

**Ibapah Elementary School
Student/Parent Handbook
2025-2026**



Ibapah Eagles

Ibapah Elementary School

116 Eagles Nest

Ibapah, UT 84034

Office: 435-234-1113

Fax: 435-234-1175

Welcome to the start of a new school year! We are excited and looking forward to the 2025-26 school year, and we hope you are too. We have a lot to be proud of at our school thanks to the terrific students, parents, and staff who work so well together.

First and foremost, a school is about the students, and ours are among the finest young people anyone could hope to be with. They are very generous and caring. They volunteer for things, they try to help, and they take their schoolwork seriously and sincerely. They always want to do their best. We feel very lucky to be with them and to watch them grow.

The staff at Ibapah Elementary works together harmoniously, and we are grateful for that on so many levels. This is a great school! We like working here and we like working with each other. The passion and dedication our teachers bring to school every day are phenomenal. They are student-focused, constantly striving to provide what is best for students, and professional in their pursuit of excellence. The support staff does exactly that - support students and teachers in their quest for learning.

Finally, the parents of our school community are involved, and we are grateful for the volunteer hours spent doing everything from helping teachers to ensuring children learn. We have a lot to be thankful for, and the staff and I know it.

If there is anything we can do to help your child be more successful, please let us know. We invite parents' participation, questions, and suggestions as we work on behalf of every child. Our goal continues to be the provision of the best possible education for each child who attends Ibapah Elementary. They deserve no less.

We trust that your experience with our school will continue your faith in public education and that you will find in Ibapah Elementary an education for your children that is worthy of your love and concern for them.

Our door is always open if you have any questions or concerns. Please feel free to call, email, or stop by and visit. Best wishes for a great year!

Ibapah Elementary School

Deanne Bateman K-3

John Thomas 4-6

Gina Ruiz Principal

Ibapah Elementary School

116 Eagles Nest

Ibapah, UT 84034

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TOOELE COUNTY SCHOOL DISTRICT MISSION STATEMENT: Creating a Culture of Learning for All

IBAPAH ELEMENTARY SHARED VISION: Everyone a Learner, Every Day!

Please visit us on our website. Check out the monthly calendars of events, announcements, and Community Council information.

(This handbook was prepared in July. Schedules may be subject to change.)

SCHOOL HOURS - Monday through Thursday

| | |
|-------------------------------------|-----------|
| Teachers Arrive..... | 7:20 |
| Doors Open..... | 7:30 |
| Breakfast Begins..... | 7:30 |
| Students' Access to Classrooms..... | 7:55 |
| Best Arrival Time for Students..... | 7:30 |
| School Works Begins..... | 8:00 |
| Doors Locked..... | 7:55-3:10 |
| Dismissal..... | 3:10 |

EMERGENCY PREPAREDNESS AND EVACUATION PLAN - In the event of an evacuation of the building, the instructional staff has the responsibility of leading students to an area of safety. Evacuation plans are posted in noticeable places in each instructional area. Every effort will be made to keep parents informed during an emergency. Parents are requested to stay away from the school grounds to help to maintain clear access to the school grounds for emergency equipment, unless asked to go to the school by emergency personnel.

In the event that there is a major emergency at Ibapah Elementary and we need to vacate the school, our site of reunification will be the LDS Church (yellow building across the street from the school). If you have any questions or concerns, please contact the school (435-234-1113). Please do not come over to Ibapah Elementary while we are vacating. Meet your child at the reunification site. An accurate accounting of all students will be necessary. Students will be released only to their parents or to those listed as the emergency contact on ASPIRE. **Please be sure the contact information is always up to date. Please bring a photo ID with you.**

Please call the district office at 833-1900 for further information and/or instructions in the event of an emergency.

COMMUNITY COUNCIL - The Community Council is an integral part of Ibapah Elementary, and the school owes much of its success to these organizations, which are kept going by very dedicated and talented parent volunteers.

The Utah State Legislature passed a law in 2000 requiring every public school in the state to establish a Community Council at the school-site level, consisting of parents and school personnel, for purposes of school improvement. This is an advisory council that helps make plans, review programs, and address concerns. Parents and community members are encouraged to use the community council process to address concerns. The Community Council reviews programs, testing results, and develops the Trust Lands Plan.

The Community Council meets throughout the year at Ibapah Elementary School, and parents are encouraged to participate. Please watch for meeting times and dates on the school website or posted at the mailboxes. Agendas are posted on the school doors prior to meetings, and if there's something you'd like included on the agenda, please contact Mrs. Bateman

FUNDRAISERS - Fundraisers will be determined and conducted by the Community Council. The money raised from the various fundraisers will be put toward events, incentives for students, school supplies, field trips, etc.

COMMUNICATION - Please let us know of any concerns you may have. We cannot fix something if we don't know about it. If there is a concern, parents are encouraged to talk to their child's teacher first to gain a full perspective. If you are aware of a serious situation, please contact Ms. Ruiz directly. Email is an easy way to contact staff. Most of our emails can be addressed using the first initial and last name @tooeschools.org.

ARRIVAL TO SCHOOL - We suggest an arrival time of 7:30. Students will be admitted to the building at 7:30.

Arrangements must be made for child care/supervision in the morning before school. Please carpool or arrange child care so children will not be dropped off or arrive too early. Teachers will be planning before school begins. Please respect this planning and preparation time. A well-prepared teacher is essential to your child's education.

Students should be in their seats and ready to start school at 8:00 am.

TARDIES - Being late can be disruptive to a child's education. Excessive or habitual tardies cause students to miss important instruction. It takes additional teacher time to explain or help catch up the tardy student, which is not fair to the students who were on time. Children arriving late may disturb the class. It is often embarrassing for students to be late. Children also miss out on important socializing opportunities when they come late. Please help us by making sure your child gets off to a good start. The best arrival time is 7:30 am.

ATTENDANCE - There is a powerful link between attendance and academic success in school. To give students the best opportunity to reach their potential both academically and socially, they must attend regularly. When students are tardy or absent, they miss out on valuable learning and social experiences that cannot be replaced.

The importance of regular attendance cannot be overemphasized. A child should be in school every day that he/she is able. Students who miss a lot of school are at risk. Research has shown that each day of absence results in $2 \frac{1}{2}$ days of loss of learning due to disruption in the student's instruction. Your assistance with this could make a big difference for your child.

