
Overlake Elementary 2052 N 170 W Tooele, UT 84074	Rose Springs Elementary 5349 N Innsbrook Place Stansbury Park, UT 84074	Settlement Canyon Elementary 935 W Timpie Road Tooele, UT 84074
Stansbury Park Elementary 485 Country Club Stansbury Park, UT 84074	Vernon Elementary 70 N Main Street Vernon, UT 84080	West Elementary 451 S 300 W Tooele, UT 84074
Willow Elementary 439 S Willow Street Grantsville, UT 84029	Clarke N Johnsen Jr High 2152 N 400 W Tooele, UT 84074	Grantsville Jr High 318 S Hale Street Grantsville, UT 84029

Tooele Jr High 411 W Vine Street Tooele, UT 84074	Blue Peak High 211 S Tooele Blvd Tooele, UT 84074	Dugway High Bldg 5020 5th Street Dugway, UT 84022
Grantsville High 155 E Cherry Street Grantsville, UT 84029	Stansbury High 5300 N Stallion Blvd Stansbury Park, UT 84074	Tooele High 301 W Vine Street Tooele, UT 84074
Wendover High P O Box 610 Wendover, UT 84083	Early Learning Center 711 E Vine Street Tooele, UT 84074	

Parents of a minor child or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Board Members of the District, or of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case or a handicapped student's individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on former students do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$1.00 for the first page and \$.25 per page thereafter, payable in advance. Parents may be denied copies of student's records (1) after the

student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information. This information will be released to anyone, who follows procedures for requesting it; including military recruiters, unless the parent objects to the release of any or all directory information about his/her child. Procedure includes approval by the Superintendent of Schools. This objection must be made in writing to the Principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Dated this 29th day of July, 2015

By Order of the Board of Education
Of the Tooele County School District

Dr. Scott A. Rogers
Superintendent

FERPA
Tooele County School District 7/17/04

TCSD is committed to provide educational opportunities to students without regard to race, color, sex, national origin, or disability. If you have questions, please contact Title IX Coordinator, Assistant Superintendent @ (435) 833-1900.

GRADES - STUDENTS

Parents may access student grades online through the school district Skyward. The computer program keeps track of attendance, tardies, lunch fee balance, and grades. With the aid of the Internet, the system will help parents and students track academic progress. The website is <http://www.tooelessschools.org>. Parents will need a username and password. You may contact the school for that information. Grades will be updated weekly.

Please see the new district grading policy on the district website and copies will be given out at Back to School Night.

HEALTH CARE PLANS FOR STUDENTS

It is the practice of the Tooele County School District to have a health care plan in place for children who have a health concern. The classroom health care plan (HCP) helps to ensure a better understanding of your child's health care needs and is directly reviewed with your child's teacher and principal.

Issues that need to be addressed are:

- Administration of medication to student by school personnel
- Students carrying and self-administering their own medication
- Diet modifications
- Medical conditions
- Physical cares that need to be done during school hours

HCP's require signatures from parents/guardians and health care providers. Under Utah Code 53-A-11-601 medication administration and possession of medication is allowed at school as long as consents are signed by parents/guardians and health care provider.

If your student requires any of these services or attention regarding a health care concern, it is the parent's/guardian's responsibility to contact the student's school. The school will provide you with the appropriate paperwork so that your student's health concerns can be addressed at school.

HEAD LICE POLICY

A. Head Lice is Not a Reportable Disease

1. Head lice do not spread disease or cause disease and so the Center for Disease Control and Prevention (CDC) and the Utah Department of Health do not recognize head lice as a reportable disease condition, but rather as a nuisance and inconvenience.
2. Do not respond to nits, only live lice. Parents should be notified if nits are found, but no other action taken.
3. If live lice are found, the student goes home to be treated along with the head lice letter.
4. If the infestation is severe and is a disruption to the student or others, ask parents to: take the student home, shampoo with an over the counter (OTC) lice shampoo, comb with a fine comb. Follow the directions on the package.
5. If the infestation is severe but the parents are not home, have the student sit somewhere away from other students in a non-upholstered chair until parents or other contact adult can be notified.
6. A child with a head lice infestation can return to school the day after he/she has been properly treated for head lice. Follow up treatment will likely be needed to kill any remaining lice eggs or nits.
7. If a child is diagnosed with head lice, confidentiality must be maintained.
8. Notification letters to the students in a child's classroom are optional when a student is found to have live lice. Notification letters may be sent home to parents in a classroom with a high percentage of children in a classroom infested and a school nurse recommendation.

