

Clarke N. Johnsen Jr. High School

Handbook 2024-25

2024-2025 SCHOOL CALENDAR

Back to School Night	August 12
First Day of School	August 13
Labor Day (No school)	September 2
Picture Day	September 25-26
Fall Break (No school)	October 17-18
End of 1 st Term	October 21
Teacher Workday (No school-STU)	October 21
Start of 2 nd Term	October 22
Thanksgiving Break	November 27-29
Last Day of School Before the Break	December 19
End of 2 nd Term	December 20
Teacher Workday (No school-STU)	December 20
Winter Break (No school)	December 23-January 3
Resume School	January 6
Start of 3 rd Term	January 6
Martin Luther King Day (No school)	January 20
District Day (No school-STU)	February 14
Presidents' Day (No School)	February 17
End of 3 rd Term	March 7
Teacher Workday (No school-STU)	March 7
Start of 4 th Term	March 10
Spring Break (No school)	March 31-April 4
Easter Break (No School)	April 18, 21
Last Day of School	May 21
Teacher Workday (No school-STU)	May 22

2024-25 Bell Schedules

MONDAY ADVISORY SCHEDULE

1st Lunch:		2nd Lunch:		3rd Lunch:	
Advisory	8:00—8:40	Advisory	8:00—8:40	Advisory	8:00—8:40
1 st /6 th PERIOD	8:45—9:45	1 st /6 th PERIOD	8:45—9:45	1 st /6 th PERIOD	8:45—9:45
2 nd /7 th PERIOD	9:50—10:50	2 nd /7 th PERIOD	9:50—10:50	2 nd /7 th PERIOD	9:50—10:50
3 rd /8 th PERIOD	10:55—11:55	3 rd /8 th PERIOD	10:55—11:55	3 rd /8 th PERIOD	10:55—11:55
LUNCH	11:55—12:20	4 th /9 th PERIOD	12:00—12:30	4 th /9 th PERIOD	12:00—1:05
4 th /9 th PERIOD	12:25—1:30	LUNCH	12:30—12:55	LUNCH	1:05—1:30
5 th /10 th PERIOD	1:35—2:40	4 th /9 th PERIOD	12:55—1:30	5 th /10 th PERIOD	1:35—2:40
		5 th /10 th PERIOD	1:35—2:40		

Regular Schedule (T-Th)

1st LUNCH:		2nd LUNCH:		3rd LUNCH:	
1 st /6 th PERIOD	8:00—9:10	1 st /6 th PERIOD	8:00—9:10	1 st /6 th PERIOD	8:00—9:10
2 nd /7 th PERIOD	9:15—10:25	2 nd /7 th PERIOD	9:15—10:25	2 nd /7 th PERIOD	9:15—10:25
3 rd /8 th PERIOD	10:30—11:40	3 rd /8 th PERIOD	10:30—11:40	3 rd /8 th PERIOD	10:30—11:40
LUNCH	11:40—12:05	4 th /9 th PERIOD	11:45—12:20	4 th /9 th PERIOD	11:45—1:00
4 th /9 th PERIOD	12:10—1:25	LUNCH	12:20—12:45	LUNCH	1:00—1:25
5 th /10 th PERIOD	1:30—2:40	4 th /9 th PERIOD	12:45—1:25	5 th /10 th PERIOD	1:30—2:40
		5 th /10 th PERIOD	1:30—2:40		

PLC FRIDAY SCHEDULE

1st LUNCH:		2nd LUNCH:		3rd LUNCH:	
1 st /6 th PERIOD	8:00—8:55	1 st /6 th PERIOD	8:00—8:55	1 st /6 th PERIOD	8:00—8:55
2 nd /7 th PERIOD	9:00—9:55	2 nd /7 th PERIOD	9:00—9:55	2 nd /7 th PERIOD	9:00—9:55
3 rd /8 th PERIOD	10:00—10:55	3 rd /8 th PERIOD	10:00—10:55	3 rd /8 th PERIOD	10:00—10:55
LUNCH	10:55—11:20	4 th /9 th PERIOD	11:00—11:30	4 th /9 th PERIOD	11:00—12:00
4 th /9 th PERIOD	11:25—12:25	LUNCH	11:30—11:55	LUNCH	12:00—12:25
5 th /10 th PERIOD	12:30—1:30	4 th /9 th PERIOD	11:55—12:25	5 th /10 th PERIOD	12:30—1:30
PLC	1:40—2:40	5 th /10 th PERIOD	12:30—1:30	PLC	1:40—2:40
		PLC	1:40—2:40		

A.M. Assembly Schedule

1st Lunch		2nd Lunch		3rd Lunch	
1 st /6 th Period	8:00---9:00	1 st /6 th Period	8:00---9:00	1 st /6 th Period	8:00---9:00
2 nd /7 th Period	9:05---10:05	2 nd /7 th Period	9:05---10:05	2 nd /7 th Period	9:05---10:05
Assembly	10:05---10:50	Assembly	10:05---10:50	Assembly	10:05---10:50
3 rd /8 th Period	10:55---11:55	3 rd /8 th Period	10:55---11:55	3 rd /8 th Period	10:55---11:55
LUNCH	11:55---12:20	4 th /9 th Period	12:00---12:35	4 th /9 th Period	12:00---1:10
4 th /9 th Period	12:25---1:35	LUNCH	12:35---1:00	LUNCH	1:10---1:35
5 th /10 th Period	1:40---2:40	4 th /9 th Period	1:00---1:35	5 th /10 th Period	1:40---2:40
		5 th /10 th Period	1:40-2:40		

P.M. Assembly Schedule

1st Lunch		2nd Lunch		3rd Lunch	
1 st /6 th Period	8:00---9:00	1 st /6 th Period	8:00---9:00	1 st /6 th Period	8:00---9:00
2 nd /7 th Period	9:05---10:05	2 nd /7 th Period	9:05---10:05	2 nd /7 th Period	9:05---10:05
3 rd /8 th Period	10:10---11:10	3 rd /8 th Period	10:10---11:10	3 rd /8 th Period	10:10---11:10
LUNCH	11:10---11:35	4 th /9 th Period	11:15---11:50	4 th /9 th Period	11:15---12:25
4 th /9 th Period	11:40---12:50	LUNCH	11:50---12:15	LUNCH	12:25---12:50
5 th /10 th Period	12:55---1:55	4 th /9 th Period	12:15---12:50	5 th /10 th Period	12:55---1:55
Assembly	1:55---2:40	5 th /10 th Period	12:55---1:55	Assembly	1:55---2:40
		Assembly	1:55---2:40		

Early Release Schedule (11:30am)

1 st /6 th Period	8:00---8:35
2 nd /7 th Period	8:40---9:15
3 rd /8 th Period	9:20---9:55
4 th /9 th Period	10:00---10:35
5 th /10 th Period	10:40---11:15
LUNCH (All)	11:15---11:30

CLARKE N. JOHNSEN FACULTY

Kim Almond-- SPED	Richard LeSueur – Science
Cody Brough--SPED (Life Skills)	Kyle Marian – P.E./Gaming
Benjamin Bybee – Spanish	Flora Martin – DLI (Spanish)
Kayden Calder – Assistant Principal	Juli Miller - Social Worker
Christian Chou – Science	JanaLee Moses - Science
Brady Christensen – CTE/Business/ODS	Bailey Moss – Health
Lori Daffern – SPED	Blaire Nelson – CTE/Business
Becky Darling – Math/Gaming	Amy Palmer – P.E.
Katrina Dvorachek – Orchestra	Vern Palmer – Mathematics
Natalee Wexels – Language Arts	Russ Paystrup – Mathematics
LeeAnn Elmer -- Math	Dionne Powell – Science
Ky Fisher -- Counselor	Brandi Richman -- Math
Brenda Florence – Science	Amber Rose – Counselor
David Fritzler – Art	Likelli Simao Bender -DLI (Portuguese)
Jeff Gangwer – Language Arts/Social Studies	Natalie Snyder – Band
Jeff Gorringer – Social Studies	Krista Sparks – Principal
Deanne Hamilton – Science	DeeAnne Squire – Language Arts
Heather Herrmann – Mathematics	Amanda Thomas -- Counselor
Debbie Hitesman – CTE	Dallin Vance – Language Arts
Chad Jensen – Social Studies	Marc Vickers – P.E.
Shalon Jones-Miller – Assistant Principal	Ray Walters – CTE/Shop/Yearbook
Rebecca Jorgensen – Choir/History	Shaunie Ware – Study Skills
Michelle Joyce -- Language Arts	Adrienne Whittle -- Math
Jamie Kerr – Language Arts/Social Studies	Julianna Williams – Language Arts
Amy LeFevre – Language Arts	William Willson – Language Arts

Tooele County School District Non-Discrimination Statement and Grievance Procedure

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

This policy applies to all school programs and employment handled by the school district or through contractors, sub-contractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974, and other Federal and State statutes and regulations. Inquiries regarding the application of these laws and regulations, or grievance procedures to be following in the event of a noncompliance, may be directed to the district's Equal Employment Officer, 92 S. Lodestone Way, Tooele, Utah, 84074, or the director Denver Regional Office for Civil Rights, U.S. Department of Health, Education and Welfare.

