



# **SALT BEARS**

**ANNA SMITH ELEMENTARY SCHOOL  
EVERY STUDENT CAN AND WILL LEARN!**

# **Parent and Student Handbook**

2016-2017

# **Policies & Procedures**

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Updated August 2016

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

**School Rules apply going to and from school, 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.**

Individual teachers will explain their classroom rules and procedures, but the following rules apply in all cases to students and adults who work at or visit Anna Smith Elementary School:

- \*Show respect for the rights and property of others.
- \*Keep your hands and feet to yourself.
- \*Come to class prepared and ready to work.
- \*Show school pride by keeping the school clean.
- \*Follow the lawful directions of school personnel: administrators, teachers, secretary, teacher aides, librarian, bus drivers, and custodian.

**Accidents:**

If your child is injured at school we will make him/her comfortable and then call you immediately. If you cannot be reached, we will attempt to contact the emergency number(s) that are listed on your child's registration form. **If is very important that you keep these contact numbers up to date!**

**After School:**

Teachers will not keep students after school unless parents are notified or previous arrangements have been made with parents.

**Arrival:**

School begins with the bell @ 9:00 a.m., the warning bell with ring @ 8:55 a.m. Students should arrive by this time so that they are ready to begin classwork @ 9:00 a.m.

**Attendance, Tardies & Truancy Policy.**

Children are expected to be in school except for emergencies or illness. Other instances should be discussed with the school in advance.

The following is the Tooele County School District Compulsory Attendance Policy:

**COMPULSORY ATTENDANCE**

Revised Sep 18, 2012

A.

**MINIMUM TIME**

**EXCEPTIONS, EXCUSES AND EXEMPTIONS**

Every parent, guardian or other person having control of any minor between six and eighteen years of age shall be required to send such minor to a public or regularly established private school during the regularly established school year of the district in which the minor resides. A school-age minor may be excused from attendance by the local board of education and a parent/guardian exempted from this requirement according to the following reasons:

1. A minor over age 16 may receive a partial release from school to enter employment, or attend a trade school, if the minor has completed the eighth grade; or
2. On an annual basis, a minor may receive a full release from attending a public, regularly established private, or part-time school or class if:
  - a. The minor has already completed the work required for graduation from high school, or has demonstrated mastery of required skills and competencies in accordance with Subsection 53A-15-102
  - b. The minor is in a physical or mental condition, certified by a competent physician if required by the district board, which renders attendance inexpedient and impracticable;
  - c. Proper influences and adequate opportunities for education are provided in connection with the minor's employment; or
  - d. The district superintendent has determined that a minor over the age of 16 is unable to profit from attendance at school because of inability or a continuing negative attitude toward schools regulations and discipline.
3. Minors receiving a partial release from school are required to attend:
  - a. School part-time as prescribed by the local school board; or
  - b. A home school part-time.

**Section V**

4. On an annual basis, a school-age minor shall be excused from attendance by a local board of education if a parent/guardian files a signed affidavit with the minor's school district of residence that the minor will attend a home school and receive instruction as required by law.
  - a. Each minor who attend a home school shall receive instruction:
    - (1) In the subjects the State Board of Education requires to be taught in public schools in accordance with the law; and
    - (2) For the same length of time as minors are required by law to receive instruction in public schools, as provided by rules of the State Board of Education.
  - (3) The local board of education shall issue a certificate excusing a minor from attendance within 30 days after receipt of a signed affidavit filed by the minor's parent/guardian.
  - (4) The local board of education shall cooperate with a parent or guardian of a minor attending a home school in resource sharing and testing opportunities. (53A-11-101 Compulsory Education Requirements)

**B. DELICT OF PARENT OR GUARDIAN PENALTY**

Any parent, guardian, or other person having control of any minor coming within the foregoing provisions who willfully fails to comply with their requirements is guilty of a misdemeanor. (53A-11-101.5 Compulsory Education)

**C. DUTY OF BOARD OF EDUCATION AND JUVENILE COURTS**

It shall be the duty of the board of education of each district to inquire into all cases of misdemeanor herein defined, and to report the same and the offenders concerned to the juvenile court of the district within which the offense has been committed; and it is hereby made the duty of the officers of such juvenile court to proceed immediately to investigate and take appropriate action. (53A-11-101.7 Truancy).