The fewer the absences, the better, but generally, ten school days missed for the entire year is considered manageable. Acceptable reasons for being absent are personal illness, professional

appointments that are impossible to schedule at any other time, and family emergencies like funerals. Babysitting, shopping, and other such things are not recognized as legitimate reasons for missing school. Please do everything possible to arrange vacations with the school calendar in mind. Try to schedule doctor and dentist appointments so that children do not miss instruction. Unless the appointment takes the entire school day, students are expected to attend class before and after their appointments.

It is extremely difficult to successfully keep up with classwork if attendance is irregular. Even "getting the work" does not make up for missing instruction. Regular attendance is not only critical for a good education, but it is also the parents' legal responsibility.

If a child is going to be absent or late, please email your child's teacher by 9:30. Email is preferable, but a quick phone call works too. A voice mail message can be left if the call is made before school hours.

If a child does not arrive at school, we want to be sure he/she is safe with you. TCSD has purchased a call-out system, which will make phone calls home if your child has not been called in absent and excused that day. At this time, those phone calls will be received in the afternoon.

Classroom incentives and school-wide incentives promote the importance of attendance. Perfect attendance for the year with very few tardies is also recognized at our end-of-year Award Programs.

Each family will have access to the Tooele School District's Compulsory Attendance Policy, which will be posted online at our school's website. There have been changes in the policy made by the School Board, which include specific consequences for missing school. Please review the policy.

MAKE-UP WORK - When students are sick, teachers will gather assignments to be picked up after school or sent home with another student, if requested. E-mail the teacher or call to request the service. Please do not drop in during the school day to pick up assignments for students who are sick. When classes are interrupted, it disrupts valuable instructional time for other students. Remember, there is a wealth of learning at school that does not involve paper and pencil. Class activities and discussions cannot be reproduced or re-staged for children who are absent. Be aware of the late work and make-up work policies in your child's class.

DISMISSAL - Students are not to be on the playground using equipment or playing during dismissal. They may return later to play outside once they have checked in with their parents and have their parents' permission, but students will not be able to have access to the building, nor will they be supervised by school personnel.

PARENTS REQUESTING EARLY DISMISSAL / RELEASE OF STUDENTS - In the event a student needs to be dismissed from school prior to the last bell of the day, parents/guardians are to call the school or email the student's teacher, and come to the school and officially withdraw the student. Upon completion of the sign-out process, which only takes a few minutes, students will be excused from class. Parents/guardians are not allowed to go directly to class and withdraw the student.

HOMEWORK - Ibapah Elementary School will strive to build "homework" into our daily schedules. The homework students will be expected to have will be reading four nights a week. The table below shows the expected time to spend reading each night **with** your child.

| GRADE | READING MINUTES |
|-----------------------|------------------------|
| Kindergarten | 10 min. 4 days a week |
| 1 st grade | 15 min. 4 days a week |
| 2 nd grade | 20 min. 4 days a week |

| | |
|-----------------------|-----------------------|
| 3 rd grade | 25 min. 4 days a week |
| 4 th grade | 30 min. 4 days a week |
| 5 th grade | 30 min. 4 days a week |
| 6 th grade | 30 min. 4 days a week |

Reasonable homework may also include: Independent practice, preparing for a test, and special projects from time to time.

TEXTBOOKS AND LIBRARY BOOKS - Any textbooks, library books, or books in special reading programs that have been lost or damaged beyond repair need to be paid for or replaced before graduation/promotion.

SKYWARD - Parents are encouraged to use Skyward to track their child's work and attendance. The school provides passwords and ID numbers. Please understand that grades will be posted in a timely manner. TCSD Board policy requires that grades be updated every two weeks. If you have any questions about missing assignments or grades, please email your child's teacher.

TESTING - Students are tested to monitor their progress throughout the school year. Some testing is informal, and some is formal and mandated by the state. All children at Ibapah Elementary are given reading screenings at the beginning of the school year to help teachers plan effective instruction. More testing may be deemed necessary by the teacher. Throughout the year, reading fluency is regularly tested using DIBELS, which are grade-level passages that students read for word accuracy. Reading fluency rates provide snapshots of a child's reading progress and sometimes tell us that further exploration may be warranted. Progress monitoring in math is completed regularly in each classroom, and data is analyzed to inform instruction.

EARLY RELEASE OF STUDENTS - TCSD Board of Education approved days for the early release of elementary school students at the end of each term. This gives teachers the time to prepare report cards without supervising students in the classroom. The early release days are on the district calendar. All students will be released at 12:00 on those days.

PARENT CONFERENCES - Cooperation between teachers and parents plays an important role in student success. For that reason, parents should feel free to contact any of our teachers and arrange a conference to discuss student progress. Please call to schedule the conference before coming to the school so as not to interrupt a class in progress. We will have formal parent/teacher conferences two times throughout the year. Once in the fall and once mid-winter.

Please do not feel you have to wait for formal conferences to meet with your child's teacher. Let your child's teacher know at any point if you need to arrange a conference, either by meeting, phone, or email. Teachers want to be available to parents to help ensure school success for every child.

We are sure you realize that a teacher's primary responsibility is to the students in the classroom. We also believe you are aware of the problems that could arise if parents go into the classrooms during school time to talk with teachers. Therefore, no one should go to a teacher's room without an appointment. Conferences must be held before or after school.

VOLUNTEERS - Volunteers are always welcome and much appreciated. Many of the things the school provides would not be possible without the generous support of the community. Volunteers often find that the energy and commitment put in is returned in terms of satisfaction, skills, and experience.

There are many ways to volunteer and be involved. Please contact your child's teacher for suggestions on how you can help.

We also recognize that you make valuable contributions to your child's success at school every day when you see that your child completes his or her homework, reads every day, gets plenty of rest, eats well, exercises, and has a good attitude about school.

STUDENT VISITORS/GUESTS - Student visitors are not permitted to attend classes, visit the school, or visit classrooms during regular school hours. District policy does not allow students to attend classes unless enrolled at our school. Our school cannot be held responsible, legally or practically, for taking care of children who are not registered at Ibapah Elementary. Please make other arrangements for visiting school-age relatives and friends.