ADA Officer/504 Officer:

Shalon Jones-Miller, Principal	435-833-1939
Krista Sparks, Principal	435-833-1939
Kayden Calder, Asst. Principal	435-833-1939

ALS Information:

Krista Sparks, Principal, 435-833-1939
Shalon Jones-Miller, Principal

Sexual Harassment Officers:

District Office Representative, 435-833-1900
Krista Sparks – Principal, 435-833-1939
Shalon Jones-Miller, Principal

Family Liaison Contact:

Mark Ernst 435-833-1900	Krista Sparks, Principal, 435-833-1939
	Shalon Jones-Miller, Principal, 435-833-1939

Indian Education:

Heather Castagno 435-833-8778

Homeless Liaison:

Heather Castagno 435-830-8778

School Lunch Manager:

Misty Johnson, 435-843-3813

CLARKE N. JOHNSEN COMMUNITY CONNECTIONS

At Clarke N. Johnsen Junior High (CNJJHS), we feel it is important that students, parents, and the community are informed of the events, activities and celebrations that occur here. For this reason, we have made the following resources available to disseminate this information:

In School

- Monday Morning Information during Advisory period. (also available for viewing on the school webpage)
- Daily announcements during the first 5 minutes of the day.

Outside of school

- Marquee (video sign in front of school)
- Dialers from the school and/or district to student's contact number with important reminders and emergency info.
- Peach Jar (mass email flier)
- Jaguar Newsletter (communication from administration to parents including resources for tutoring and calendar information - distributed through email)
- Social Media (Twitter, Instagram, Facebook)

School Website – go to www.tooeleschools.org and use the “schools” drop down menu.

The CNJJHS website has immense amounts of information available 24 hours a day, 365 days a year! In addition to the activity calendar and Monday Morning Information video, you can access pictures, and other announcements.

ACADEMIC PROGRAMS

College and Career Ready Conferences (CCR)

Counselors will conduct CCR conferences with all students. These conferences help the counselor guide the student to those classes that will help them achieve their future goals. These conferences are in addition to parent-teacher conferences and are scheduled by the counseling office. Parents/Guardians are encouraged to attend with their student.

English Language Learners

District and school services are provided to students whose second language is English. Please contact the school office at (435)833-1939 or the district office at (435)833-1900 for further information and/or eligibility forms. (Traductores al español estaran disponible.)

Family Liaison for Homeless Students

If you are living in temporary housing, doubled up in a home, or are an unaccompanied minor, please contact the school at (435) 833-1939, or visit the office for information and/or eligibility forms. Immediate services are available if your student qualifies as homeless.

Title VII Indian Education

Supplemental services are provided to meet the culturally related academic need of American Indian/Alaskan Native students. Please contact the school office at (435) 833-1939 or the district office at (435) 833-1900 for further information and/or eligibility forms.

Tutoring

Students are encouraged to make arrangements and meet with teachers before and after school to receive additional help. In addition, the following programs are available: Science, English, and Math tutoring after school on specified days. Other tutoring needs can be addressed on a case-by-case basis. NOTE: For all after school tutoring, students must make arrangements for transportation prior to staying.

Student Attendance Procedures

Student Attendance

I. INTRODUCTION

The Tooele County School District believes that student learning and achievement are directly related to attendance and engagement at school. Furthermore, personal responsibility and accountability demonstrated by regular school attendance is an essential life skill. These procedures are developed as an effort to follow state law, as well as to work proactively together with parents and community resources to encourage the regular attendance of all Tooele County School District students. The District believes this to be in the best interest of the students and the community. It is committed to working in harmony with parents/guardians to assist them with their responsibility to have their children attend school.

II. DEFINITIONS

- A. Absence/Absent: The failure of a student assigned to a class or class period to attend. "Absence" or "absent" does not mean multiple tardies. A parent will be notified by automated message, email, and/or text each time the parent's student is marked absent without prior excuse.
 - B. Approved School Activity/Office Excused Absence: An event or activity sponsored by the school and approved by the school's administration. A student may attend an approved school event or activity as a team, class, club, or group member. An "approved school activity" and "office excused absence" are excused absences. However, students are responsible for completing any missed schoolwork resulting from the absences. All absences count toward chronic absenteeism...excused and unexcused.
 - C. Attendance Concern Notice: Proactive communication in writing to notify parents when a student becomes chronically absent (missing ten percent (10%) or more of school days/class periods) or has at least five (5) trancies during the current school year.
 - D. Attendance Resolution Conference: A meeting requested by school authorities with students and their parents/guardians, directing them to cooperate with the school in securing the students' regular attendance.
 - E. Behavioral Health: The impact a student's actions can have on a student's physical or mental health and includes conditions in which services provided by social workers, counselors, psychiatrists, neurologists, behavior analysts, psychologists, and physicians would be appropriate.
 - F. Chronic Absenteeism: A student who has missed ten percent (10%) or more of school days/class periods due to absence for any reason (excused, unexcused absences, or suspensions), which can translate into students having difficulty learning to read in elementary school, achieving in middle school, and graduating from high school.
 - G. Compulsory Education Law (53G-6-202): The parent of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age minor to a public or regularly established private school during the school year of the district in which the student resides. It is a class B misdemeanor for a parent to intentionally or without good cause fail to enroll a school-age minor in school unless exempted as outlined in Utah Code 53G-6-204.
- The Tooele County School District shall report violations of this law to the appropriate city, county, or district attorney.
- H. District Attendance Class: Truancy and chronic absenteeism prevention class required of students and their parents/guardians.
 - I. District Attendance Mediation: A restorative truancy intervention program conducted by the District with the parents/guardians when a habitually truant student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after being directed to participate in an Attendance Resolution Conference.
 - J. District Truancy Hearing: A disciplinary hearing conducted by the district for a habitually truant school-age child in grade seven (7) or above when a student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after being directed to participate in an Attendance Resolution Conference.
 - K. Excused Absence: A student's absence from school may be requested by a parent/guardian and excused by the school administration for any of the following valid reasons/excuses:

1. An illness, which may be either mental, behavioral, or physical (*documentation not required from a medical or mental health professional*);
2. A medical, dental, or orthodontic appointment.
3. The death of a family member or close friend.
4. A family emergency.
5. A family activity.
6. An approved school activity/office excused absence.
7. An absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan or
8. Any other excuse established as valid by the district consistent with Utah law.

A parent may excuse an absence via a school-approved messaging method (i.e. phone call, e-mail, student information system, note from parent) within one week from the date of return from the absence. ***Final determination of an excused absence is at the discretion of the school administration.***

- L. **Habitually Truant**: A school-age student in grade seven (7) or above who fails to cooperate with the efforts of school authorities to resolve the student's attendance problems in the Attendance Resolution Conference by being truant at least five (5) additional times during the current school year.
- M. **Mental Health**: A person's emotional, psychological, and social well-being, which can affect how a person thinks, feels, and acts, including how a person handles stress, relates to others, and makes healthy choices.
- N. **Notice of Compulsory Education Violation**: A formal notice issued by school administration to the parent/guardian of a school-age child in grades one (1) through six (6) if the school-age child is truant at least ten (10) times during the school year. The Notice of Compulsory Education Violation includes a directive to the parent/guardian to meet with a school official in an Attendance Resolution Conference to discuss the student's attendance. The directive will be mailed to or served on the parent/guardian of the school-age child.
- O. **Parent/Guardian**: A custodial parent of the minor, a legally appointed guardian of a minor, or any other person purporting to exercise any authority over the student that could be exercised by a custodial parent or legally appointed guardian.
- P. **Reasonably Accommodate**: A requirement of the district to make its best effort to enable a parent/guardian to exercise a parental right without substantial impact on staff and resources, including employee working conditions, safety and supervision at school and for school activities, and the efficient allocation of expenditures; and while balancing (1) parental rights, (2) educational needs of the students, (3) the academic and behavioral impacts to a classroom, (4) a teacher's workload, and (5) the assurance of the safe and efficient operation of a school, as outlined in [Utah Code 53G-6-801](#).
- Q. **School-Age Child**: A minor who is at least six (6) years old but younger than eighteen (18) years old and is not emancipated.
- R. **Skipping/Cutting/Sluffing**: A deliberate absence by a student's own free will that is intentional, unjustified, and unauthorized, often identified when a student is found not in class or leaving campus without permission. Skipping/cutting/sluffing class is considered an unexcused absence that generally may not be excused by a parent/guardian.
- S. **Tardy & Tardy!**: When a student arrives at a class after the tardy bell has rung. If a student arrives to class after the bell and is up to 15 minutes late (individual schools are allowed to determine whether 5, 10 or 15 minutes late is their expected standard) for the class period or school day, it will be considered a tardy. *CNJ Tardy! has been set at 10 minutes. If a student arrives to class after more than the set time of up to 15 minutes (10 at CNJ) of the total class period or school has expired, the tardy will be marked as a "tardy!," and is subject to the provisions of this policy for an unexcused absence unless properly excused. A tardy that results in a student arriving late to school may be excused by a parent/guardian for valid reasons comparable to excused absences.
- T. **Truant**: A student is absent without a valid excuse for at least one-half (½) of the school day. A student may not be considered truant under this policy more than one time per day.
- U. **Notice of Truancy**: A formal notice issued by school administration to a school-age child and his/her parent/guardian in grades seven (7) or above if the school-age child is truant at least ten

(10) times during the school year. The Notice of Truancy includes a directive to the student and his/her parent/guardian to meet with a school authority in an Attendance Resolution Conference to discuss the student's attendance. It shall be mailed to or served on to the parent/guardian of the school-age child.

- V. Unexcused Absence: A student absence that is not excused by a valid reason (see items B and K above) as outlined by the definitions and provisions of these procedures. An unexcused absence shall be counted as truancy if not excused within one (1) week of the absence.