**D. SCHOOL ATTENDANCE POLICY**

The building principal, under the direction of the superintendent of schools, shall develop and implement strict attendance policies for their attendance areas. These policies shall include:

1. Conditions of excused and unexcused absences.
2. Consequence for excessive absences.

Furthermore individual school guidelines, in dealing with excessive absence, will include:

1. Procedures for early identification of pupils with attendance problems.
2. Parental involvement.
3. Counseling with student to explore alternatives, consequences, and implementing selected alternatives.

## E. DISTRICT ATTENDANCE POLICY

1. Attendance Required by State Law: All children between the age of six (6) and eighteen (18) years of age shall be enrolled and regularly attend the public schools, unless excused or exempted as provided by the policies of the Tooele Board of Education or by the provisions of State Law.

2. Attendance Records: Each teacher shall keep accurate attendance records for each student they have enrolled in their classes. The school office shall keep daily attendance records as mandated by the State Office of Education and the Tooele Board of Education.

3. Excused Absences: A student may be excused for a reasonable period of time from school in cases of illness, medical or dental appointments, death in the immediate family, or acts of nature which may endanger the child. All other absences shall be unexcused unless the building principal, prior to the absence and at the written request of a parent/guardian, agrees to excuse the student for a specific purpose. Pupils should be excused only for that part of the school day necessary to satisfy their specific need for absence. For pupils with excused absences, they shall be afforded the opportunity to make up any schoolwork missed as the result of the absence. It shall be the student's responsibility to ensure that all make up work is completed and turned in. Students absent from school in connection with school-sponsored activities shall be counted on as present and shall be allowed to make up all work for missed classes. If the missed work is not made up or is not acceptable, the student's grade shall be reduced accordingly.

### 4. Unexcused Absences/Truancy Prevention

#### a. Definitions:

(1) "Absence" means a student's non-attendance at school for one school day or part of one school day.

(2) "Certified mail" means notification sent through the U. S. Post Office, that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted.

(3) "Excused absence" means a student's absence from school for a reason identified by the school or district as defined in section 5.24, C. A student may be excused for a reasonable period of time from school in cases of illness, medical or dental appointments, death in the immediate family, or acts of nature, which may endanger the child. All other absences shall be unexcused unless the building principal, prior to the absence and at the written request of a parent/guardian, agrees to excuse the student for a specific purpose.

(4) "Habitual truant" means a school-aged minor who is at least 12 years old and has received more than two truancy citations within one school year from the school in which the minor is or should be enrolled and ten absences without a legitimate or valid excuse or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problems as required under Section 53A-11-101, refuses to regularly attend school or any scheduled period of the school day.

(5) "IEP team" means a local education agency representative, a parent/guardian, a regular and special education educator, and person, qualified to interpret evaluation results, in accordance with the Individuals and Disabilities Education Act (IDEA).

(6) "Truancy citation" is a ticket issued in the truant's name under R277-609 or Section 53A-11-101.7. A truancy citation is issued by school designated individuals and may provide for administrative penalties, strict attendance by the student and monitoring by the school, or may be payable to the school or school district. Penalties or requirements that may result from a truancy citation shall be clearly stated in the school or district truancy policy.

(7) "Truancy fee schedule" means a uniform payment schedule set by a local school board consistent with R277-609-5.

(8) "Unexcused absence" means a student's absence from school for reasons other than those authorized under the school or district policy.

#### b. Authority and Purpose:

(1) This policy is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of public education in the Board, § 53A-1-401

(2) Section V, which permits the Board to adopt rules in accordance with its responsibilities, and §53A-11-101 through §53A-11-106 which directs educational entities and designated agencies working on behalf of children to encourage compliance with the compulsory education law and regular school attendance for all students.