BREAKFAST - Breakfast is served from 7:30 to 7:45. We try to adhere to that schedule so that students are not tardy to class. School breakfast is a convenience that we are happy to provide, but our primary mission is learning, and students must be in their class on time to get the full benefit of what school can offer.

SCHOOL LUNCH - Hot lunches are provided for all students. Students are welcome to bring their own lunches from home. Milk and fruit drinks are available. Students may not leave school for lunch unless accompanied by their parent or guardian. Ibapah Elementary is a closed campus.

We are diligently and constantly working toward good table manners, courtesy, and proper lunchroom behavior. We believe we should reinforce good eating and behavior habits taught at home. Each child is expected to practice good manners while in the cafeteria. For sanitary and allergy reasons, students should not exchange or share lunches.

CELL PHONES - We understand the feeling of security that cell phones bring, but we need to make sure they don't cause problems at school. Cell phones may be brought to school with parents' permission, but must be turned off during school hours and kept in backpacks unless teachers have students use them for learning activities. Cell phones are not to be used by students during school hours to call out. The teacher's desk phone is available for students when necessary and with permission, during the school day. We cannot assume any responsibility for cell phones.

If students do not comply with cell phone rules, consequences may be the following:

1st infraction - Cell phone held until the end of the day.

2nd infraction - Cell phone held until parent picks up.

STUDENT DRESS - Clothing, language, and behavior reflect the pride we take in our school and in the pursuit of learning. Proper dress and grooming greatly affect the attitude and behavior of students. Research indicates that student dress influences academic success. With this in mind, we encourage all students to be mindful of their dress and grooming habits. School is the child's place of business, and children who are groomed and dressed in appropriate school clothing seem to do a better job. Learning to comply with this dress policy is an integral part of each student's education and a positive step toward becoming a successful member of society. We also want to encourage children to be children and not grow up too fast.

Some specific dress standards for our school are:

1. Shoes are required at all times, including on the playground. Because children will be expected to play outside, please ensure that their shoes are appropriate for active play. ***For safety reasons, flip-flops, high-heeled shoes, or wheelies are not allowed.***
2. Students may wear shorts as long as they cover their underwear completely and are the appropriate length. ***Shorts, skirts, and dresses should be at least fingertip length.***
3. ***Halter-tops, midriffs, and spaghetti straps are not appropriate for school.*** Sleeveless tops may be worn as long as they are modest, at least 2 finger-widths wide, and the body is covered properly.
4. Any clothing with vulgar words, inappropriate pictures, advertisements for alcohol, drugs, or tobacco will not be allowed at school.
5. Hairstyles or hair colors that are disruptive are not permitted.
6. Make-up is to be left at home.
7. Students are not to write on clothing or to wear clothing that students have written on. Students are also not to write on body parts. Paper will be supplied to students to meet their needs.

Parents may be called to bring appropriate clothing to school if necessary.

From time to time, the building principal may designate days when dress standards may be slightly altered.

Please be sure that your child is dressed appropriately to fit the weather conditions for the day. Stay aware of predicted weather conditions and dress your child for their comfort and safety.

LOST AND FOUND ITEMS - If your child finds anything at school, please encourage them to turn the item in to their teacher. Throughout the school year, many personal items are left unclaimed by students. These include coats, hats, shoes, gloves, and backpacks. Please label all items brought to school, and if your child loses anything, please check the school's lost and found. It would be a good idea to check this area periodically. **Any unclaimed items will be donated to a charitable institution at winter break, spring break, and summer break.**

CHANGE OF ADDRESS - Please inform your child's teacher if you change your address or phone numbers at home or at work. It is imperative that we are able to locate you in case of an emergency.

SUBSTITUTE TEACHERS - Teachers are dedicated, hard-working individuals. Occasionally, even teachers must be away from their classrooms because of illness or other emergencies. When the regular classroom teachers are away from the school, the Tooele County School District has hired and cleared a core of qualified individuals to fill in until the regular teacher returns to her/his classroom. If you are willing to serve as a substitute at our school, please let us know.

Functioning as a substitute teacher is a difficult job. We need to help them be as successful as possible in their jobs. Counsel your children to be on their best behavior when a substitute teacher is assigned. Remind them to treat the substitute teacher with respect.

If a student becomes disruptive, he/she may be removed from the classroom for the remainder of the school day. If the infraction is serious, additional disciplinary action may be taken.

TRAFFIC SAFETY - Please always drive carefully around the school and be sure everyone wears seat belts. We want to encourage everyone to drive slowly and extra carefully anytime children are around. We use the parking lot for drop-off and pick-up of children. Students should watch for moving vehicles when getting in or out of their vehicle.

Please use sidewalks and never walk behind parked cars. Students should use the sidewalk to gain access to their vehicles.

CONDUCT TO AND FROM SCHOOL – Students are subject to the same rules of conduct while traveling to and from school as they are while on school grounds. **This includes at school bus stops, on school buses, on all school district property, and at all school district-related activities during regular school hours and outside of regular school hours, whether on or off campus.** Those standards and responsibilities include, but are not limited to:

1. Respect the rights and responsibilities of others.
2. Accept responsibility for his/her own choices and consequences of choices - good and bad.
3. Abide by the authority of teachers, staff, and other adults.
4. Be regular and prompt in all school responsibilities.
5. Make a constant effort to do one's best.
6. Help maintain school property and keep it free from damage and vandalism.
7. Abide by all classroom rules and general school rules.

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Riding the school bus is a privilege, not a right. The following rules must be followed:

1. The bus driver is in complete charge of the bus and its occupants at all times. Students must comply with the requests of the driver.
2. Students will be dropped off the bus at the designated drop-off locations only. **Bus Discipline Policy:**

Because safety is a priority, a student may be removed from the bus for misbehavior on the bus or at the bus stop. Generally, misbehavior will be handled as follows:

1st Offense-Warning, Parents Notified (will be notified with each occurrence)

2nd Offense-Bus riding privilege revoked for 5 school days

3rd Offense-Bus riding privilege revoked for 10 school days

4th Offense- Bus riding privilege revoked for an entire semester or longer as deemed necessary.