III. ATTENDANCE MARKS

- A = Activity
- E = Excused Absence
- G = Testing
- H = Homebound
- I = In-School Suspension
- M = Met with School Personnel
- O = Parent Excused Tardy
- Q = Quarantine
- S = Sluff/Skipping/Cutting
- T = Tardy
- ! = Tardy after more than the set time of up to 15 minutes (10 at CNJ) of the total class period or school day has expired
- X = Unexcused Absence
- Z = Out of School Suspension

IV. GENERAL PROCEDURES AND REQUIREMENTS

Student Responsibilities

- A. Students must attend each period for each class they are enrolled in unless excused as provided in these procedures (please see Section II above).
- B. Students are required to arrive on time to each class in which they are enrolled and remain in their assigned classroom until the class ends unless excused as provided in these procedures (please see Section II above):
 - 1. It is the responsibility of students who are tardy to meet with the teacher either during or following the class period to ensure that their attendance is marked appropriately.
 - 2. Students who leave school during the day must check out at the attendance office. For the absence to be parent/guardian excused, students must present an authentic note or message from their parent/guardian, or the parent/guardian must contact the attendance office when checking out to document the valid reason for the absence. If the student does not check out at the attendance office, the absence may be considered skipping/cutting class.
 - 3. In an emergency, a school administrator may approve the checkout at the time, pending confirmation from the parent/guardian by telephone or message.
 - 4. When a student checks out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she must check in at the attendance office.
- C. Following an absence, students must immediately consult with teachers to identify and complete make-up work missed due to an absence on a reasonable timeline set by the teacher, as stated in TCSD Policy 11012, Grading. It must be understood that participation in classes is a vital aspect of learning and assessment of learning. Reduction of class requirements cannot be expected for extended absences, and prolonged absences may result in a lower grade in many classes as there is no way to duplicate the activities of some classes while the student is absent.
- D. Violation of this policy may result in the administrative actions described in these procedures and the approved school-based attendance procedures.

Parent/Guardian Responsibilities

- A. Parents/guardians must ensure that their school-age child attends school as required by Utah Compulsory Education Law (Utah Code 53G-6-201, et seq.).

- B. Parents/guardians are responsible for affirmatively providing the school with current contact information for students and parents/guardians (phone number, email address, home address, emergency contacts, etc.) and any applicable court-ordered custody or guardianship changes.
- C. Parents/guardians are encouraged to monitor their students' attendance by regularly communicating with their children and their students' teachers and accessing the student information system (Skyward).
- D. It is the responsibility of parents/guardians to notify the school when their student is absent for a valid reason as set forth in the provisions and definitions of these procedures, including as follows:
 - 1. Submit an authentic note or message or directly contact the attendance office with a valid excuse. When feasible, notify the school before an extended absence (i.e., scheduled family event or health care appointment.) For unanticipated absences such as illness or family emergencies, contact the school within one (1) week after the date of absence.
 - 2. Parent acknowledgment of an absence for a reason other than the valid reason or timelines outlined in this policy (see "excused absence" definition) will not be considered an excuse for the absence. The school's administrative staff shall reasonably accommodate a parent's/guardian's request to excuse an absence, as provided within this procedure, and shall document efforts to resolve a student's truancy and chronic absenteeism problems. After one (1) week, an unexcused absence will be treated as truancy by school administrators and shall be counted toward determining truancy enforcement, including potential referral to legal authorities.
 - 3. In extended absences due to illness or an injury, a student who is or is expected to be absent for health-related reasons for ten (10) or more consecutive days may qualify for homebound or other educational services. In such cases, parents/guardians should contact their student's school administrator to coordinate these services to meet the student's academic needs.
 - 4. Parents/guardians and students should secure and complete coursework and learning activities for missed school days/class periods for absences. In such cases, parents/guardians should contact teachers before an anticipated extended absence regarding academic assignments that need to be completed according to the [TCSD Policy 11012 Grading](#).
- E. Parents/guardians are expected to meet with, be responsive to, and cooperate with school authorities to find solutions to student truancy and attendance problems at all relevant times.

Teacher Responsibilities

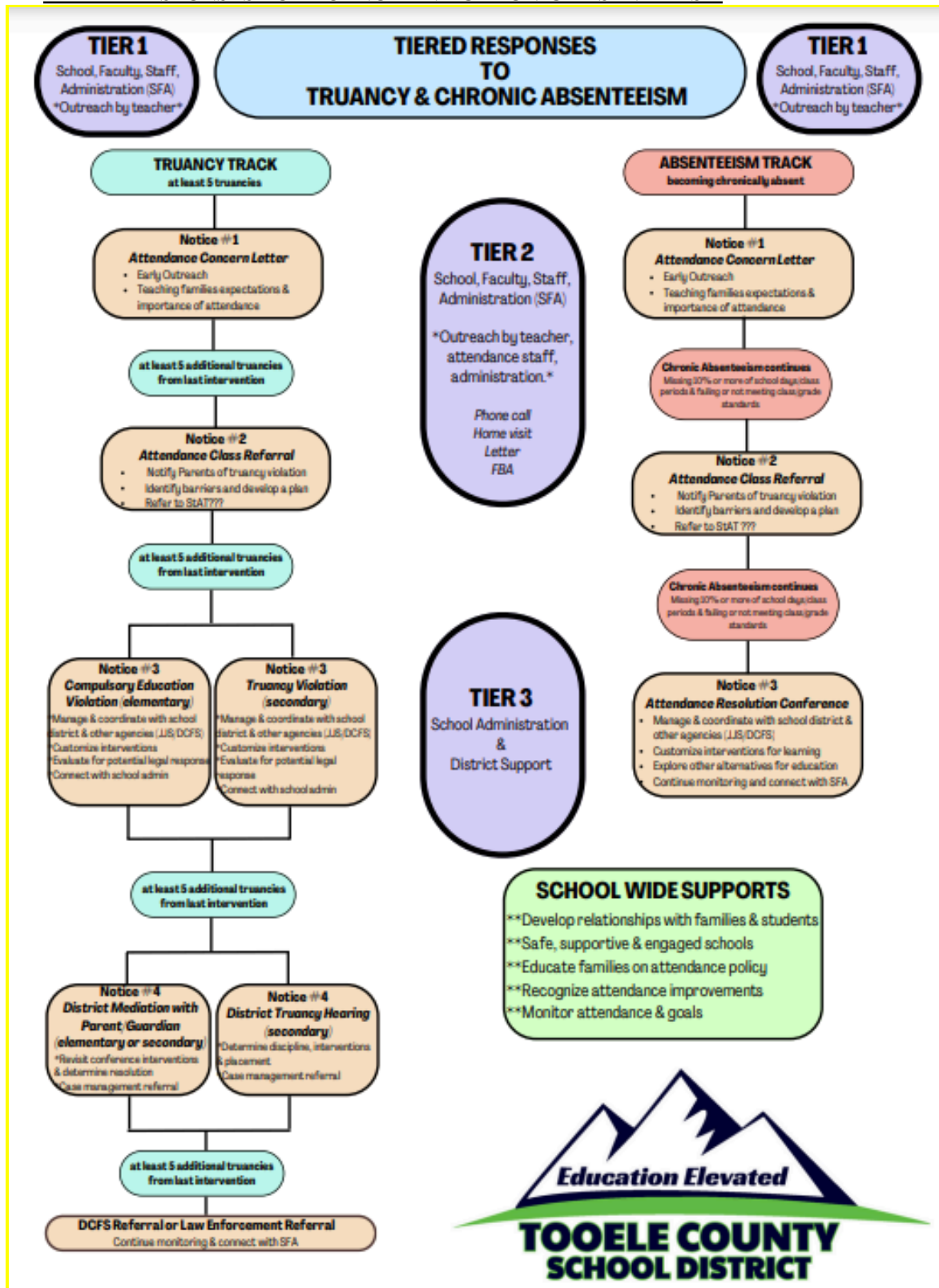
- A. Elementary school teachers shall conduct and record attendance in the District's student information system (currently Skyward) within the first 30 minutes of each school day and supervise students by intermittently checking attendance during the school day, especially following transitions (lunch, recess, specialties, etc.).
- B. Secondary school teachers shall conduct and record attendance in the District's student information system (currently Skyward) within the first 20 minutes of each class period and supervise students by intermittently checking attendance during the class period.
- C. Teachers shall encourage students to come to school and reach out to absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.
- D. Teachers shall notify a custodial parent/guardian by phone, in person, or in writing (email, letter, midterm report, etc.) when a student demonstrates a pattern of truancy, chronic absenteeism, or tardiness contributing to not meeting grade level/course standards.

Administrative Staff Responsibilities

- A. School administrators shall notify students and parents/guardians of this policy and any local school attendance and/or tardy policies and procedures at the beginning of each school year.
- B. The school shall notify parents/guardians by an automated message, email, and/or text message each time their student is marked absent without prior excuse.
- C. The school's administrative staff shall reasonably accommodate a parent's/guardian's request to excuse an absence, as provided within this procedure, and shall document efforts to resolve a student's truancy and chronic absenteeism problems, which may include the following:

1. Issuing Letters of Attendance Concern, Attendance Class Referral, Notice of Compulsory Education Violations, Notice of Truancy.
 2. Counseling of the student by school authorities (Attendance Resolution Conference).
 - a. Adjusting the curriculum and schedule of the student, **if possible**.
 - b. Considering alternatives proposed by a parent or guardian; and
 - c. Providing a student's parent, upon request, resources available to assist the parent in resolving the student's attendance problems.
 3. Monitoring school attendance of the student.
 4. Making home visits.
 5. Voluntary participation in truancy mediation, if available; and
 6. Enlisting the assistance of community and law enforcement agencies, as appropriate.
- D. School administrative staff shall not require documentation from a medical professional to substantiate a valid excuse that is a mental, behavioral, or physical illness (**Utah Code 53G-6-205**).
- E. School administrators shall reasonably accommodate a written request of a student's parent/guardian or guardian to excuse the student from attendance for a family event or visit to a healthcare provider without obtaining a note from the provider.
- F. The school shall notify the custodial parent and, if requested in writing by a non-custodial parent, make reasonable efforts to notify the non-custodial parent of a student who is injured or becomes ill at school during the regular school day if:
1. The injury or illness requires treatment at a hospital, doctor's office, or other medical facility not located on the school premises.
 2. The school has received a current telephone number for the party it is required to notify or make reasonable efforts to notify and
 3. In the event of notice to a non-custodial parent, the non-custodial parent is not under a court order restricting contact with the student. The custodial parent is responsible for providing the school with a certified copy of any such court order.
- G. If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act have excessive absences and fall within the criteria of these procedures, school administrative staff members will ensure that these procedures are applied in a manner consistent with all applicable state and federal laws and regulations.