(3)

The purpose of this policy is to establish consistent procedure for the Tooele County School District in informing parents/guardians about compulsory education laws, encouraging and monitoring school attendance consistent with the law, and providing firm consequences for noncompliance. This rule encourages meaningful incentives for parental responsibility and establishes the District to promote ongoing truancy prevention procedures in schools for all students.

#### c. General Provisions:

(1) The Tooele County School District's truancy policy shall be available for review by parents/guardians or interested parties upon request.

(2) Truancy citation fees are not subject to fee waiver provisions because truancy citations are similar to repayment for destruction of school property. Tooele County School District shall provide reasonable and specific options in lieu of payment for truancy citations at parent/school meetings with the school's administrator.

(3) If a student moves from one Utah school district to another Utah school district, truancy citations issued consistent with this rule may follow the student at the receiving school district's discretion.

(4) The Tooele County School District shall prepare an annual fiscal year-end report to be submitted to the USOE (Utah State Office of Education) that includes:

(a) Copy of the district truancy policy required under Section R277-607-3A; 2 of 5 4/3/2002 1:52PM UT Admin Code R277-607, Truancy Prevention.

- (b) Total number of students designated as habitual truants;
- (c) Total number of students tracked or disciplined under the district's attendance/truancy policy;
- (d) Total amount of funds collected, if any, by school from truancy citations; and
- (e) Summary of program effectiveness.

d. Habitual Truant Status

(1) Prior to or no later than school registration, the parent(s)/guardian(s) of all students in grades 1-12 shall be provided with written notice from the school or district informing parents/guardians of Compulsory Education attendance laws and encouraging parental cooperation.

(a) A student registering in the school district during the school year shall be provided written notice explaining the school and school district's compulsory education policy.

(b) A student moving from one school to another within the same district may be provided written notice explaining the school and school district's compulsory education policy.

(2) Following two to five unexcused absences in a nine week period, the individual designated by the school shall counsel the student and contact the parent(s)/guardian(s) as to the importance of school attendance and the legal implications of truancy. Documentation of the contact will be kept.

(3) Following the sixth to eighth unexcused absence within a nine week period, the individual designated by the school shall contact the student and parent(s)/guardian(s) and arrange for a meeting at the school or elsewhere to discuss the student's attendance. The sixth unexcused absence requires the issue of the First Truancy Citation (nocharge). The parent(s)/guardian(s) will be notified by mail which will request the support of the parent(s)/guardian(s) in resolving the attendance problems and outlining the requirements of Section 53A-11-103. The school shall continue to monitor school attendance following the first truancy citation. If appropriate, the student's curriculum or schedule may be adjusted to meet the student's education needs.

(4) Following the ninth to tenth unexcused absence a second truancy citation will be issued with the fine assessed. The parent/guardian shall be notified by certified mail. Prior to the referral to court, in a final attempt to prevent habitual truancy, the school shall schedule a pre-court hearing or meeting with the parent/guardian and student. At the meeting, school personnel shall present final alternatives to court referral.

(5) Following the eleventh unexcused absence, the student shall be notified that he/she is a habitual truant and a second fine will be assessed. Referral to the appropriate County or District Attorney or Juvenile Court consistent with Section 53A-11-105 shall be made by the individual designated by the school/district.

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

(7) The parent/guardian shall have the right to appeal a truancy citation consistent with district administrative policy and time limits established by the district policy and legal due process. See, Section 5.24, E. "Right to Appeal Attendance Action."

e. Documentation and Variance

(1) When a student is referred to court as a habitual truant, the school/district shall make a recommended disposition to the court which shall include:

- (a) Documentation of attendance and academic achievement;
- (b) Documentation of school efforts to improve attendance;
- (c) Copies of truancy citations, including all mailing certificates; and
- (d) Student background as requested by the prosecuting agency.

\*See Tooele County School District Truancy Referral

(2) Copies of truancy citations shall be retained in the student's permanent record.

f. Tooele County School District Truancy Citation Uniform Fees (See Also, District Fee Schedule).