B. Head lice information for schools from the Utah Department of Health

1. About Head Lice

- a. Head lice are found worldwide. Infestation with head lice is most common among preschool children attending childcare, elementary school children, and household members of infested children. It is estimated that between 8 and 12 million children get head lice each year in the U.S.
 - b. Head lice are about the size of a sesame seed and can easily be seen when looking through the hair of an infested person. Head lice stay near the scalp, often behind the ears, near the neckline, and back of the head. They hold tightly to the hair with hook-like claws at the end of each of their six legs. Symptoms of head lice included itching and irritation of the scalp and surrounding skin.
 - c. Head lice cannot fly or hop, they move by crawling and are most commonly spread by direct contact with the hair or head of an infested person. While not common, head lice can be spread by wearing items such as hats, scarves, coats, and hair ribbons worn by an infested person or by using the comb/brush of an infested person. Once separated from their human host, head lice and their eggs (nits) will soon die. (Usually in a day or so.)
2. Controlling the Spread of Head Lice in a School Setting
- a. Current research does not support the usefulness and effectiveness of classroom or school-wide screening for decreasing the occurrence of head lice among children.
 - b. No-nit policies are not recommended or endorsed by the Harvard School of Public Health, the American Pediatrics, the Centers for Disease Control in Atlanta, the National Association of School Nurses and Utah Department of Health.
 - c. The Utah Department of Health has educational materials available regarding the prevention and treatment of head lice.

HOMEWORK

See district policy on website. Copies will also be given out at Back to School Night.

LIBRARY BOOKS/FEES

Parents are responsible for all damaged and or missing media materials including library books. Fees for missing media materials may be refunded for the materials found and returned without damage before the end of the current school year. To inquire about any media material fines and fees pertaining to your student's account, contact your school librarian.

LUNCH AND BREAKFAST

Our schools have breakfast available daily, provided to all students at no cost. Students can bring a cold lunch from home or participate in our school lunch program. The free/reduced lunch program is part of the National School Lunch Program, which is a federally funded assisted meal program to provide nutritionally balanced, low-cost or free lunches to students based on their family's income level. To qualify for this program, please go to our school district website at <https://www.besd.net/ChildNutrition/Default.php>. APPLICATIONS MUST BE RENEWED ANNUALLY. Schools receive additional funding based on free/reduced lunch applications. If you qualify, we encourage you to apply to ensure our school receives money to support educational programs that support students.

LOST AND FOUND

Please label your child's clothing and other belongings. You may look for items in the lost and found area. Items not claimed will be donated to charity regularly.

MEDICATION

In accordance with Utah state law, students are NOT allowed to keep medication in their backpacks without the appropriate form being filed in the office. If a student is taking any medication at school, a medication form signed by the parent must be on file in the office. Parents must bring all medicine to the office in the current prescription bottle labeled with the student's name and our secretary will keep it locked up and dispense it to the

student as prescribed. We are not allowed to dispense ANY medication unless a parent has brought it to the school and signed the appropriate forms. This includes Tylenol, Ibuprofen, and other over-the-counter medications.

RECESS

Children need breaks during the day to get fresh air and use their large muscles. It is expected that parents will appropriately dress their child for that day's weather conditions with the understanding that the students will most likely have outdoor recess. The following factors will be considered when determining whether or not to have indoor recess.

- Temperature- below 19 degrees
- Precipitation- what form and how much
- Air Quality

REGISTRATION

Every Summer, you will need to register your child for the next year. This helps us update contact information, give you information that you need, and sign documents. To register, click the link that was sent to your email through Skyward. It is also on the district website, left-hand side. If you are new to Willow, including Kindergarteners, please bring in a copy of your child's birth certificate and immunization records. We will also need to do a records request from the previous school, if applicable. Please let us know if your child was or currently has an IEP, 504, Healthcare plan, etc.