TIERED RESPONSES TO TRUANCY AND CHRONIC ABSENTEEISM



Tier 1: School-wide Supports for Encouraging Regular Attendance and Preventing Absenteeism

- A. Schools shall provide evidence of research-informed prevention interventions that promote positive conditions for learning and inclusion to encourage student attendance and engagement. Examples may include an effort to do the following:
 - 1. Establishing positive relationships with families.
 - 2. Promoting a safe, supportive, and engaging school climate.
 - 3. Recognizing good and improved attendance.
 - 4. Regularly monitoring attendance by sending notice to parents/guardians when their student is absent and/or
 - 5. Setting student goals to prevent absenteeism before it affects academic achievement.

Tier 2: Targeted Support to Remove Barriers to Regular Attendance for Students

- A. Schools shall provide evidence or research-informed targeted interventions designed to remove attendance barriers for students who demonstrate truancy and chronic absenteeism patterns. Examples may include efforts to do the following:
 - 1. Provide early outreach to parents/guardians and students for more personalized attention.
 - 2. Helping parents/guardians understand what their children are learning when they are in school and the negative effects of chronic absenteeism.
 - 3. Guiding students and parents/guardians to identify barriers to attendance and develop a plan for improvement and/or
 - 4. Teachers notify students and parents/guardians when a student is failing and/or not meeting class or grade-level standards.
- B. Schools shall notify parents/guardians when a student has at least five (5) trancies during the current school year or is failing a class or essential academic standard due to being chronically absent (missing 10% or more of school days/class periods). The school will issue parents/guardians an Attendance Concern Notice, which shall include:
 - 1. The student's attendance and academic records.
 - 2. Clarification of attendance expectations and goals.
 - 3. A reminder of the value of regular school attendance.
 - 4. A request for the parent's/guardian's help in solving the attendance problems and
 - 5. An outline of possible next steps if the absences continue.
- C. After issuing an Attendance Concern Letter and a student has at least ten (10) trancies during the current school year, schools shall refer the parents/guardians and student to a District Attendance Class. If a student fails a class or essential academic standard due to continued chronic absenteeism, the school may refer the parents/guardians and student to a District Attendance Class. The District Attendance Class is designed to inform and engage students and parents/guardians to understand:
 - 1. School attendance procedures and expectations.
 - 2. The benefits of regular school attendance.
 - 3. Ideas and strategies for developing productive habits and addressing barriers to school attendance and
 - 4. Expectations for the students and parents/guardians to work with school officials to improve school attendance.

Tier 3: Intensive Case Management for Absenteeism with District and Public Agency Support

- A. The school shall provide evidence/research-informed intensive support to students who are habitually truant and/or are failing or falling behind academically due to significantly chronic absenteeism. Examples may include the following:
 - 1. Conference with parents/guardians to case manage and coordinate solutions with school district and public agencies.
 - 2. Customize interventions to individual student and family challenges and/or
 - 3. Evaluate truancy and absenteeism cases for potential legal referrals and responses.
- B. Schools shall notify parents when a student has five (5) additional trancies after being referred to District Attendance Class and will issue parents/guardians a Notice of Compulsory Education

Violation (Elementary) or a Notice of Truancy (Secondary), served in person or by certified mail, that shall include:

1. A request for the parent/guardian to cooperate with the school in securing regular attendance by the student and
 2. A notice to the parent/guardian that it is a class B misdemeanor for the parent/guardian to intentionally or without good cause:
 - a. Fail to meet with the designated school authorities to discuss the student's attendance problems; or
 - b. Fail to prevent the student from being truant five (5) or more times during the remainder of the current school year.
 3. A directive to the parent/guardian to meet with a school authority (who shall be designated in the notice) in an Attendance Resolution Conference to discuss the student's attendance and consider the following to solve the attendance problems:
 - a. Counseling with the student.
 - b. Making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the student's special needs.
 - c. Considering alternatives proposed by the parent/guardian and/or
 - d. Providing, upon request, a list of resources available to assist the parent/guardian in resolving the student's attendance problems.
 4. A consideration for a referral for a student in seventh (7th) grade or above for prevention and early intervention with Juvenile Justice Youth Services Referral.
- C. Schools may issue a Notice of Chronic Absenteeism to notify parents/guardians when a student continues to fail a class or essential academic standard due to continued chronic absenteeism) after being referred to the District Attendance Class. An Attendance Resolution Conference shall be held with school authorities, parents/guardians, and the student to discuss ways to resolve the academic problems resulting from the student's absenteeism, which may include the following:
1. Identify and address the barriers to regular attendance and develop an individualized student success plan that includes attention to attendance.
 2. Set up mentoring, tutoring, and expanded learning opportunities to remediate learning loss and/or
 3. Evaluate potential placement changes necessary to improve accessibility for the student in regular or accommodated learning opportunities (assigned class/teacher adjustments, Homebound instruction, online school options, Child Find, etc.).

Attendance Mediation with Parents

- A. When an elementary student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after meeting with the school officials in the Attendance Resolution Conference, and the parents/guardians have not fulfilled their obligations and commitments, the District may offer the option for parents/guardians to participate in District Attendance Mediation:
1. Parents/guardians must attend.
 2. Failure to cooperate or comply with the mediation program will result in a Compulsory Education Violation referral to the Division of Child and Family Services, Juvenile Justice Youth Services, and/or Tooele County Juvenile Court, and school discipline, including, but not limited to, revoking open enrollment and change of school placement.

Truancy Hearings with Students

- A. When a seventh (7th) grade or older student has not sufficiently improved attendance (has at least five (5) additional trancies during the current school year) after meeting with the school officials in an Attendance Resolution Conference, and the student has not fulfilled their obligations and commitments, the school shall refer the student and his/her parent to a District Truancy Hearing:
1. Failure or refusal by a student and parent/guardian to attend or comply with the directives of the Truancy Hearing shall result in a referral to Juvenile Justice Youth Services, and/or law

enforcement agency or officer, and school discipline, including, but not limited to, revoking open enrollment and change of school placement.

Referrals to Community Agencies and Legal Authorities

- A. Report to Division of Child and Family Services – Parents/guardians who fail to meet with the designated school authorities in an Attendance Resolution Conference to discuss the student’s attendance problems or comply with the outcomes of District Attendance Mediation, and if school personnel have reason to believe that the parent/guardian has failed to make a good faith effort to ensure that the student receives an appropriate education, shall be referred by District Personnel to the Division of Child and Family Services. The referral shall include:
 - 1. Identify the information of the student and the parent/guardian who received the notice of compulsory education violation.
 - 2. Information regarding the longest number of consecutive school days the student has been absent or truant from school and the percentage of school days the student has been absent or truant during each relevant school term.
 - 3. Whether the student has made adequate educational progress.
 - 4. Whether the student is two or more years behind the school’s age group expectations in one or more basic skills.
 - 5. Whether the student is receiving special education services or systematic remediation efforts; and,
 - 6. What efforts have been made by the school to resolve the attendance problems.
- B. Referral to Law Enforcement and the County Attorney - Cases where parents/guardians or students fail to meet or cooperate with the designated school and district authorities shall be referred by District Personnel to law enforcement and the city or county attorney:
 - 1. Parents/guardians who fail to enroll their child as required by law may be reported to the city or county attorney, including cases where students are withdrawn following the ten (10) consecutive unexcused absences response procedures.
 - 2. Parents/guardians who were issued a notice of compulsory education violation may also be referred to the city or county attorney if one or more of the following occurs:
 - a. The parent/guardian failed to attend the required meeting with school officials.
 - b. The parent/guardian failed to respond to the school’s request for assistance in resolving attendance concerns.
 - c. The parent/guardian failed to prevent his/her child from being truant five (5) or more times during the remainder of the school year following the conference held for the Notice of Compulsory Education Violation; or
 - d. such other circumstances as required by law.
 - 3. A student in grade seven (7) or older may be referred to court or law enforcement who fails to resolve truancy problems or participate in Juvenile Justice Youth Services. The referral shall include the following in the referral:
 - a. Attendance records for the student.
 - b. A report of the evidence-based alternative interventions used by the District before the referral, such as the Truancy Prevention Class, District Attendance Mediation, District Truancy Hearings, Juvenile Justice Services, and any outcomes of each intervention.
 - c. The name and contact information of the District Student and Family Advocate; and
 - d. Any other information that District Personnel considers relevant.
 - 4. If a student is referred to a court or a law enforcement officer or agency, District Personnel shall continue to engage with the student and the student’s family through the court process.

VII. SCHOOL-BASED ATTENDANCE PROCEDURES

- A. Individual schools may provide interventions and sanctions as per school-based attendance procedures. Each school may establish its own procedures and rules to provide rewards and

consequences (PBIS) for attendance and tardiness. School policies, rules and procedures must be consistent with and may not conflict with this or any other District policy. Reward programs must accommodate all students who qualify.