Levels	Citation	Maximum Fee
1	First Warning	
2	Second Warning	\$20.00 (Base Fee)
3	Third Warning	\$20.00 + \$20.00

g. Procedures for Parent/Guardian Referrals on Compulsory Education

a. The Compulsory Education Requirements under 53A-11-101.5 applies to a school age child (under the age of 14). Under this statute the following may occur:

(1) A school administrator, a designee of a school administrator, or a truancy specialist may issue a notice of compulsory education violation to a parent/guardian of a school-age child if the school-age child is absent without a valid excuse at least five times during the school year.

(2) The notice of compulsory education violation:

(a) shall direct the parent/guardian of the school-age child to:

- (i) meet with school authorities to discuss the school-age child's attendance problems; and
- (ii) cooperate with the Tooele County School District in securing regular attendance by the school-age child;

- (b) shall designate the school authorities to whom the parent/guardian is required to meet;
  - (c) shall state that it is a class B misdemeanor for the parent/guardian of the school-age child to intentionally or recklessly;
    - (i) fail to meet with the designated school authorities to discuss the school-age child's school attendance problems; or
    - (j) fail to prevent the school-age child from being absent without a valid excuse five or more times during the remainder of the school year;
  - (d) shall be served on the school-age child's parent/guardian by personal service or certified mail; and may not be issued unless the school-age child has been truant at least five times during the school year.
- (3) Tooele County School District shall report violations of this section to the appropriate county or district attorney.
- (4) The juvenile court has jurisdiction over an action filed under this section.

h. Procedures to be used by administrative personnel in Tooele County School District when making referrals under Compulsory Education.

- (1) School Administration may make a notification to a parent/guardian of a school-age child after a 5<sup>th</sup> unexcused absence.
- (2) School Administration shall make a further contact with parents of a school-age child, if absences continue after the initial contact by sending a letter of concern from the school of the school-age child's continued absences (generally 6-8 absences).
- (3) School Administration shall send a second letter requesting a parent/guardian conference, if the absences of the school age child continue (generally 9-12 absences).
- (4) School Administration shall send a referral to the county attorney for action, if the school-age child continues to have absences after the second letter and conference with parents/guardians.

**Right to Appeal Attendance Action:** Any parent/guardian of a student, or a student, who is not satisfied with an attendance action taken by the administration may, within 10 days of said action, appeal the decision to an attendance hearing officer in the district, appointed by the Superintendent. Said Hearing Officer shall give the student and/or parents/guardians an opportunity to be heard and shall determine if the attendance action was appropriate in light of all the circumstances presented. The Hearing Officer may set aside, amend, or order new attendance action. The attendance officer shall notify the student and the parents/guardians, in writing, of his/her action within ten days.

### **Bicycles, skateboards, skate shoes, etc.:**

Students who ride bicycles to school must park them in the bike rack that is provided at the main entrance to the school. It is suggested that students lock their bikes to the rack with a chain; Anna Smith Elementary will not be responsible for any lost or stolen bicycles. Bikes are ridden and parked at the school at your own risk. The school is not responsible for any damage to student bicycles. However, any student who is discovered damaging another student's bike will be subject to disciplinary action.

Skateboards and skate shoes are not allowed at school. Students should not even bring these items with them to school in their backpacks or otherwise.

### **Birthdays:**

It is permissible (but not required) for students/parents to bring treats for student birthdays. If you choose to bring treats for your child's birthday they must be purchased from a store and wrapped in a food safe container. Homemade treats are not allowed as per the Tooele County Health Department food safety guidelines. Treats will not be dispersed to students until the very end of the day. Please refrain from bringing balloons and flower/candy arrangements to your child at school, they are very distracting and take away from academic learning.

### **Books**

Textbooks, library books and other materials for instruction are furnished to the student by the Tooele County School District. Students understand that books issued to

them become their responsibility. Any loss or damaged textbook, or library book will result in a fine.

**School Bus:**

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 it's 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.
3. Parents should not ride the school bus with their student.