If you have forgotten your username, you can contact the principal or secretary to learn what it is.

RISK EVALUATION FOR STUDENTS

Whenever students indicate that they present a risk or danger to themselves or others, the Tooele County School District has the responsibility to assess that risk and determine the educational placement of the student.

A. Definitions:

1. Risk/Dangerousness: These are conditions and represent a propensity for an individual to exhibit some intentionally harmful behavior towards him/herself or others.
 2. Risk Assessment: This is a procedure to evaluate the level of supervision or monitoring required to manage a specific student.
 3. Predicts Risk Evaluator: A trained evaluator that is appointed by the Tooele County School District Case Management Team (CMT) to give the Risk Evaluation and to respond to the referral questions assessing risk to self/or others.
 4. Previdence Risk Evaluation: *Threat of School Violence Worksheet* and/or *Predicts Risk: School Sexual Harassment/Assault Worksheet* are the assessment worksheets used by evaluators. (Hawks, Rick D. *Predicts Risk Threat of School Violence User Manual: A Model for Assessing Imminent Risk*, Ogden, Utah: Hawks 1995).
 5. Case Management Team (CMT): A Tooele County School District team composed of the district and school administrators who review principal recommendations for student placement. CMT is the approving authority for any Previdence Risk Evaluation
 6. Hearing Officer: A district administrator appointed by the superintendent to continue the due process for any student being suspended for more than ten (10) days.
- B. Considerations for Referral for a Risk Evaluation:
1. Does this student have more problems than others of a similar age?
 2. Are the issues more severe in intensity and frequency than those of similar age?
 3. Has the student violated the safe school policy?
 4. Is the student's behavior generally appropriate for the age group?
 5. Are there issues in the student's environment that may help explain the behaviors?
 6. Have there been dramatic changes in the student's behavior?
 7. Has the student made threats or made comments about harming self or others?

8. Additional considerations: Withdrawn, isolated, secretive, belligerent/uncooperative, physically or sexually inappropriate, moody/irritable, bed-wetting, threatening others, preoccupied with weapons/explosives, assaultive/violent behavior, cruelty to animals, fire starting, lack of empathy, prior self-harm.

c. Risk Evaluation Procedure:

1. The principal makes a referral to the Case Management Team (CMT) for a Risk Evaluation based on the considerations found in 6030.2.
2. The CMT approves or denies the reason for the Previdence Risk Evaluation during regular team meetings, emergency team meetings, or if necessary the director responsible for CMT can make the decision.
3. If approved, the CMT contacts the trained Predicts Risk Evaluator and has the person coordinate with the requesting principal.
4. After conferencing with the principal, the Predicts Risk Evaluator establishes an appointment with the parent and the student. The parent gives permission for the Previdence Risk Evaluation to be completed. The parent initials the limited confidentiality block, which indicates that the information can be shared with school personnel and others who have a need to know. The parent is welcome to be present during the assessment.
5. The Predicts Risk Evaluator completes the assessment and makes an estimate of the risk the student presents in his/her current placement. The Evaluator explains this information to the parent and student. The evaluator submits a written copy of the evaluation to the principal and to the Case Management Team.
6. The principal and the CMT use the Previdence Risk Evaluation and other information to determine their recommendation as to the placement of the student and the conditions of that placement. If the recommendation is to place the student out of school for more than ten days, the Hearing Officer is notified; so, the student's due process may continue. The Hearing Officer

will use the Prevalence Risk Evaluation to identify the determinations for the student.

7. If the student is suspended from school for more than ten (10) days he/she may be required to complete another Prevalence Risk Evaluation before returning to school.

D. Students with Disabilities:

1. Students with disabilities follow the procedures listed in 6022. The IEP Team could request a Prevalence Risk Evaluation through CMT. In specific safe school situations involving weapons, drugs, or the sale of drugs; where the student's actions are not a manifestation of his/her disability: CMT could request a Prevalence Risk Evaluation

The Case Management Team has been formed in Tooele County School District to manage student placement and safe school issues and to ensure due process for the student.