- B. Activity eligibility under TCSD Policy 5024, *Eligibility for Extracurricular Participation*, may be impacted by truancy. Students may become ineligible to participate in any school activities requiring eligibility on the day following the issuance of a Notice of Truancy or Notice of Compulsory Education Violation. Eligibility may be restored through completing an approved school-based intervention program.
- C. Programs such as attendance makeup, detention, or supervised study hall may be used as part of a local school's attendance and tardy policies and procedures. Such programs may also be used to restore activity participation eligibility. Participating in a program does not eliminate a student's absence or tardiness from the student's education record.
- D. Local school attendance policies may include procedures for addressing cutting/skipping/sluffing individual classes or unexcused absences for portions of the day that are less than half the school day. Such local procedures must be openly disclosed to students and parents/guardians, reasonably incremental in consequences/interventions, and aligned with evidence-informed strategies and principles in this policy.

VIII. STUDENT MEMBERSHIP ELIGIBILITY AND ENROLLMENT

- A. For a student primarily enrolled in an Attendance Validated Program (in-person or on-line learning), the District may not count a student as eligible if the eligible student has unexcused absences during the prior ten (10) consecutive school days. The District shall actively review and confirm students' enrollment status with ten (10) consecutive unexcused full-day absences. This provision is frequently referred to as the "10-day drop rule."
 - 1. If a student accumulates ten (10) consecutive unexcused full-day absences, and neither the student nor the parent/guardian has contacted or responded to contact from school officials to provide a reason for the absences, the school administration shall make a documented good faith effort to make contact the parents/guardians of the student to determine the status and well-being of the student. Efforts will include the following:
 - a. The school shall issue parents/guardians an Attendance Concern Notice, as noted in the Tiered Responses to Truancy & Chronic Absenteeism.
 - b. The school shall send the 10 Consecutive Day Notice message to the available contact information provided by the parents/guardians.
 - c. If communication is unsuccessful by messages, the school may attempt to make a home visit to issue the 10 Consecutive Day Notice in person and/or
 - d. At a school administrator's discretion, the absences may be excused regardless of whether the parent-initiated contact with the school or requested that the absence be excused, so long as the administrator has reason to believe the absence is excusable. Documentation of an administrator's decision to excuse an absence shall be provided in the student information system (Skyward).
 - 2. After exhausting a good faith effort to attempt to contact the student or the parents/guardians without results, the school shall issue a Parent Notification of Withdrawal to inform the parent/guardian in writing that the student's enrollment has been withdrawn. The letter will include the dates of the student's absences and the school's previous attempts at contacting the parents/guardians and shall inform the parents/guardians that the school will move forward to withdraw the student's enrollment due to excessive consecutive unexcused absences. The school shall send a copy of the letter to the Director of Student Services for review by the district Case Management Committee for potential referral to city or county legal authorities.
 - 3. If reliable evidence or information is provided that confirms that the student no longer lives within the district's boundaries, the school shall send the student's records to the new school and adjust and update the District student information system (Skyward). If the parents/guardians do not intend to send the student to school, refer the case to the Director of Student Services for further consideration and reconciliation of the student's enrollment status.

4. Notwithstanding the foregoing, a student designated as McKinney-Vento or receiving special education or related services may not be unenrolled without the approval of the Director of Special Education and/or the Director of Student Services.
- B. For a student enrolled in an online or virtual learning platform, the district may not count a student as eligible if District personnel has not personally engaged with the student during the prior ten (10) consecutive school days.
 1. An online or virtual learning platform is a District program comprising eligible, enrolled students who receive instruction through an online, blended, or competency-based learning program. Utah law requires the district to document the continuing enrollment status of individual students enrolled in a learner-validated program.
 2. Students enrolled in an online or virtual learning platform must log in to the course's learning management system or otherwise contact the instructor at least once every ten (10) school days until the course is completed. Teachers will track this enrollment using weekly participation scores. Parents/guardians of a student who fails to participate for ten (10) school days shall be notified and warned that further non-participation will result in the student's withdrawal from the course. Non-participation beyond twenty (20) school days shall result in the parents/guardians being notified by the district and the student being withdrawn from the online course.
 3. School/District staff will regularly track student logins and other evidence of student engagement and provide support to students and parents/guardians. Additional procedures and requirements for student enrollment measurements in online or virtual learning platforms may be adopted through an administrative directive.

IX. APPEAL PROCESS

- A. School administrators have the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.
- B. A parent/guardian may, within ten (10) school days, appeal an issuance of the Notice of Compulsory Education Violation or Notice of Truancy. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent/guardian is entitled to the following:
 1. Within ten (10) school days from the date of the appeal, the parent/guardian, student (when appropriate), teacher (if necessary), and a school or district administrator shall meet to resolve the matter.
 2. In the event the matter is not resolved at the meeting with the school administrator, within ten (10) school days from the meeting with the administrator, the parent/guardian may request a meeting with the Director of Student Services. The decision of the Director of Student Services is final.
- C. For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in TCSD Board Policy 7007, *Parent/Legal Guardian Rights*.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights are:

Inspect and review all of their student's education records maintained by the school within 45 days of request for access.

Request that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write to the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Provide consent before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

[a] school officials with legitimate educational interests;

[b] other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending; or [c] individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility

GENERAL POLICIES:

Electronic Devices (Policy 5031)

Tooele County School District recognizes that technology can enhance teaching and learning. Student-owned/provided devices should be viewed as a resource. Utilizing student-owned devices is subject to common sense and legal guidelines. Teachers and administrators with the permission of parents are encouraged to utilize student-owned devices as part of the teaching and learning process.

Resources: this rule is authorized by;

- A. The Utah Constitution Article X, Section 3, which vests general control and supervision over public education to the Board.
- B. Subsection 53G-8-202(2)(c)(i), which directs the Superintendent to develop a conduct and discipline policy model for elementary and secondary public schools; and.
- C. 47 CFR, part 54, Children's Internet Protection Act, which requires schools and libraries that have computers with internet access to certify they have internet safety policies and technology protection measures in place to receive discounted internet access and services.
- D. All schools under the LEA supervision shall be required to have a policy or policies for students, employees and where appropriate, for guests governing the use of electronic devices on school premises and at school-sponsored activities. R277-495-3 (1),

1. Definitions

- a. Acceptable use Policy means a document stipulating constraints and practices that a user shall accept prior to a user accessing an LEA's or any school within an LEA's, network or the internet.
- b. Electronic Devices: means a device that is used for audio, video or text communication or any other type of computer or computer-like instrument including, but not limited to the following, smartphone; smart or electronic watch; a tablet; virtual reality device.
- c. Guest means an individual; who is not a student, employee, or designated volunteer of the public school; and who is on school property or at the site of a school-sponsored activity or event.
- d. Inappropriate matter means pornographic or indecent material as defined in Subsection 76-10- 1253(1)(a).
- e. District-owned electronic device means a device that is used for audio, video, text communication, or any other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by the LEA to a student or employee.
- f. Privately owned electronic device means a device, including an electronic device that is used for audio, video, text communication, or and another computer or computer-like device that is not owned or issued by the LEA to a student or employee.
- g. Public school means a school or public-school program grades kindergarten through 12 grades, which is part of the Utah Public School System, including a school with a distance learning program or an alternative program.
- h. The Children's Internet Protection Act (CIPA) means federal regulations enacted by the Federal Communications Commission (FCC) and administrated by the Schools and Libraries Division of the FCC.
- i. CIPA and companion laws, the Neighborhood Children's Internet Protection Act (NCIPA) and the Protecting Children in the 21st Century Act, require recipients of federal technology and to comply with certain internet filtering and policy requirement.
- j. Utah Education Telehealth Network (UETN) means the Utah Education and Telehealth Network created in section 53B-17-105
- k. Individual suspicion means information that an individual has violated policy; generally required for constitutional search (including personal belongings; exceptions are possible when privacy interests implicated in the search are minimal and where other safeguards are available; not as exacting in the public school setting as in criminal law.
- l. Reasonable suspicion; need not be based on a single factor, but on the totality of the circumstances; aggregate effect of all information available at the time of the search; does not require absolute certainty but only sufficient probability; the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.
- m. Instructional time are the hours during the school day designated by the school or school district, cumulative hours and days during the course of the school year must equal 990 hours of instructional hours and 180

instructional days, consistent with R277-419; also includes the time during the class when the teacher is instructing the students.

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 matter 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.

3. Use of District-owned Electronic Devices. District-owned electronic devices must be used in accordance with the specific rules and conditions related to the issuance of the device to the student, including rules on care and maintenance of the device, and restrictions on personal uses of the device, and rules relating to the installation or use of software on the device. Students may not use any District-owned electronic device to access inappropriate matter, nor may students use a District-owned electronic device to hack, any network or any electronic device. Students may not use any District-owned electronic device in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees or guests.

4. Exceptions to the general electronic device policy shall be made consistent with the school district and school policies but in the judgment and discretion of individual teachers.

- a. Medical reasons: School administrators may give permission for students to possess electronic devices for good cause shown if the devices do not distract from the instructional or education process.
- b. Parent request: parents may request that a student possess an electronic device on active mode at all times during the school day, with exception to during course or subject test and standardized assessments. Teachers shall grant such request for good cause shown. (good cause may include medical needs or unusual family situations.)
- c. Teacher permission: The teacher may permit a student to have an electronic device in his possession at all times during the regular school day, including during assessments, based on a written 504 plans, and IEP or legitimate circumstances as determined by the individual teacher.
- d. Emergency; students may use electronic devices in situations that threaten the health, safety or well-being of students (including themselves), school employees or others.
- e. Parents shall make requests for exceptions to the school district/school policy to the school principal, designee or individual teacher. The school shall have forms available at the main office and in the counseling center for parent/student requests.