Note: A student may be removed from the bus on the very first offense, depending upon the severity of the infraction. Likewise, a student may be removed for a longer period of time than stated

above—regardless of the number of infractions- depending upon the severity of the infractions (s).

The following form is the Tooele County School District's Rules and Regulations Agreement for any student who will be riding the school bus. This form must be signed and returned to the school.

Tooele County School District
Rules and Regulations Governing Student Transportation

| | | |
|---------------------------------------|-------------|-------------|
| Name: | Grade: | Bus Stop: |
| Address: | | |
| Home Phone: | Work Phone: | Cell Phone: |
| Name of Parent (s)/Legal Guardian(s): | | |
| Student Health Problems: | | |
| Bus # | | |

1. Pupils shall observe classroom conduct and obey the driver promptly and respectfully. The driver is in complete charge of all students during the loading, unloading of the bus and during transit.
2. Pupils shall respect the rights and safety of others.
3. Pupils shall arrive at the bus stop before the bus arrives. (5 minutes)
4. Pupils shall wait in a safe place, clear of traffic and away from where the bus stops.
5. Pupils shall wait in an orderly line and avoid horseplay.
6. Pupils shall cross the road or street in front of the bus only after the bus has come to a complete stop and upon direction of the driver.
7. Pupils shall go directly to an available or assigned seat when entering the bus.
8. Pupils shall remain seated and keep aisles and exits clear.
9. Pupils shall refrain from throwing or passing objects on, from, or into busses.
10. Pupils are permitted to carry only objects that can be held on one's lap. Skateboards and scooters are not allowed.

11. Pupils shall refrain from the use of profane language, tobacco, alcohol, drugs, or any other illegal controlled substance on the bus.
12. Pupils shall refrain from eating and drinking on the bus.
13. Pupils shall not carry hazardous materials, nuisance items, and animals onto the bus. Weapons or fireworks of any kind are not allowed on the bus.
14. Students are bus eligible only for their own assigned bus. Students will be picked up and dropped off at their designated stops only. Bus rosters and liability issues will not allow for student bus changes.
15. Pupils shall refrain from extending head, arms, or objects out of the bus windows.
16. Pupils shall refrain from hitching rides via the rear bumper or other parts of the bus.
17. Any pupil damaging transportation property in any way shall pay for all such damages.
18. Buses leave schools immediately after scheduled release times.

Please sign showing you have read these regulations and have read them to your student or students.

Parent/Guardian Name Printed: _____

Parent/Guardian's Signature: _____

EMERGENCY, ILLNESS, OR INJURY AT SCHOOL - *It is necessary that we have a current phone number where we can reach a parent, relative, or neighbor at all times.* If your child is injured at school, the medical personnel will not treat him/her without permission from someone in the family, so please let your child and the school know who they may contact at all times. If you are new to Ibapah Elementary School or have had a change in information, please notify the school at once at (435) 234-1113.

If a student becomes ill or is injured at school, parents/guardians will be called. Parents/guardians will be expected to pick up the ill/injured child or to make arrangements for another person to pick him/her up as promptly as possible. Having an ill child at school may affect the well-being of other children.

ILLNESS - Please do not send your child to school when they have any of the following symptoms: Fever, Sore Throat due to infection, Diarrhea, Nausea/Vomiting, Head Lice/Nits, Cough due to infection, Eye infection, Contagious Skin Rashes, Tonsillitis, or Contagious Diseases.

When a student has to remain home for an illness, parents must call or email the student's teacher. If the student misses multiple days, a doctor's note will be required to verify that the child is/or has been sick.

MEDICAL CONCERNS - If your student has medical conditions or issues that we should be aware of, please contact your child's teacher so that a care Plan can be developed to meet the needs of your student.

MEDICATIONS - State law forbids school personnel from dispensing any medication, even over-the-counter remedies, without the written consent of the child's physician, and/or the City/County Health Department. Forms for this purpose are available and must be completed before we will administer any medication. All medication containers must have complete information attached: name of contents, patient, dosage, and instructions.

Children are not allowed to carry medication of any kind at school, including prescriptions, aspirin, or Tylenol. Cough drops are okay.

NOTE: State law is very strict and will not allow the school to dispense any over-the-counter drugs such as Pepto-Bismol, cough syrup, Tylenol, or aspirin.

If you have any questions, please contact us or the Tooele Health Department 435- 843 - 2314.

LICE - From time to time, we are notified that a parent has discovered lice in their child's hair. Our policy is to be sure that other families know to check their children. If time allows, we will check at school.

Lice are not uncommon among school children, not a health emergency, and do not mean that children are dirty. Having lice does not justify undue alarm. We ask that you handle this matter factually and discourage irrational and unkind reactions.

According to the Health Department, lice do not jump from head to head and are spread through direct contact and sharing items like brushes, hats, and pillows. For further information, please call the Tooele County Health Department at 435- 843 - 2316.

IMMUNIZATIONS - Utah State Law requires that a child entering school be up-to-date on the recommended immunizations.

RECESS - Sometimes recess is held indoors when the weather is bad, but most recesses are outside. We are sorry that we cannot accommodate requests for students to remain inside for recess. Students are not to be left unsupervised in classrooms, and recess is often the only time teachers can leave their rooms. Please encourage your child to come to school dressed appropriately for the weather. If there are extenuating circumstances or a doctor's note, please let your child's teacher know.

PLAYGROUND RULES:

1. Throwing snowballs, ice, snow, or rocks is prohibited at all times.
2. Fighting (even play fighting) & wrestling are prohibited.
3. Food and gum are not allowed on the playground; gum is not allowed at school.
4. Tackling games are not allowed.
5. No one is allowed to leave the playground during recess times, unless it is an emergency.
6. All equipment should be used properly.
7. Students must go directly to the playground during recess time; no lingering in the hallways or restrooms.
8. Students must follow the directions given by the staff member on duty.
9. Local wildlife that may frequent the school grounds are not to be harassed, and staff and students should keep a fair distance from them for safety.

NUISANCE ITEMS - Children are not to bring toys to school unless invited by the teacher for a special day. Throughout the year, there may be a special "Stuffed Animal Day" or other such activity. If that happens, parents will get a flyer or note stating that children can bring something special for the occasion.