**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:

- 1<sup>st</sup> Offense = Warning, Parents Notified (will be notified with each occurrence)
- 2<sup>nd</sup> Offense = Bus riding privilege revoked for 5 school days
- 3<sup>rd</sup> Offense = Bus riding privilege revoked for 10 school days
- 4<sup>th</sup> Offense = Bus riding privilege revoked for 20 school days
- 5<sup>th</sup> Offense = Bus riding privilege revoked for an entire semester or longer as deemed necessary by the Principal, Mrs. Castagno.

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 that stated above – regardless of the number of infractions – depending upon the severity of the infraction(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 office.

**TOOELE COUNTY SCHOOL DISTRICT  
RULES AND REGULATIONS GOVERNING STUDENT TRANSPORTATION**

NAME	GRADE	STOP
ADDRESS		
HOME PHONE #:	WORK #:	CELL #:
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 buses.
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 10 minutes after scheduled release times.

PLEASE SIGN SHOWING YOU HAVE READ THESE REGULATIONS AND HAVE READ THEM TO YOUR STUDENT OR STUDENTS. THANK YOU.

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PARENT / GUARDIAN'S NAME PRINTED

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PARENT / GUARDIAN'S SIGNATURE



## **Cell Phones**

Student cell phone (ipod, mp3 use included) use during the school day is prohibited. Students may use their cell-phones before 8:25 and after 3:30. If a student is discovered using a cell phone when they are not supposed to it will be confiscated and taken to the office. Parents will have to retrieve it from there.

## **Checking Students out of School during the school day:**

Students are not permitted to leave the school grounds at any time during the school day without a prior notification by parent/guardian and proper check out through the office. Parents or guardians must be prepared to show photo ID (even the ones that we recognize) when checking out students and they must be listed on the student information sheet as someone who is allowed to check the student out of school. Parents are not to go to their student(s) classroom(s) and personally check them out. Our staff has been instructed to only release students to check out when, they have been notified by the office. If students return to school on a day that they have been checked out they must be checked back in to the office.

The fire doors to the classroom hallways are closed for student and staff safety. Please do not go through these doors without first checking in at the office.

## **Classroom Treats:**

For health reasons, NO HOMEADE TREATS are allowed. Treats must be commercially prepared and sealed in packages. Please check with your child(s) teacher for approval before bringing treats to school.

## **Closed Campus:**

We have a closed-campus policy. Students are not allowed to leave the school grounds during the school day unless permission is granted by the office and/or parental consent. Students must eat lunch on campus unless picked up by parents or guardians to eat off campus. In such cases, parents are required to inform the office.

## **Disciplinary Actions for Misbehavior:**

Behaviors that are not acceptable for students at Anna Smith Elementary (This list is not all inclusive and it is up to the Principal, Mrs. Castagno to decide whether or not a student's actions require disciplinary action).

- |                                       |                                |
|---------------------------------------|--------------------------------|
| *fighting, especially as the offender | *threatening students or staff |
| *name calling                         | *disrespecting staff members   |
| *bullying                             | *screaming at others           |
| *hazing                               | *sexual harassment of any kind |
| *intimidating others                  | *disrupting the class          |

\*refusal to complete classroom work      \*kissing

\*stealing

\*striking others with hands, feet or another object

\*denying other students of their right to learn, either through actions or words.

\*destroying or vandalizing school property

**The classroom teacher, and or the Principal, Mrs. Castagno, will decide upon disciplinary actions that will serve as consequences for unacceptable behavior.**

### **Detention**

Loss of recess and/or personal time during lunch (detention table) or other recesses or special activities is an option for less serious infractions. Loss of privileges (assemblies, field trips, and/or other special events, etc.) may also be part of the detention process.

### **In-School Suspension**

ISS is an option for misbehavior. If a student receives ISS as a consequence for behavior they still attend school but are excluded from participating in all or part of the normal school day. This suspension may take place in the student's classroom, another classroom or in the Principal's Office. The Principal, Mrs. Castagno, will notify parents when their child has been assigned to ISS. Students will be actively engaged while in ISS doing classwork, homework, reading, etc....If the student refuses to work during the ISS time, parents will be contacted and the student will be sent home for out-of-school suspension.