5. Reporting misuse of electronic devices. Students should report any misuse of electronic devices by an employee to the principal or other appropriate administrators. Students should report misuse of electronic devices by other students to a teacher or an administrator. Misuse of electronic devices by guests should be reported to the principal or other appropriate administrators.

6. Consequences for violation of policy.

- a. Students will receive one warning prior to discipline for violation of this policy
- b. Designated individuals, upon identification, may retrieve their child's electronic device during school hours or by appointment.
- c. A school may impose other consequences for a student's violation of the electronic device policy only following notice of such policy to the school community. Such penalties are not exhaustive, and more than one penalty may be imposed if warranted. Such penalties may include:
 - Loss of electronic device privileges
 - Disciplinary letter
 - In-school suspension
 - Suspension
 - Loss of extracurricular or honor privileges or recognition
 - If students are defiant and will not cooperate with school administrators and/or will not surrender electronic devices, the designated school administrator may take appropriate action for the safety and well-being of the student or other students or employees at the school. The school principal or designee shall notify a parent immediately of additional penalties.

7. Notice to Students and Parents of Policy.

- a. Parents and students shall receive annual written notice of the school district's school's electronic device policy and procedure. Written notice may be satisfied by posting the policy on the school district/school's website, publishing the policy in the school handbook or directory, sending the policy to the students home or any other reasonable means.
- b. Parents and students shall receive annual notice of the policy;
 - Parents and students shall receive notice of changes in the school district/school policy in a timely manner and through reasonable means.
 - A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the school website if a school has a website.
- c. Schools may require that parents return a copy of the policy with a signature indicating that parents have had access to the policy.
- d. Information to parents should include exceptions to the policy and potential consequences for students.
- e. Information to parents shall provide clear information on how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.
- f. Students and parents shall be notified that law enforcement may be contacted, at the school's discretion if circumstances warrant such contact.

8. Confiscated Electronic Devices.

- a. Only licensed school personnel (unless other employees are specifically identified in policy) may confiscate student electronic devices.
- b. Licensed school employees are discouraged from searching or reviewing material or numbers stored on student electronic devices except under compelling circumstance.
- c. Licensed school employees may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
- d. Schools will do their best to guarantee and protect confiscated electronic devices but are not responsible for loss, damage or theft.
- e. Schools will make a good faith effort to notify parents or designated individuals that electronic device is in the school's possession and time and resources permitting, will maintain electronic devices until the end of the school year. Prior to disposal of devices school/school districts shall clear all personal data.

9. Creative and Innovative Uses for all Electronic Devices.

- a. Individual teachers, school employees, and schools are encouraged to use electronic devices creatively to communicate effectively with students and parents and to enhance instruction
- b. Creative uses might include:
 - Notifying absent students of assignments.
 - Communicating with parents when students excel or if a student falls behind or is absent
 - Parents notifying school when students are absent or tardy
 - Teachers notifying students of news articles or events that would enhance discussion or student research

- Providing immediate feedback to student on written work or assignments
- Using student electronic devices in class as response systems.

10. Other Provisions.

- a. Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, washrooms, and dressing areas.
- b. Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for lost stolen or damaged electronic equipment.
- c. Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
- d. Student and parents should be informed and understand that confiscated electronic devices may be subject to search by school officials.
- e. A student's penalties for violation(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation.

1st Time Warning – Student pick up at end of school day.

2nd Time - Parent Pick-up from office/administrator

3rd Time - Student loses privilege of having device at school

Acceptable Use Agreement

Parents and students must sign the Acceptable Use Policy for the student to have access to school computers and the internet. Students who misuse, access inappropriate material, engage in cyberbullying, conduct inappropriate email correspondence, or violate the Acceptable Use Policy may lose up to one year of computer access. (Agreement available for signature at registration or in the school office)

TCSD Student Dress and Grooming Standards (Code 5004)

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 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 to 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 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, which are crude, vulgar, profane, violent, sexually suggestive, or promote illegal/criminal activity.
3. Items which 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, well-groomed manner. Hair styles which 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 which 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/grubby", 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 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 at 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 wearing of military uniforms and insignias.
10. Hats or head coverings, including hoodies, are permitted as long as they do not disrupt the learning environment or make it difficult or impossible to identify students.
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 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 complies with dress and grooming requirements and/or a parent conference conducted to address the dress and grooming issues.

Assemblies and Activities

Attendance and participation in assemblies and other activities are considered privileges, reserved for those students who have maintained satisfactory citizenship and behavior. Students who have not met behavioral requirements may not be allowed to participate in these activities.

Assemblies are planned for educational and entertainment purposes. It is expected that students will follow posted assembly procedures being respectful, responsible, and reliable. Students who are asked to leave an assembly because of misconduct may lose the privilege of attending future assemblies.

Backpacks

Students can have and carry a backpack from class to class throughout the school day. Be cautious how much you put in your backpack, so it is not a burden/distraction to carry around throughout the day. Backpacks must be able to be carried on shoulders, no rolling backpacks are allowed. Stow backpacks away during class and in the lunchroom, so they are not a tripping hazard for other people. All such bags are subject to search, if there is reasonable suspicion from administration/law enforcement.

Book Fines

Books are the property of the school. When students register, they pay for the right to use online and other texts during the school year. Students who lose, damage, or have a book stolen will pay a book fine based on the value of the book.

Bus Conduct

To ensure safe transportation, students must act responsibly when riding the school bus. All students being transported are under the authority of the bus driver and must obey his/her requests. Bus riding privileges are extended to those who meet transportation department requirements.

All school policies apply to conduct on the buses, including a prohibition of smoking, drinking, and drug use, profane language, harassment of the driver or students, and any other inappropriate behavior. Failure to follow such rules may result in disciplinary action and/or the suspension of bus riding privileges. Parents are financially responsible, and a student may be referred to law enforcement, for any deliberate damage to the bus.

Cheating / Plagiarism

Consequences for cheating or plagiarism will be at the teacher's discretion and may include, but not be limited to (1) parent contact, (2) referral to administration, (3) no credit for the assignment/test/quiz that was cheated on.

Closed Campus

CNJHS is a closed campus. Students are always to remain on school property in designated areas. **If a student needs to leave campus, they must be checked out through office personnel by a parent/guardian with proper ID prior to leaving.** CNJ students leaving campus during the day, or visitors coming onto campus without the proper permission, may face disciplinary action.

Fees

Student fees need to be paid prior to the first day of school. Fees can also be paid online or over the phone. Parents may make payment arrangements with the principal if needed. Late payments will be due by November 1st. Unpaid fees will be sent to collections.

Yearbooks

Students will not receive their yearbooks on yearbook day if fees and fines are not paid in full.

Fee Waiver

Students who are in state custody or foster care, are receiving public assistance in the form of Aid to Families with Dependent Children (AFDC) or Supplemental Social Security Income (SSI) may have all fees waived. Other fee waivers may be granted based on extenuating circumstances. Requests for fee waiver are handled by the building principal. Packets are available in the office or at registration.

NOTE: Fee waiver does **not** cover the following: yearbooks, lost or damaged locks or books, truancy fines, or remediation classes.

Hall Lockers

******At this time we are not issuing hall lockers, in the case that we do in the future, the following applies: Students will be assigned a locker and school supplied lock. Lockers and locks are the property of CNJJHS and as such, CNJJHS reserves the right to inspect or search lockers at any time. *Students may not bring their own lock, and students may not share lockers with other students.* Students are responsible for keeping their locker clean. Damage to the lock or locker, writing on the locker, dirty lockers, or lost locks will result in school disciplinary consequences. CNJJHS is not responsible for lost or stolen personal property.

Homework

Students may have minimal homework assigned daily. Homework assigned should reinforce information learned during the school day. School-wide efforts are made to coordinate larger assignments when possible, so students are not overwhelmed. Homework requests are available for 3 or more consecutive absences and may be picked up in the main office. Refer to Homework District Policy on Tooele County School District website.

Hallways and Common Areas

Students are allowed to be in the hallways and common areas prior to the 1st bell of the day. Student conduct in the hallways and common areas is expected to be respectful and appropriate.

Loitering in the hallways, common areas, and bathrooms during and between classes is prohibited. Behavior in the halls should reflect the school code: Be Respectful, Responsible, and Reliable. Students, teachers, administrators, and custodians all share the responsibility to keep hallways clean and free of litter.

Hall Passes

Hall passes are to be used at the teacher's discretion and for emergencies. Only one student is allowed a hall pass at a time within a single classroom. Students are not to be in the hallways or common areas during class time without a pass from their teacher. Students must use the restroom that color coordinates with the teacher's hall pass and when allowed via the digital hall pass system, SmartPass. If a student is caught without a pass, they may be referred to administration.

Late Start/School Cancelled

If our community is experiencing severe weather, the TCSD may have a late start day or may need to cancel school. If school is cancelled the make-up day would be determined by the School District administration. Information on late start/school cancellation would be broadcast on the local channels and/or may be sent out over the phone system and through social media (Facebook, Instagram, Twitter).

Lost and Found

Students who lose items should report it to the office immediately. Any items found by students should be turned in to the office to be placed in the "lost and found" area. Before items can be returned to the owner, they must be accurately identified.