Toys and anything else like them can be a real distraction at school. Children are not to bring toys for recess because it often results in lost or broken toys, and leads to problems. This includes trading cards, Legos, and other items that are a disruption to the learning process.

Any object that is judged to be a distraction or a danger in the classroom or playground may be taken from the student and held by the teacher. Objects will be returned to the student or parent.

IPODS, MP3 players, and other electronic equipment can be expensive. If they are brought to school, families assume the risk. These items must be turned off and kept in backpacks during the entire school day and are only to be used on the way to and from school with parental permission. We advise that students do NOT wear headphones or other pieces while walking or riding bikes.

PARTIES ON SCHOOL TIME - The Tooele Board of Education limits parties held on school time. The school also recognizes the appropriate use of group rewards when earned by the students. Parents may wish to celebrate a student's birthday or other important event by bringing in a treat for the class. Parents are asked to contact their classroom teacher and make appropriate arrangements. Out of concern for the feelings of our students, we cannot allow birthday invitations to be distributed at school unless everyone in the class or everyone of the same gender in the class is invited.

Utah State Code [Food and Sanitation 2-101] requires that no home-canned or home-prepared items be served at school. If food items are a part of any classroom celebration, the food items must be brought to school in unopened original containers. Special food presentations and classroom demonstrations of food preparation may be allowed if cleared through the school administration prior to the demonstration.

STUDENT OF THE MONTH - Each month Ibapah Elementary will honor students who have exhibited SOAR behaviors. Each student has a chance to be nominated by his or her teacher. Students who are chosen will be celebrated in the monthly school calendar, certificates will be sent home, and they can choose to sit at a special lunch table.

STANDARDS OF CONDUCT- Students are to follow the example of SOAR

S - Self Control

O - On Task

A - Act Responsibly

R - Respectful

The objective of school discipline is to help make school a safe place and to protect the rights of everyone. Proper discipline is an important part of education, and very little can be accomplished when it does not exist. We believe that our students are entitled to the best education our resources can provide. Students who disrupt the educational setting, endanger the rights and safety of others, and harass other students will receive corrective guidance and be subject to disciplinary action.

We believe that teachers have a right to teach and students have a right to learn. Our goal is to focus on the positive and to recognize students for making good choices. Students will not be allowed to disrupt the learning environment. When any student interferes with that philosophy, they are subject to disciplinary action either by a teacher or the school administration.

Ibapah Elementary uses THINK TIME. When students choose to be disruptive, they may be sent to another classroom in another grade for a period of time. All students deserve the most positive educational experience possible for academic and social growth. THINK TIME emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. If such behavior is chronic, other action may be taken.

We believe that students have certain responsibilities and standards of conduct to maintain, which will enable them to learn in the school environment and become successful members of society. Those standards and responsibilities include, but are not limited to:

1. Respect the rights and responsibilities of others.
2. Accept responsibility for his/her own choices and consequences of choices - good and bad.
3. Abide by the authority of teachers, staff, and other adults.
4. Be regular and prompt in all school responsibilities.
5. Make a constant effort to do one's best.
6. Help maintain school property and keep it free from damage and vandalism.
7. Abide by all classroom rules and general school rules.

We care about every child who walks through our doors. We work hard to see that your child's dignity and self-respect are maintained. If a problem does occur, please contact the teacher or the principal so that solutions can be found. We cannot address situations we are not aware of.

GENERAL SCHOOL RULES - No set of rules can or should be all-encompassing. School rules are intended to form a nucleus for an orderly and safe school environment. In addition to the school, class, and district rules, students are expected to use common sense and to act responsibly.

Ibapah Elementary's school-wide rules are to follow the example of SOAR (SELF CONTROL, ON TASK, ACT RESPONSIBLY, RESPECTFUL), which will guide the following:

1. Follow directions the first time given.
2. Keep your hands, feet, mouth, and objects to yourself.

3. Show respect for the rights and property of others.
4. Come to class prepared and ready to work.
5. Use all materials and equipment properly.

Any rules not covered in this handbook are subject to the District Policy and the Tooele County School District Safe School, Conduct, and Discipline Policy. (All parents should read this policy included in this handbook. Parents are to sign that they have received the policy and return the sign off sheet to the student's teacher.)

FIGHTING WILL NOT BE TOLERATED - Children must learn to work out their differences in a way that does not lead to more problems. They need to understand that if they can't be friends, they need to leave each other be. School suspension is possible.

PROFANITY IS UNACCEPTABLE - Students engaged in vulgar speech, whether spoken, written, or gestured, will be subject to discipline. Schools have become more and more aware of sexual harassment issues and are understandably required to take action when problems are reported.

GOOD CITIZENSHIP AWARDS - We believe that excellent school citizenship makes all the difference in the world and is something to be recognized and celebrated. Students in grades 3-6 who earn Honors in every category of Citizenship throughout the school year will receive a certificate at the end of the year Awards Program for their grade.

BULLYING PREVENTION - Unfortunately, there are many types of behavior problems within a typical elementary school. One of these problems may be bullying. Bullying is harmful and will not be tolerated.

Many students in elementary schools joke around with others, call each other names, or engage in physical horseplay. Sometimes play gets too rough. We discourage these behaviors at school, *but not all of these events are bullying.*

Bullying and harassment are major distractions from learning, and both the victim and perpetrator suffer significant negative consequences when engaged in this type of anti-social behavior. The grades of the victim can suffer. Fear can lead to more problems. Bystanders feel both guilty and helpless for not standing up to the bully. Bullying causes pain and stress and is never justified or excused as "kids just being kids", "just teasing," or any other rationalizations. The victim is never responsible for being a target of bullying.

Bullying is about power. Bullying usually occurs between students who are not friends with the intent to hurt the victim in some way. There is often a difference in power between the bully and the victim. The bully may be bigger, tougher, or stronger, but that is not always true. The bully may be able to intimidate others or have the power to exclude others from their social group. Bullying is deliberate, aggressive behavior toward another, **repeated over time, that is hurtful.** It can include name-calling, spreading rumors, abusive phone calls, and physical intimidation. Leaving someone out on purpose or trying to get others not to play with someone is also bullying behavior. Most bullying starts out verbally with teasing and verbal put-downs and may become progressively worse if not addressed. Cyberbullying has become a big problem in many areas.