### **Out-of-School Suspension**

Some violations may require an out-of-school suspension. Students are responsible for completing work missed to earn credit for the missing work. Parents or siblings are allowed to arrange with the suspended student's teacher to pick up work missed each day. When a student is suspended from school, they are not allowed to attend any functions at any Tooele County School District campus during that time. In Wendover this includes Anna Smith Elementary and Wendover High School. If students choose to violate this policy, the police will be notified and students may be charged with trespassing. Likewise, coming onto campus during a suspension could result in an extension of the suspension.

**Parent Notification:** Parents will be contacted concerning major disciplinary matters as expediently as possible. Parents will be notified primarily by a phone call from the Principal, Mrs. Castagno. Parents are generally not informed about minor disciplinary matters such as those outlined in the detention section above.

In the event that a student continually misbehaves in the classroom, the Principal, Mrs. Castagno, or the classroom teacher may contact the parents and ask them to attend school with their child. This would ensure that the child remain in the classroom and not miss excessive academic content.

### **Dress Code and Grooming Requirements**

Parents are responsible to see that their students are dressed appropriately for school. All students are expected to dress and groom themselves neatly in clothes that are not considered disruptive to the educational process or offensive in nature.

#### **1. Footwear**

- a. Shoes and sandals must be worn at all times
- b. Shoes must fit the child – too small or too big becomes a safety issue for the child and oftentimes distracts them from learning.
- c. No “skate” shoes are allowed in the school.
- d. If student’s shoes have laces they should be in good repair and be tied sufficiently.
- e. No high-heeled shoes (anything above 1”) should be worn, they are a safety hazard.
- f. During the winter months students should wear the appropriate footwear for the weather. No sandals or flip-flops are allowed during the winter.

#### **2. Clothing**

- a. Clothing must be neat, modest, school and weather appropriate.
- b. No Swimwear
- c. No gang symbols or gang associated attire
- d. No spandex shorts
- e. No backless dresses or shirts, spaghetti strap dresses or shirts, halter tops, shirts that expose the stomach or “belly shirts”, tank tops or shirts that are too low cut, revealing or with shoulders straps less than 2 inches
- f. All fishnet or lace “see through” clothing must be accompanied by an undergarment
- g. No pants that are too big and worn as “baggy pants”
- h. Shorts and skirts must not be shorter than the student’s finger length with hands at their sides.
- i. NO HATS are allowed in the building, if any staff member sees a hat it will be confiscated and given to the Principal. Students will not be allowed to retrieve their hats; their parents will need to visit the Principal to get the hat back.

- j. No clothing with slogans that express profanity, obscenity, tobacco or alcoholic products. (This includes jerseys with alcoholic sponsor logos on them)
- k. No clothing or material with derogatory print or images toward any race, gender or ethnic group

Any student violating the dress code will be asked to call home for a change of clothes or we may provide an article of clothing to cover up the inappropriate clothing.

All clothing should be clean and laundered.

### **Grooming Guidelines:**

Students must maintain and display regular good hygiene habits.

- 1. Hair must be clean and combed each day
- 2. Students should be bathed and free of dirt
- 3. Students should brush teeth daily to avoid bad breath
- 4. Students in the upper grades should use deodorant as part of their daily routine

### **Emergency Evacuation**

Anna Smith Elementary works with Tooele County Sheriff's Office, West Wendover Police Department and Elko County Sheriff's department to plan for emergencies at our school or community. If for some reason it became necessary that we evacuate school, our reunification center has been designated as the San Felipe Catholic Church, located at 606 east Aria Blvd. If you have any questions or concerns, please contact the Principal, Mrs. Castagno at 665-0470.

### **Fundraisers:**

Fundraisers are conducted by the ASE Parent-Teacher organization. The money raised from the various fundraisers is put toward events, incentives for students, school supplies, etc.