A. The purpose of the Case Management Team will:

1. Support schools as they deal with serious discipline issues.
2. Assist schools with due process issues to ensure that all appropriate steps have been taken in the discipline process.
3. Assure appropriate educational placement of students in the Tooele County School District. (Advanced Placement, Retention, Out-of-Boundary Resolutions, Credit Evaluation, etc.)
4. Provide leadership in the district to develop appropriate educational opportunities for all students.

B. The scope of the Case Management Team will:

1. Review all discipline cases in which a student is recommended for more than ten days suspension from school.
2. Provide a hearing opportunity for cases in which the consequences of student discipline results in a change in educational placement. A change of placement is made only when supported by clear documentation which may include evidence in the following areas:
 - Student/staff safety
 - Disruption which cannot be resolved at the school level

- Severe, habitual truancy that has not been solved at the school level
 - Other serious incidents of unusual circumstances.
3. Provide clear detailed expectations for referred students, formulating and communicating specific re-entry plans when students are removed from placement in a traditional program.
 4. Ensure due process for students is consistent and essential to ensure fair treatment and protection for all.
 5. Determine appropriate placement for all Youth in Custody students.
 6. Determine credit reductions for students from other districts.
 7. Approval of replacement grades.
 8. Approve evaluative tools.

C. The Case Management Team will include:

1. Director of Student Services
2. Director of Safety and Emergency Services
3. Safe Schools Coordinator
4. Director or Assistant Director of Special Education
5. Director of Curriculum. (as needed)
6. P Student Services Secretary
7. Administrator from the school presenting the case.
8. The Principal of Blue Peak High School
9. Director of the Youth and Family Resource Center
10. Director of Title I
11. Director of Counseling
12. Behavior Specialist
13. Other members may be added as needs become apparent.

D. Appeal of CMT Decision

1. A student may appeal the determination of the District's case management team (CMT) by filing a written notice of appeal with the Area Director of Boundary school within 10 school days of the date the student is informed of the decision of CMT. A hearing will be scheduled for the Area Director of Boundary school to review the evidence and make a final decision. The Area Director of Boundary school may affirm or modify CMT's decision. The Area Director of Boundary school will issue a

written decision within 30 days of receipt of the student's written notice of appeal.

SCHOOL FEES

Student Fees as Per Grade Level

1. Students in the elementary schools are to be provided, free of charge, and without deposits and rental fees, all educational supplies used in the instructional process.
2. Students in the seventh and eighth grades are to be provided, free of charge, all educational supplies in the instructional process, except the following items which may be charged a fee according to the Board Fee Schedule:
 - a. Supplies and materials to construct personal items or projects that will be retained by the student.
 - b. Small band and orchestra instruments such as violins, clarinets, trumpets, and other instruments that are taken home and are school property.
 - c. Gym clothing.
 - d. Club uniforms owned by the school, if students are given the option of providing their own.
 - e. Choir, band, and orchestra apparel and uniforms use.
 - f. Supplies needed in the Introduction to Career and Technical Education courses.
 - g. Student/parent handbook which includes the procedures and policies of the school.
3. Students in grades nine through twelve may be assessed fees pursuant to the Board Fee Schedule for all school supplies and textbooks.
4. Parents/guardians shall be notified in writing of tentative schedule of fees for the upcoming school year by the end of the previous school year. New students shall receive notice upon intent to register. Information regarding final fee schedules shall be provided to parents/guardians at least two weeks prior to such fees being due.

SPECIAL NOTICE FOR PARENTS OF CHILDREN IN GRADES K-6

PARENTS

SCHOOL FEES ARE NOT PERMITTED DURING THE REGULAR SCHOOL DAY IN GRADES K-6. FEES MAY BE CHARGED TO STUDENTS IN SIXTH GRADE ONLY IF A STUDENT ATTENDS A SCHOOL THAT INCLUDES GRADES 7-12. You may not be charged for classroom snacks, newspapers, textbooks, field trips, art supplies, assemblies, musical instruments, or anything else that is part of the regular school day.