Lunch Policy and Procedures:

School and "sack" lunches are to be eaten in the lunchroom. No food or drink is permitted outside the lunchroom. School lunch may be paid for daily or may be paid for in advance online. Student's lunch balance can be viewed on Skyward along with the student's grades and attendance information. Students are required to clean up after themselves. Students who do not follow the posted expectations may be referred to administration. Students are to remain in the lunchroom, main foyer, and/or the approved area outside during the entire lunch time.

Vending Machines

******At this time we do not offer vending machines, in case for the future that we do, this information will remain. Vending machines are opened for a short period of time during each lunch session. Access to these machines is a

privilege that can be revoked at the discretion of the administration. Students that damage or otherwise vandalize the machines will be held responsible financially and will be referred to administration. The office is unable to give students change for the machines. CNJJHS is not responsible for money lost in the machines. Use at your own risk. The office WILL NOT reimburse money.

Any purchased item must be consumed in the cafeteria. Food and drink are not allowed in classrooms, the gym, or the halls. Beverages and/or beverage containers are not to be brought to school unless as part of a student's lunch brought from home.

Media Center (Library)

Students must follow posted expectations while in the library. Students may be admitted to the media center during class time with written consent from their teacher. Overdue notices will be given to students through their teachers. Students who owe fines for overdue books, lost books, or other materials will not be allowed to check out additional items until the fines are paid.

P.E. Requirements

A CNJJHS P.E. uniform must be worn in P.E. This clothing (with the exception of the gym shoes) should not be worn as part of a student's regular school dress. Sweatshirts and sweatpants may not be worn as part of the uniform but are recommended when class is held outside. P.E. uniform (shirt and shorts) can be purchased at registration or anytime through the financial secretary, who will give the student a receipt to bring to his/her P.E. teacher. A student may also use a CNJJHS uniform that his/her family has already purchased for another student. Lockers in the dressing rooms will be provided. **Students are responsible to secure their belongings.**

Perfumes, Colognes, Lotions, Body Spray, and Liquid/Spray Deodorants

Due to allergies and other medical conditions of students, faculty, and staff perfume, cologne, scented lotion, body spray, and liquid/spray deodorants are prohibited (NO glass containers). These items may be applied moderately at home before coming to school, if desired. *Students found in possession of these items will have them confiscated and may receive disciplinary action.*

Note: Solid and roll-on deodorant may be used in the gym locker rooms only.

Public Display of Affection (PDA)

Romantic feelings are personal and private. Public display of these feelings (i.e., holding hands, walking arm-in-arm, hugging, kissing, etc.) is prohibited on school property. Frequent disregard, beginning with the 3rd offense, will be considered non-compliance and referred to administration.

School Hours

School hours are from 8:00 a.m. until 2:40 p.m. on Monday, Tuesday, Wednesday and Thursday and from 8:00 a.m. until 1:30 p.m. on Friday. Students should not be in the building before 7:30 a.m. and should be out of the building by 2:55 p.m. and Friday by 1:45 p.m. (twenty minutes after the final dismissal bell unless they are under the **direct** supervision of a teacher). After school hours, a student will not be allowed in the building unless accompanied by a parent. Custodians are not permitted to open a teacher's room or any secured area of the building at a student or parent request.

Sickness/Injury

If a student feels sick at any time during school hours, he/she must report to the office for assistance, or the illness must be reported to the office immediately. Students and parents must make sure that telephone numbers listed on the student's emergency card are kept current, along with names of responsible adults the school can contact in case of an emergency. Any student who needs to be excused from his/her Physical Education class must have a note from his/her doctor. **A parent note will be accepted for two days only.** The doctor's note should include approximate timeframe of missed participation time, limitations (what the student cannot do) and capabilities (what the student can do).

Skateboards, Skates, Scooters, and Rollerblades

The use of skateboards, skates, scooters, and rollerblades is prohibited on school property.

Snowballing

Snowballing will not be allowed on campus. Any student involved in this activity may be considered non-compliant and receive appropriate disciplinary action.

Visitors

All visitors must check in at the Main office. No high school students, students on home study or expulsion/suspension, or students from other schools are allowed on campus unless they have received special permission from the administration (see closed campus). Visitors must obtain permission and a “visitor’s pass” from the office to visit classrooms, students, or school personnel. (For information on parent classroom visits, see the district policy on the district website.) If visitors do not follow procedure and policy, the potential for trespassing charges can occur.

Counseling Department

Students who want to meet with a counselor during school hours need to make an appointment with the counseling secretary before or after school or during the student’s lunch period. Parents may also set up an appointment by phoning (435) 833-1939 and ask for the counseling office.

Schedule Errors and Schedule Changes

District policy does not allow for schedule changes unless it is for an approved reason: IEPs and 504s, DLI requirements, missing a required class, moving into or out of honors, or filling a hole in a schedule. Students/Parents will need to use the approved Google Form to submit an error, or special reason, for schedule changes. There will be no lines at the counseling center for schedule changes. A fee of \$.25 will be charged per copy of official student transcripts. Schedule changes must be cleared through administration. **NO** other schedule changes will be approved.

Custody and Guardianship

The school is to be notified of any changes in custody or guardianship. Court documents will be kept confidential and in the student’s file for reference. The school will comply with the latest document provided.

Change of Address

If there is a change in a student’s or parent/guardian’s contact information (i.e., address, phone number, email address, etc.), it is the parent/guardian’s responsibility to notify the office immediately. This information is vital if there is an emergency and contact with the parent/guardian needs to be made. It is also important that additional emergency contacts are up to date as well.

Family Liaison

If you are living in temporary housing, doubled up in a home, or are an unaccompanied minor, please contact the school at (435) 833-1939 for information and/or eligibility forms.

GENERAL GRADING POLICIES (Policy 11012)**A. Classwork**

1. Classwork is a reflection and practice of the core standards and skills with support and constructive feedback within the school day.
2. Classwork comes in many varieties, which include but are not limited to: journals, bell ringers, practice, student self-assessments, projects, and group/center work.
3. Late work will be accepted and assessed within two (2) weeks of the due date. Work assigned within the last two weeks of the term is due three calendar days prior to the end of term. Work turned in three calendar days(not class periods) before the end of the quarter forfeits the opportunity for revisions due to quarter-end deadlines. Late work may result in up to a 15% reduction at the teacher's discretion in the overall score for that assignment. This practice must be included in class disclosures.
4. Students with excused absences have three school days to make-up work without penalty.

B. Homework

1. Homework is defined as work and study at home that is prepared and planned ahead of time to enhance intended learning objectives. It is work that can be done at home without the help of the teacher.
2. Refer to the homework guidelines for more information.

C. Assessment

1. Assessments are to reflect Core Standards and student mastery and/or progress of core standards. Assessments should measure student learning, and proficiency and guide instructional planning for teachers.
2. Assessment comes in many varieties, which include but are not limited to: bellringers, tests, projects, formal/informal assessments, quizzes, demonstrations, papers, and portfolios.
3. Assessments taken late for excused absence after the three-day makeup window provided by the teacher may incur up to a 15% reduction at the teacher's discretion of the overall test score.
4. Students can redo assessments, but are limited to two, in order to demonstrate proficiency. Additional preparedness may be required before a request to redo an assessment is allowed.
 - a. Due to the limited availability of comparable forms of respective district benchmark assessments, only one retake will be provided.

D. Grading

1. Student work and assessments will be based on standards from the Utah Core.
2. Grades on report cards will accurately reflect students' academic proficiency in relation to course standards.
3. Extra points can be given through additional opportunities for all students to demonstrate increased proficiency through retakes (refer to Section A.8). Non-content-related materials cannot be assigned for extra points.
4. Attendance, tardies, and behavior will not be included in the academic grade.
5. Grades will be determined based on the Tooele County School District grading scale.

Grades 6-12	
Grade	Percentage
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63
D-	60
F	Below

6. Grades will be updated weekly in the student information system.
7. Student proficiency is measured as a grade that is comprised of assessment, classwork, and homework.
8. Final Grade Weighting
 - Assessment: No less than 50%
 - Homework: No more than 0-10%
 - Classwork: Remaining percentage of the whole

Student Incentive/ Remediation Days (Tracks to Achievement – T2A)

All students have the opportunity to participate in incentive activities that are based on one or all of the following: grades, attendance, tardiness, and behavioral excellence (2.0 GPA, No U's, No Out-of-school Suspensions). Those students that do not qualify will attend remediation sessions in order to receive additional instruction in the areas they are struggling in, complete missing work, and/or make up common assessments or other tests/quizzes.

Grading Scale

Academic marks are designated as A, B, C, D, F, and I (incomplete). "A" indicates excellent or superior performance; "B" indicates good or above average performance; "C" indicates average performance; "D" indicates below average performance that is passing; and "F" indicates performance that does not meet minimum requirements. An "I" indicates unique situations that should be referred to administration. Refer to Grading District Policy.

Citizenship Grades

Citizenship grades are based on the CNJJHS Citizenship Rubric. "H" indicates honors; "S" indicates satisfactory; "N" indicates needs improvement; and "U" indicates unsatisfactory.

SCHOOL-WIDE DISCIPLINE

General Philosophy

It is the aim of CNJJHS that staff and students live and learn by the

Jaguar Code:

Be Respectful, Be Responsible, Be Reliable.

School Rules

Be Respectful

1. Students will follow the directions of all school staff.
2. Students will respect themselves and others by keeping hands, feet, mouth, and all objects to themselves.

Be Responsible

3. Students will bring appropriate materials and a positive attitude.
4. Students will stay in their assigned area.

Be Reliable

5. Arrive on time and ready to learn.

Disrespect to and defiance of school personnel and/or school rules will not be tolerated. Noncompliance will result in immediate consequences. The ultimate goal of discipline is to teach safe and appropriate behavior at school so students may learn appropriate self-discipline.