### **Harassment/Bullying Policy:**

Harassment/Bullying are taken very seriously, the following is directly from Tooele School District policy manual in regards to harassment and bullying. In order for the school to handle any harassment or bullying it must be immediately reported to the Principal's office immediately.

Anna Smith Elementary is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying means any intentional written, verbal, or physical act, when the intentional written, verbal or physical act:

1. Physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or
2. Is severe, persistent, or so pervasive that it creates an intimidating or threatening educational environment; or
3. Has the effect of substantially disrupting the orderly operation of the school

Nothing in this policy requires the victim to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic. (No student "deserves" to be harassed, intimidated, or bullied)

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. The harassment, intimidation or bullying can be verbal, via cell phone, Internet "cyber bullying" or paper. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom and program rules.

Corrective discipline and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s) including possible suspension and/or expulsion, restoration of positive climate, and support for victims and other impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Principal, Mrs. Castagno, is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with Tooele County School District policies already in place.

**Students who believe they have been subject to harassment of any kind should let a staff member know as soon as possible after the occurrence.**

#### **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, Cold, Head Lice/Nits, Cough due to infection, Eye Infection, Contagious Skin Rashes, Tonsillitis, Contagious Diseases.

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

All students are required to go outside for recess on Green Weather Days, children will only be excused from recess with a doctor's note.

### **Immunizations:**

Utah State Law requires that a child entering school should be up-to-date on the recommended immunizations. Please inquire with the Secretary, Mrs. Roberts about the current immunization requirements.

### **Insurance:**

Anna Smith Elementary or Tooele County School District will not be responsible for medical expenses if your child is sick or injured while at school and requires medical attention. Parents may purchase insurance to cover accidents that occur during school hours. Please inquire at the office for more information about this insurance if you are interested.

### **Lost & Found Items:**

Lost and found items tend to be a problem. We urge you to label your child(s) jackets, lunch boxes, backpacks, etc., for easy identification. In the event that your child loses an item you may check the orange lost and found bucket by the office. Unclaimed items will be donated to charity in January and June.

### **Lunchroom Rules:**

1. Keep hands and feet to yourself
2. Walk to and from lunchroom
3. Sit with your class
4. Eat politely - good manners
5. All food should remain on tray
6. No food is allowed to be taken out of the lunchroom
7. Wait to be dismissed from the lunchroom

### **Medical Concerns:**

If your student has medical conditions or issues that we should be aware of, please contact the office so that a Care Plan can be developed to meet the needs of your student.

### **Medication:**

According to Utah State Law, medicine(s), prescription medicines or over-the-counter medicines, cannot be administered by school personnel or by the individual student. Students are NOT ALLOWED to carry or bring medication to school. The law states that if it is necessary for a student to be medicated during the school time hours, the

parent/guardian must have "Permission to Medicate Forms" filled out by the doctor before medication is delivered to the school by the parent/guardian. DO NOT SEND MEDICATION WITH THE STUDENT.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled 4 times per school year. Parents will receive notices from their child(s) teacher as to the scheduled time for each conference. We will work to schedule all siblings on consecutive times on the same day. It is important that you attend these meetings; we encourage you to keep in constant contact with your child(s) teacher.

### **Parking and After-School Pick-Up Procedures**

Please park only in designated areas; parking anywhere other than the parking lot damages sprinklers.

When picking your child(ren) up after school please adhere to the pick-up line as designated by the orange cones. This procedure has been implemented for the safety of our staff and students and anyone violating this procedure will receive a verbal warning from Mrs. Castagno and if a violation occurs again we will refer you to Tooele County Sheriff's Department or the Utah Highway Patrol.

### **Pictures:**

School pictures are taken each fall and spring. You will receive notice regarding the date/time of the pictures and picture retakes. If you are ordering pictures, please send exact change. The photographer collects the money and the school does not make change.

### **Prohibited Items:**

The following items are not allowed on school campus because they interfere with the learning process or present potential harm to staff and students.

\*iPods, mp3 players, video games, toys, skateboards, scooters, skates, laser pointers, matches or lighters, cigarettes or other tobacco products, alcohol or illegal drugs, firecrackers, caps, noisemakers, stink bombs, knives of any kind, darts or other sharp objects, weapons of any kind, beepers, pagers., etc.