YOUR CHILD MAY BE ASKED to bring common household articles to school, but your child cannot be penalized for failure to bring the articles.

SCHOOL FEES MAY ONLY BE CHARGED FOR ACTIVITIES WHICH TAKE PLACE BEFORE OR AFTER SCHOOL OR DURING SCHOOL VACATIONS. If those types of fees are charged, you receive TANF (currently qualified for financial assistance or food stamps), or if your child is eligible based on income verification, receives (SSI) Supplemental Security Income (QUALIFIED CHILD WITH DISABILITIES), or is in the custody of a Utah State or local governmental agency or foster care, your child is eligible for **fee waivers** (meaning that you will not be required to pay the fee).

If you are required to apply for fee waivers by your school district or charter school, you will be asked, consistent with local board policies and/or guidelines and school timelines, to provide documentation of your fee waiver eligibility.

Your child may also be eligible for fee waivers if your family is having serious financial difficulties due to circumstances beyond your control, even though other eligibility requirements are not met. **If your child is eligible for fee waivers, ALL fees**

must be waived.

DONATIONS ARE PERMITTED, but no child or family may be required to make a donation, and the names of those who do or do not make a donation must be kept confidential (except that special recognition may be given to those who make major donations).

No school may raise, lower, or withhold grades, report cards, or school records to enforce payment of school fees. A school may withhold the official student records of a student responsible for lost or damaged school property consistent with Section 53A-11-806, but may not withhold a student's records that would prevent a student from attending school or being properly placed in school.

To find out more, contact:

Your school at: _____
Your district at: _____

or the following:

Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200
801-538-7830

USOE 4/15/13

SCHOOL SUPPLIES

Elementary Classroom Supplies and Donations

At the beginning of each year, many parents request a teacher supply list so they can furnish some items as a donation to the classroom setting. Utah law states that supplies will be provided by the school, however, in the 2012 Legislative Session it was approved for elementary schools to compile and provide a suggested list of supplies that may be brought/donated/furnished by parents on a voluntary basis that will be used in the classroom. Any list must include the following language: "Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis. Otherwise, they will be furnished by the school."

Tooele County School District appreciates all the supplies that parents choose to donate to help our students. If you are interested in donating supplies, we have created a suggested list by grade level.

Many classroom teachers appreciate general donations of closeable plastic storage bags of various sizes for classroom use.

Pre-School

- 1 box of tissues
- Hand sanitizer (Purell)
- Disinfectant wipes (Lysol or Clorox)
- Glue sticks

Kindergarten

- 1 box tissues
- Hand sanitizer (Purell)
- Disinfectant wipes (Lysol or Clorox)
- Glue sticks
- Box of Beginner pencils
- Dry erase markers/med tip/blue or black

First Grade

- 1 box of tissues
- Hand sanitizer (Purell)
- Disinfectant wipes (Clorox or Lysol)
- Glue sticks
- #2 pencils
- Crayons 24 count

Gallon "zip lock" bags
Dry erase markers/med tip/blue or black

Second Grade

1 box of tissues
Hand sanitizer (Purell)
Disinfectant wipes (Lysol or Clorox)
Glue sticks
#2 pencils
Crayons 24 count
Pencil top erasers
Dry erase markers/med tip/ blue or black

Third Grade

1 box of tissues
Hand sanitizer (Purell)
Disinfectant wipes (Clorox or Lysol)
Glue sticks
#2 pencils
Crayons 24 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
2 Wire ringed composition notebooks -
wide ruled
1 pair of earbuds or earphones for computer
use

Fourth Grade

1 box tissues
Hand sanitizer (Purell)
Disinfectant wipes (Clorox or Lysol)
Glue sticks
#2 pencils
Colored pencils 12 count
Pencil top erasers
Dry erase markers/med tip/ blue or black
2 wire ringed composition notebooks - wide
ruled
1 1inch 3 ring binder