Children are taught to identify bullying and how to handle problems. Students are expected to treat each other with respect, to refuse to bully anyone, and to refuse to stand by and watch or join in when someone is being bullied. Bystanders are expected to report bullying. Bystanders can make a big

difference in whether or not bullying continues. Bystanders are sometimes reluctant to speak out because they are often afraid that they will become victims too. Please help your child understand that reporting is the first step to making things better. Children should not be afraid to get help when necessary, and bullying should be reported. The goal of any effective school solution is to take away all support for the bully. We encourage children to report bullying. Many children are reluctant to tell an adult for fear that it will only compound the problem. Some children believe they should be able to handle things without an adult stepping in. While we want children to be empowered and to learn how to stick up for themselves in the appropriate way that will not escalate the problem, most of the time, adult intervention is necessary. If a child is being bullied, they should tell their parents, teacher, or report it to the principal. Action will be taken.

Responses to bullying may include the 3 R's: restitution, resolution, and reconciliation. It may include discussions and re-teaching. Children who bully others must develop empathy and learn positive social skills. They need to learn how to manage anger and to resolve conflicts peacefully. We strive to provide constructive learning experiences for children who have exhibited bullying behaviors. We recognize the need to provide consequences for inappropriate behavior, but as educators, we also recognize the need to "teach" students more appropriate behavior. In response to bullying behaviors, we attempt to help our students understand the effects of their actions on the school community, take responsibility for their behavior, and accept the consequences. Consequences for bullying may include a verbal warning, removal from activities or a conference with parents. A verbal or written apology to victims may be required. In some cases, detention or suspension may be warranted.

Parents are an important component in stopping bullying. They can help in making our school bully-free by teaching their children to be kind and tolerant of each other. Accepting nothing less than respectful behavior from our children at home and at school is the solution.

Where Can Families Find Help?

Indian Education - Title 7 is a federally funded program that assists Native American students. Although Ibabah Elementary makes every effort to identify students who are eligible for services, please let your teacher know if you believe your child may qualify for this support.

Coordinator - Karen Parks - 435-833-1915

Alternative Language Services - Support is available for students who are not proficient in English. Although Ibabah Elementary makes every effort to identify students who are eligible for services, please let your teacher know if you believe your child may qualify for this support.

Coordinator - Stephanie Rowley - 435-833-1915

Family Liaison Contact / Homeless Students - Homelessness is a lack of permanent housing. Under the McKinney-Vento Act, students living in a shelter, car, hotel, motel, campground, or temporary housing or who are sharing a home due to the loss of housing or economic hardship, have their educational stability protected. A homeless child or youth shall: 1. continue in their school of origin for the duration of homelessness or for the remainder of the school year 2. be immediately enrolled, even if your student cannot produce records required to enroll 3. are eligible for free lunch and fee waivers and 4. would be provided transportation to the school of origin by parent request.

Although Ibapah Elementary makes every effort to identify students who are eligible for services, please let Ms. Ruiz know if you believe your child may qualify for this help.

Due Process - If your child is receiving services because they qualify for an Individualized Education Plan (Special Ed) or a 504, please be aware of your family's rights under due process. Each meeting should begin with a procedural safeguards discussion, and if there are any questions, do not hesitate to contact Mrs. Gonzalez for clarification.

Special Ed Director/ 504 Coordinator - Marissa Lowry - 435-833-1900

NONDISCRIMINATION STATEMENT AND GRIEVANCE PROCEDURE

Ibapah Elementary School will not discriminate against you because of race, religion, age, sex, color, or creed. Tooele County School District, as a standing policy, does not discriminate against individuals because of their race, color, religion, age, sex, national origin, handicap, or status as disabled veteran or Vietnam veteran. This policy applies to all school programs and employment handled by the school district or through contractors, subcontractors, 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 Educational Amendments of 1972, Section 503 of the Vocational Rehabilitation Act of 1973, the Age Discrimination Act of 1974, and other Federal and State statutes and regulations.

Inquiries regarding the application of these laws and regulations, or grievance procedures to be followed in the event of noncompliance, may be directed to the Tooele County School District's Equal Employment Officer at 60 Lodestone Way, Tooele, Utah 84074, or Director, Denver Regional Office for Civil Rights, U.S. Dept. of Health, Education, and Welfare

Ibapah Elementary Parent/Student Handbook Agreement 2025-2026

I, _____, parent/guardian of the following student/s:
have read the online Student/Parent Handbook and agree with Ibapah Elementary's policies and procedures.

(parent/guardian signature)

(date)

Student(s) Name(s) & Grade

(Grade)

Student(s) Name(s) & Grade

(Grade)

Student(s) Name(s) & Grade

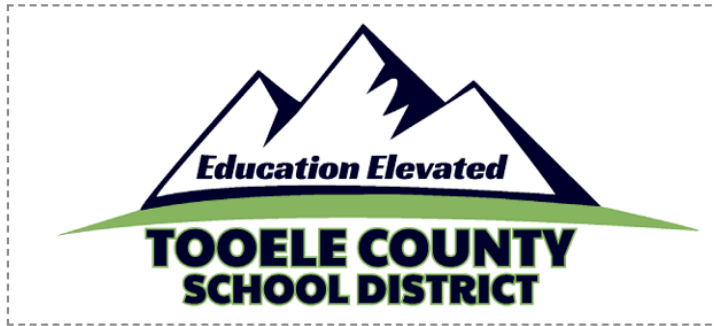
(Grade)

Student(s) Name(s) & Grade

(Grade)

Student(s) Name(s) & Grade

(Grade)



July 21, 2025

Dear Parents/Guardians:

The following are copies of the Fee Waiver Policy, Fee Waiver Application, and the Tooele County School District 2025-2026 Fee Schedule. The Fee Schedule includes the list of extracurricular participation fees for secondary schools. Tryouts for activities requiring participation fees must be conducted, and the participant must be selected before participation fees are assessed.