SAFE SCHOOLS VIOLATIONS

Bullying, Cyberbullying, Harassment, Hazing and Retaliation

Any action that provokes fear in another student is illegal and can be prosecuted. These types of behaviors will not be tolerated. Participation in and/or knowledge of these behaviors will result in administrative action and may include, but not be limited to: behavior intervention, after school detention (ASD), in-school suspension, out of school suspension, parent conference, referral to law enforcement, and referral to a district Case Management Team (CMT).

Inappropriate Use of Social Media

CNJHS is NOT responsible for any negative student interactions that take place on social media platforms. Parents – it is your responsibility to ensure safe and appropriate phone use for your child. The improper/inappropriate use of social media outside the school setting can lead to problems in the school setting which may cause a disruption to both teaching and learning. Incidents of this nature may result in the involvement of administration and/or law enforcement.

Disruption of School Operations

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor

blades, bats and clubs); or the use of foul, profane, vulgar, harassing, or abusive language.

Drug and Alcohol Use, or Knowingly Present

The use, possession, distribution, or sale of alcohol, illegal drugs, prescription drugs, look-a-like drugs, over the counter drugs, or drug paraphernalia constitutes a hazard to the welfare of students, staff and educational programs and is illegal. Students who are under the influence of, in possession of, knowingly present where there is use and/or possession of, and/or distribute alcohol or drugs during school hours, on school property, on the way to or from school, or during any school sponsored activity or event will face the following disciplinary action: (1) suspension from school; (2) referral to law enforcement; and (3) referral to district Case Management Team (CMT).

Explosive Devices

Materials or devices such as fireworks, shotgun shells, bullets, explosive caps, black powder, and cigarette lighters are prohibited on school property.

Fighting

Fighting and physical abuse is illegal and will be referred to Law Enforcement. Suspension for fighting may range from one (1) to ten (10) days. Students who experience difficulty with other students should discuss it with a teacher, counselor, or building administrator to prevent becoming involved in a fight. “Horseplay” and/or “pretend” fighting is also prohibited. The recording and/or promotion of fighting, and violence, is not permitted, and students may be suspended for this act.

Fire Alarms and Extinguishers

It is illegal to tamper with fire alarms or fire extinguishers. Doing so will result in disciplinary action which may include suspension/expulsion.

Knives/Cutting Instruments

Knives, box cutters, razor blades, or other cutting instruments (not being used for instruction and under staff supervision) of any kind and size are prohibited on school property.

Prohibitions

Students are not allowed to bring any items to school that may disrupt the learning process. Students that bring items to school that administration has determined to be prohibited will have them confiscated. Confiscated items, if not illegal, must be picked up by a parent/guardian from the office. Illegal items will be given to the Tooele City Police and will be dealt with accordingly. CNJJHS will not be held liable for the loss of any confiscated items.

Safe Schools Alert

“SafeUT” is the reporting tool used by the Tooele County School District to report any issues regarding student safety. The “SafeUT” app is available to download for Apple and Android devices or call 1 (800) 273-8255 to report a student safety issue.

Search and Seizure

School officials have the authority to search a student’s person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers /P.E. lockers. School lockers/P.E. lockers are the sole property of the Tooele County School District and Clarke N Johnsen Junior High. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Sexual Harassment

In compliance with state and federal law, any form of sexual harassment by students or staff is prohibited. This includes any verbal, written, or physical conduct/contact of a sexual nature and which has the purpose of effecting or

creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as, but not limited to, unwelcome/unwanted touches, pulling clothing down or off, sexually vulgar words, sexually graphic pictures, obscene gestures, spreading of sexual rumors, and requests for sexual favors. Sexual harassment is illegal and will result in administrative action and possible referral to law enforcement and will be handled on a case-by-case basis.

Theft:

Stealing is illegal and will result in administrative action and possible referral to law enforcement and will be handled on a case-by-case basis. Please do not leave your valuables (i.e. phones, airpods, money, etc) unattended at ANY time. If you bring items like this to school, you are doing so at your own risk.

Tobacco Use

The use and/or possession of tobacco products, or electronic cigarettes, by students are prohibited and illegal in school, on school property, on the way to and from school, and during all school sponsored activities. First offenders, in addition to suspension, will be required to complete a smoking cessation class and sign a “no use” contract. School administrators are agents of the court and will issue citations for repeated offenses in addition to other disciplinary action as deemed appropriate by the administration.

Trespass

Under the law, a person is guilty of a misdemeanor if he/she enters or remains on school property without authorization. If a person is asked to leave the school by a school official, he/she must leave immediately. Persons who are considered trespassing may be referred to law enforcement.

Vandalism

Destruction of personal, private, or public property may result in one or all of the following: suspension, fines, community service, and/or referral to law enforcement.

Conditions of Suspension**Authority to Suspend or Expel**

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall make a referral to the District’s Case Management Team (CMT).

Suspended Students

A student who is suspended may not participate in school activities/functions or be on school property (considered trespassing) until he/she is readmitted from the suspension by an administrator.

Alternatives to Out of School Suspension:

A parent/guardian may request to attend school with their student in lieu of an out of school suspension upon the consent of the administration and the student’s teachers. The parent/guardian must agree to attend all of the student’s classes with the student for each day of the suspension.

Classroom Behavior

In general, a student's classroom behavior is inappropriate when it either causes the teacher to stop teaching or it prevents other students in the classroom from learning.

A teacher may exclude a student from class when the severity of the offense, the persistence of the behavior, or the disruptive effect makes the presence of the student unacceptable. In these cases, a parent- teacher conference may be necessary for the student to return to class.

Classroom Discipline

Discipline policies apply to all students at CNJJHS. These policies are established to help all students achieve self-discipline. It is therefore expected that rules shall be clear, and the consequences stated. All rules cannot be written, and similar offenses will warrant similar consequences. Chronic offenders will be treated with more severity.

In-School Management. The first line of discipline is the teacher. The teacher shall notify a parent or guardian, by phone, in person, or in writing when a student is failing or receiving a “U” citizenship grade. This systematic approach shall be documented as follows after the class and school rules are given to the student:

Step 1: Conference with student.

Step 2: Parent/guardian contact is made.

Step 3: Intervention: bilateral contract or other interventions are created and attempted

Step 4: School counselor is involved (optional).

Step 5: Student is referred to Administrator.

In cases involving severe crisis situations, the above steps may be overridden, and students may be referred directly to the administration. Crisis includes, but is not restricted to, vandalism, open defiance, or threat of a physical nature. Consequences are given for unacceptable behavior. A conference with parent/guardian, teacher, student, and administrator may be scheduled with severe situations or habitual problems.

Detention

Students are assigned to detention by the teacher or administration for unacceptable behavior. The detention must be completed within the scheduled time. Failure to complete the detention within the scheduled time may result in the following: additional detention, suspension, and may result in a citizenship grade of “U” for each class involved, and no participation in activities.

Lunch Detention Procedures

Students will pick up their lunch and report to the assigned Alternative Learning Center (ALC) for Lunch Detention immediately after their lunch bell. If a student is a “No Show”, he/she will be assigned an additional day of Lunch Detention. Students will have a choice of cafeteria food, or they may bring their own lunch from home. Students will be expected to bring class work and follow ALC rules at all times. Anyone behaving inappropriately may be assigned an additional day of detention, and or be suspended.

Grievance Procedure

A parent/guardian of a student facing suspension or disciplinary action may request a review of the decision by using the following procedure:

1. Discuss the grievance with the teacher or person at the school in charge of the decision.
2. Meet with the principal and Standards Committee (School Behavior Committee), if necessary.
3. If the parties fail to reach an agreement, the student and a parent or guardian may request a review by the School Director or designee

SCHOOL EMERGENCIES

A school emergency response chart is posted in every classroom with procedures to follow for emergencies, including exiting instructions that may occur while school is in session. Teachers review these procedures with the students the first week of school and after safety drills. Students are expected to follow all directions given by faculty, staff, law enforcement or other emergency agencies immediately. *During an emergency, it is important to remember that the phone lines need to be available for emergency personnel to contact the school or to be contacted by the school. Parents are encouraged to gain information through radio, television, or online (Facebook Page, Instagram, Twitter, etc...) rather than load the phone lines. All necessary information will be released as available.*

Safety Drills

Safety drills are conducted as often as mandated by Utah law. In order to be prepared in the event of an emergency, it is imperative to take the safety drills seriously and treat them as if the emergency was really taking place. The following is brief, important information regarding possible emergencies and how they are to be handled by students and staff. *

Passing Between Classes, Lunch Time, and Assemblies

If the emergency alarm/announcement is made during passing time, students are to report to the previous teacher or their designated evacuation site outside the building. If the emergency alarm/announcement occurs during lunch

time, they will evacuate and meet their 4th/9th period teacher at the teacher's designated evacuation site outside the building. If the emergency alarm/announcement occurs during an assembly, the students are to remain with the teacher they came to the assembly with and evacuate to the designated site outside the building.

Power Failure

- Remain where you are and listen for instructions from staff, administration, law enforcement, or other emergency agencies.
- Follow the instructions immediately.

Relocation Centers for Emergencies

If directed by administration, law enforcement, or other emergency agency to relocate, we will proceed to Overlake Elementary School in a quick and orderly fashion. If this is not the safest place, the students and teachers will be relocated to the Deseret Peak Complex. Once administration has authorized the release of students, parents/guardians may pick them up at the relocation center used. *

NOTE: *Only parents/guardians or individuals listed on the student's emergency card may pick the student up. They MUST show proper I.D. upon arrival.*