1 pair of earbuds or earphone for computer use

Fifth/Sixth Grade

1 box tissues

Hand sanitizer (Purell)

Disinfectant wipes (Clorox or Lysol)

Glue sticks

#2 pencils

Colored pencils 12 count

Pencil top erasers

Dry erase markers/med tip/ blue or black

2 wire ringed composition notebooks - wide ruled

1 1inch 3 ring binder

1 pair of earbuds or earphone for computer use

May 2018

SOCIAL MEDIA

We recognize social media as a great way to get out information and share great things happening at our school. Our school website is tooele.willowelementary.org. We also have a school Facebook page that we try our best to keep updated and share our story through. It is under Willow Elementary.

We ask that the following code of conduct be followed:

- Please keep comments positive. If you have a concern with the school, a staff member, or a student, please contact the principal privately to resolve the issue.
- Tooele County School District reserves the right to ban or block users who do not follow our code of conduct.

STUDENT RELEASE FROM SCHOOL

Students are not allowed to leave the school unless their parent or designee has come into the office and signed the student out. Only persons listed as a release contact will be allowed to check students out of school.

Appointments should be scheduled during non-school hours when possible. Students must be checked in and out through the office and you will be asked for an ID, this is for the safety of all our students.

VOLUNTEERS

We LOVE having volunteers at our school! Per District Policy, all volunteers must be cleared ahead of time through the district office. Please go to the following link to sign up to be a [volunteer](https://appgarden5.app-garden.com/VolTrackUT30.nsf) (<https://appgarden5.app-garden.com/VolTrackUT30.nsf>) . Please check in at the office prior to visiting classrooms. For the safety of our students, adult visitors will be required to wear a visitor's badge to identify themselves. Please read the volunteer expectations below - TCSD Policy 7002

A. Purpose

Tooele County School District (TCSD) recognizes that school volunteers are an important part of the district's educational mission and can make a significant difference in the lives of students. The District volunteer policy is intended to ensure that volunteers enhance the school's instructional programs and activities.

A. Definition

Volunteer-any person whether parent, guardian or other community member, who donates time and service without expectation of pay or other compensation, except expenses actually and reasonably incurred as pre-approved by the District.

C. Application

1. Prior to providing service, volunteers must complete a Tooele County School District Volunteer Information Form located on the TCSD website or at their local school through App. Garden. Principals are responsible to ensure that all volunteers complete the Volunteer Information Form and have been appropriately

screened prior to commencing a volunteer assignment at their respective schools.

2. Once the application has been completed, submitted, and approved, it is valid for 365 days from the approval date. At the end of the year, existing volunteers will need to go back into App. Garden to either renew their existing application or terminate it.
3. Renewal of the volunteer application does not require an additional background check through BCI. However, if the application is allowed to lapse beyond the 365-day window, the volunteer is required to start over and reapply, including getting a new BCI background check.

D. Background Check

1. Volunteers shall agree to a criminal background check provided by the District Office. Background checks for volunteers will be conducted according to Utah State Code 553a-15-1503. Refusal to submit to a background check eliminates the possibility of volunteering.
2. Once the background check is completed and submitted, volunteers can track the status of their application in the App. Garden. Typically, volunteer applicants can expect an email from App. Garden within ten (10) business days (or sooner) of their application being submitted that will indicate whether they have passed or not.
3. Per State rule, BCI background checks do not expire, so long as no criminal activity is reported following a successful background check. Thus, there is no need to reapply or resubmit the background check again, as long as no violations have occurred.
4. In cases where a volunteer self-reports criminal activity or a Rap Back Notice is received from BCI, (the Rap Back function allows for criminal offenses, whether past or future, to be reported to TCSD for evaluation and action), the volunteer may be deleted from BCI and disqualified as a volunteer of TCSD. However, prior to any disqualification or deletion, follow-up with the volunteer will be conducted to determine the proper actions that need to be taken.