Utah State Law guarantees that no child is to be excluded from taking part in classes, programs, and activities because his or her family cannot afford to pay fees. A student is eligible for a fee waiver based on the following criteria:

- income verification
- If a blind or disabled student receives Supplemental Security Income (SSI), students who receive **survivor benefits do not qualify** for the SSI category
- If your family receives Temporary Assistance for Needy Families (TANF), financial assistance, or Supplemental Nutrition Assistance Program (SNAP)
- If the student is in foster care
- If the student is in state custody

The principal of each school has been designated at the school level as the administrator of fees and of fee waivers for those who qualify. If you wish to apply for a fee waiver (the application form is attached) or you have questions regarding fees and/or fee waivers, please contact your school principal.

Sincerely,

Dr. Mark Ernst
Superintendent

School Fees Notice for Families of Students in Grades K-6

The Utah Constitution prohibits the charging of fees in elementary schools.

If a child is in kindergarten through grade six, they cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

Fees may only be charged for programs offered before or after school, or during school vacations. Fees may also be charged for a student that is in grade six and attends a school that includes one or more 7-12 grades, if the school follows a secondary model of delivering education to the school's grade six students.

Utah law requires schools that charge fees, to ensure that a fee waiver or other provisions in lieu of a fee waiver is available to any student whose parents are unable to pay a fee.

Fee Waivers

A fee waiver is a full release from the requirement to pay a fee. If a student is eligible for fee waivers, **all fees must be waived**. If it is not specifically addressed in state law, a school must waive all fees, including any where a student's participation is optional. This means that those students who are eligible for a fee waiver can participate in any school class or activity free of charge.

A student is eligible for a waiver if:

- their family receives TANF funding or SNAP (food stamps or state Family Employment Program, Supplemental Nutrition Assistance Program);
- the student receives SSI (Supplemental Security Income);
- the student is designated McKinney-Vento;
- the student is in foster care;
- the student is in state custody; or
- the student is eligible based on family/household income (the levels match those of free lunch eligibility).

** A student may also be eligible for fee waivers if they do not meet any of these standards but are still unable to pay a fee. Please see the local school or district policy for more information.*

If a student wishes to apply for fee waivers, they will be asked to provide documentation of fee waiver eligibility as part of the application process.

To apply for a fee waiver, a student may submit the "Fee Waiver Application (Grades K-6)". A copy of the application is included with this notice and additional copies may be obtained from the school office, or the state school fees website listed at the end of this document. Once the documents have been submitted to the school, the fee requirement will be suspended until a final decision has been reached about the student's eligibility for fee waivers.

If the application is denied, the school will send a "Decision and Appeal Form". The Form will explain why the application was denied and how to appeal the decision. Remember to always keep a copy. If an appeal for a denial of fee waivers is submitted, all fees will not need to be paid until the appeal is decided.

If a student wishes to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if a student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

School Fees Notice to Grades K-6

Donations, Confidentiality, and Enforcement of Fees

School funds are limited, and a school may need help in addition to fees. As a result, the school may ask for tax-deductible donations of school supplies, equipment, or money, but the school cannot require donations.

A student's name is confidential and cannot be disclosed to anyone lacking both a right and a need to know the information, regardless of whether a student has paid fees, donations, and contributions or not, or has applied for, received, or been denied waivers. The school may, however, with the consent of the donor, give appropriate recognition to any person or organization making a major donation or contribution to the school.

The school and school staff cannot withhold, reduce, or enhance grades or credit, or withhold grades, class schedules, credit, report cards, transcripts, or diplomas to enforce the payment of fees.

For further information, contact:

Local School: Ibapah Elementary
Principal Gina Ruiz
gruiz@tooeleschools.org

District: Tooele County School District
435-833-1900

School Fee Waiver Application

- NO Fees may be charged for activities during the regular school day in grades K-6. Fees for activities held outside of the regular school day are subject to fee waivers.
- Fees shall be suspended while the fee waiver is under consideration and during the appeal of a denial of a fee waiver is in process.
- Upon approval, all school fees shall be waived. Parent/student cannot be required to complete service, agree to an installment payment plan, or sign an IOU in place of a waiver.
- For additional information read "School Fees Notice Grades 7-12" or "School Fee Notice Grades K-6".

Student Information:

Name of student: _____ Student #: _____
 Address: _____
 School: _____ Grade level: _____
 Name of parent: _____ Phone number: _____

Basis for Fee Waiver:

| Please check the eligibility that applies: (only 1 is needed) | Verification to submit: * |
|---|--|
| <input type="checkbox"/> 1. Family receives - Temporary Assistance for Needy Families (TANF), Family Employment Program (FEP), or Supplemental Nutrition Assistance Program (SNAP) | benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status. |
| <input type="checkbox"/> 2. Student receives Supplemental Security Income (SSI) for a qualified disability (fees waived for student with disability only) | benefit verification documents from the Social Security Administration. |
| <input type="checkbox"/> 3. Student qualifies for McKinney-Vento. | verified through the district or charters McKinney-Vento Liaison. |
| <input type="checkbox"/> 4. Student is in Foster Care (under Utah or local governmental supervision) | the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department. |
| <input type="checkbox"/> 5. Student is in State Custody | |
| <input type="checkbox"/> 6. Student is eligible based on family/household income verification. Provide summary of income on page 2. | family income verification in the form of pay stubs or tax returns. |

If none of the above apply but you wish to apply for fee waivers because of other extenuating circumstances, please state the reason(s) for the request in the box below:

Submit completed application and verification documents* to the school's Principal/School Director or School Fee Administrator.

I HEREBY CERTIFY THAT THE INFORMATION AND ATTACHED DOCUMENTATION I HAVE PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Date: _____ Parent's Signature: _____

School Fees Notice for Families of Students in Grades K-6

The Utah Constitution prohibits the charging of fees in elementary schools.

If a child is in kindergarten through grade six, they cannot be charged for textbooks, classroom equipment or supplies, musical instruments, field trips, assemblies, snacks (other than food provided through the School Lunch Program), or for anything else that takes place or is used during the regular school day.

Fees may only be charged for programs offered before or after school, or during school vacations. Fees may also be charged for a student that is in grade six and attends a school that includes one or more 7-12 grades, if the school follows a secondary model of delivering education to the school's grade six students.

Utah law requires schools that charge fees, to ensure that a fee waiver or other provisions in lieu of a fee waiver is available to any student whose parents are unable to pay a fee.