E. Responsibilities and Expectations

1. Volunteers shall always work under the supervision of a teacher or other school t employee. They are expected to follow the direction of the District employee to whom they have been assigned and to conform to all applicable laws, rules, and District policies. All volunteers shall check in at the front office and wear proper identification.
2. At no time may volunteers transport students in private or district vehicles for any reason.
3. Volunteers may be exposed to a variety of student information which must always be kept confidential.
4. Volunteers must maintain strict neutrality regarding issues of religion, politics, and other topics in which all educators are expected to maintain appropriate neutrality.
5. Serving as a volunteer is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by the school administration at their discretion. Examples include but are not limited to the services are no longer needed, if the services become a disruption to the education environment, or if the volunteer poses a safety concern.
6. A volunteer who is injured in the course of service is required to report the injury to the supervisor and to meet all the procedures relative to a workplace injury.
7. A volunteer does not have any authority to bind the District or to represent or act on behalf of the District unless specifically indicated in writing by the Superintendent.
8. All school employees utilizing volunteers are required to adhere to the guidelines outlined in this policy.

SCHOOLWIDE BEHAVIOR PLAN

Willow's Rules are: BE RESPECTFUL. BE RESILIENT. BE SAFE. The goal of Tooele County School Districts school-wide management plan is to teach students appropriate behavior for school. We follow the STOIC framework, which includes the following:

Structure and Organize your School for Success

Teach Expectations and Rules

Observe and Monitor

Interact Positively

Correct Misbehavior Fluently

The intent of the following consequences is to redirect students toward appropriate behavior. It is the goal of Willow teachers and staff to teach appropriate behaviors with a growth mindset.

When efforts to redirect misbehaviors, reteach appropriate behaviors, practice, and modeling do not result in changed behavior, a behavior response plan will be developed. This process will be focused on setting goals, encouraging appropriate behaviors, and collecting data to make adjustments as necessary. Teachers, our counselor, and the principal will make recommendations for this plan. Parents will be contacted and encouraged to provide input.

Possible Consequences for Repeated Office Referrals and/or Those Involving Fighting, Destruction of Property, Safety of Others, etc.:

- Recess - Students will have structured recess (walking the track, staying by the teacher on duty).
- Lunch School- The principal will assign Lunch School as appropriate. Lunch School is a time-out served by the student(s) during their lunchtime.
- Work Duty- The principal assigns work duty to students for school property defacement and other inappropriate actions as necessary.
- Behavior Conference- The principal contacts parents for a behavior conference for students with chronic misbehaviors. The purpose of this conference is to design a behavior intervention plan. The teacher(s), principal, counselor, parents, and student will attend.
- In School Suspension- The principal assigns half-day and full-day in-school suspensions as necessary to students for major behavior incidents or repeated minor inappropriate behaviors.
- Out of School Suspension- The principal may suspend a student from attending school for up to three days for serious violations of school district or state policies including issues of violence and safety.

SKYWARD

This is our online platform where you can access your student's grades and attendance. This is also where you will register your student each year.

WALKING PLAN

- A. Please respect the crossing guards, police officers, teachers, and parent volunteers supervising safety at the school and surrounding areas is expected of the community. Please obey all traffic laws when walking or driving to the school.
- B. Students living east of Race Street and north of Main Street should cross Main Street with the crossing guard at the intersection of Willow and Main Street. They should continue south on Willow Street and cross Durfee Street with the adult crossing guard and then continue south on Willow using the sidewalk until they reach the school.
- C. Students living on the south side of Main Street and east of Quirk Street should walk towards the intersection of Willow and Durfee, cross the street with the crossing guard, and then continue south on Willow until they reach the school.
- D. Students living in the southwest area should walk along Durfee to the corner of Willow and Durfee and then continue south on Willow Street until they reach the school.
- E. Students living east of Quirk Street in the southeast area should walk along Durfee Street or South Street until they reach Willow Street and then continue Willow until they reach the school.
- F. Students living in South Willow Estates should walk on the right side of Willow Street until they reach Willow Elementary.
- G. Crossing Streets**
 - Parents should carefully review with their children the safe routes to school and review the safety procedures for crossing streets. Main, Willow, and Durfee Streets have many students walking along these routes and crossing at these intersections. Students should cross with the help of crossing guards