Fee Waivers

A fee waiver is a full release from the requirement to pay a fee. If a student is eligible for fee waivers, **all fees must be waived**. If it is not specifically addressed in state law, a school must waive all fees, including any where a student's participation is optional. This means that those students who are eligible for a fee waiver can participate in any school class or activity free of charge.

A student is eligible for a waiver if:

- their family receives TANF funding or SNAP (food stamps or state Family Employment Program, Supplemental Nutrition Assistance Program);
- the student receives SSI (Supplemental Security Income);
- the student is designated McKinney-Vento;
- the student is in foster care;
- the student is in state custody; or
- the student is eligible based on family/household income (the levels match those of free lunch eligibility).

** A student may also be eligible for fee waivers if they do not meet any of these standards but are still unable to pay a fee. Please see the local school or district policy for more information.*

If a student wishes to apply for fee waivers, they will be asked to provide documentation of fee waiver eligibility as part of the application process.

To apply for a fee waiver, a student may submit the "Fee Waiver Application (Grades K-6)". A copy of the application is included with this notice and additional copies may be obtained from the school office, or the state school fees website listed at the end of this document. Once the documents have been submitted to the school, the fee requirement will be suspended until a final decision has been reached about the student's eligibility for fee waivers.

If the application is denied, the school will send a "Decision and Appeal Form". The Form will explain why the application was denied and how to appeal the decision. Remember to always keep a copy. If an appeal for a denial of fee waivers is submitted, all fees will not need to be paid until the appeal is decided.

If a student wishes to purchase school pictures, yearbooks, or similar items through the school, those costs are not fees and will not be waived. Also, if a student loses or damages school property, the costs of replacement or repair are not fees and need not be waived.

COMPLETE THIS PAGE ONLY IF OPTION #6 WAS SELECTED UNDER THE BASIS FOR FEE WAIVER SECTION

INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. Definition of a household: a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities and food.

List all **MONTHLY** income before deductions in the appropriate column(s).

| Name: First | Last | Earnings from Work (before deductions) | Pension/Retirement Social Security | Welfare, Alimony, Child Support, Other Income | Total Monthly Income Per Person |
|-----------------|------|---|---------------------------------------|--|------------------------------------|
| 1 | | \$ | \$ | \$ | \$ |
| 2 | | \$ | \$ | \$ | \$ |
| 3 | | \$ | \$ | \$ | \$ |
| 4 | | \$ | \$ | \$ | \$ |
| Household size: | | | | Total Household Monthly Income: \$ | |

EXAMPLES OF INCOME:

| Earnings from Work | Pension/Retirement, Social Security | Assistance, Alimony, Child Support | Other Income |
|--|--|---|---|
| Wages, salaries and tips, unemployment comp., workers' comp, net income from self-owned business or farm | Pensions, Social Security income, retirement payments, Social Security Income (including SSI a child receives) | SNAP, FEP, TANF payments, welfare payments, alimony, and child support payments | Disability benefits; interest & dividends; income from estates, trusts, and investments, regular contributions from persons not living in the household; net royalties and annuities; net rental income; any other income |

**INCOME ELIGIBILITY GUIDELINES
For School Year:
July 1, 2025 - June 30, 2026**

| Household Size | Yearly | Monthly | Twice Per Month | Every Two Weeks | Weekly |
|---|--------|---------|-----------------|-----------------|--------|
| 1 | 20,345 | 1,696 | 848 | 783 | 392 |
| 2 | 27,495 | 2,292 | 1,146 | 1,058 | 529 |
| 3 | 34,645 | 2,888 | 1,444 | 1,333 | 667 |
| 4 | 41,795 | 3,483 | 1,742 | 1,608 | 804 |
| 5 | 48,945 | 4,079 | 2,040 | 1,883 | 942 |
| 6 | 56,095 | 4,675 | 2,338 | 2,158 | 1,079 |
| 7 | 63,245 | 5,271 | 2,636 | 2,433 | 1,217 |
| 8 | 70,395 | 5,867 | 2,934 | 2,708 | 1,354 |
| For each additional family member, add: | 7,150 | 596 | 298 | 275 | 138 |

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

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

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

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

The address of the Superintendent's office is:

Dr. Mark Ernst
Superintendent
Tooele County School District
92 S Lodestone Way
Tooele, UT 84074

The addresses of the Principals' offices are:

| | | |
|--|--|---|
| Anna Smith Elementary 731 Aria Blvd. Wendover, UT 84083 | Copper Canyon Elementary 1600 N. Broadway Tooele, UT 84074 | Dugway School 5010 E School Street Dugway, UT 84022 |
| Grantsville Elementary 50 S. Park Street Grantsville, UT 84029 | Ibapah Elementary PO Box 6087 Ibapah, UT 84034 | Middle Canyon Elementary 751 E. 1000 N. Tooele, UT 84074 |
| Northlake Elementary 268 N. Coleman Street Tooele, UT 84074 | Old Mill Elementary 130 E. Brigham Rd Stansbury Park, UT 84074 | Overlake Elementary 2052 N. 170 W. Tooele, UT 84074 |
| Rose Springs Elementary 5349 N. Innsbrook Place Stansbury Park, UT 84074 | Settlement Canyon Elem 935 W. Timpie Road Tooele, UT 84074 | Stansbury Park Elementary 485 Country Club Stansbury Park, UT 84074 |
| Sterling Elementary 251 N. 1 st Street Tooele, UT 84074 | Twenty Wells Elementary 636 Nygreen St Grantsville, UT 84029 | Vernon Elementary 70 N. Main St Vernon, UT 84080 |
| West Elementary 451 W 300 S Tooele, UT 84074 | Willow Elementary 439 S. Willow St. Grantsville, UT 84029 | Clarke N. Johnsen Jr. High 2152 North 400 West Tooele, UT 84074 |
| Grantsville Jr. High 318 S. Hale Street Grantsville, UT 84029 | Tooele Jr. High 411 W. Vine Street Tooele, UT 84074 | Stansbury Jr. High 140 E Bates Canyon Rd. Erda, UT 84074 |



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 truanancies 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 truanancies 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. If a student arrives to class after more than the set time of up to 15 minutes 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 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 [TCS D 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). 6

- 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.

v. TIERED RESPONSES TO TRUANCY AND CHRONIC ABSENTEEISM