Items brought to school may be confiscated and parents may be required to pick them up. Any item confiscated a second time may mean withholding the item for the remainder of the year. Items of harmful or illegal nature will be dealt with accordingly with the school discipline policy and if necessary turned over to the proper authority. Anna Smith Elementary will not be responsible for lost, stolen or damaged items that a student may bring to school with them.

**Playground Rules:**

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

**Registration:**

All registering of students will take place online from now on. You should be prepared with your child's up-to-date immunization record, birth certificate, and proof of Utah residency. If immunizations are not current the student shall be required to receive necessary shots before being admitted.

**School Schedule:**

For grades K-6 (Monday, Tuesday, Thursday & Friday)

School Begins 9:00 a.m. (We will begin serving breakfast @ 8:25)  
School Ends 3:30 p.m.

For grades K-6 (Wednesday)

School Begins 9:00 a.m. (We will begin serving breakfast @ 8:25)  
School Ends 12:30 p.m.

**Search and Seizures:**

School officials have the legal right to search students and their possessions whenever there is reasonable suspicion of theft, drug possession, weapon possession, safety concerns, or similar violations. Students are required to cooperate with these lawful searches. Any student who refuses to comply or cooperate with a search will be considered extremely defiant and suspended out-of-school from 1 to 5 full days at the principal's discretion. The police will also be notified in such cases.

**Visiting the School:**

Parents are welcome to come to the school to visit, observe in their child's classroom, visit their child during lunch and volunteer. Every person who is not a school employ MUST check-in at the office and obtain a Visitor's Pass before going to any other



part of the school. Staff members have been instructed to have you return to the office and check in and get a pass if you have not already done so.

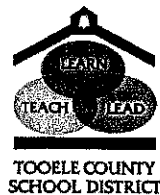
**Volunteering:**

Volunteers are welcomed, encouraged and needed at our school. We would greatly appreciate anyone who wishes to help us as we educate children. Volunteers, depending on what they are assigned to do may be subject to a background check.

**About these policies and procedures**

*This information may change at any time without prior notice. Every attempt is made to keep information current. However, in order to facilitate management of the school, promote safety, improve service, or otherwise advance the mission of the school (either directly or indirectly), the administration reserves the right to alter existing or create new policies, procedures and rules at any time. It is neither possible nor realistic for absolutely every policy, procedure or rule to be listed here. Reasonable attempts have been made to make this information as complete and accurate as possible.*

For further clarification on policies, you can access Tooele County School District Policy regarding students and [www.tooeleschools.org](http://www.tooeleschools.org).



Book Policies  
Section 05000 Students  
Title Student Dress  
Number 5004  
Status Active  
Legal  
Last Revised January 19, 2016

#### A. Purpose and Philosophy

1. Tooele County School District (TCSD) is committed to provide 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.
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 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 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.

#### 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 individual 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, or sexually suggestive.
3. Items which display advertising, promotions and likeness of tobacco, ecigarettes, alcohol, 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 which is so conspicuous, extreme, or odd that it may draw undue attention, disrupt or tends to 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 tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed.
  6. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or "grungy/grubbies", or immodest. No shorts or skirts above the knees are permitted unless leggings are worn. Such leggings may not be see-through.
  7. Clothing that shows underwear is not permitted (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, miniskirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, majority of the back, and cleavage at all times (even when seated). This includes clothing that has holes or revealing modifications. School activity uniforms (i.e. singlets, spansks, 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 of any kind are not allowed within the building except as part of an approved activity or for religious or medical purposes as authorized.
  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.

#### C. Graduation

1. In order to maintain dignity and decorum at high school commencement, students participating in commencement exercises are subject to the dress and grooming standards articulated in this policy and are required to wear the prescribed cap and gown during the ceremony.
2. Personal items such as clothing, accessories or jewelry that draw undue attention or detract from the dignity and decorum of the occasion shall not be allowed. Mantles, cords, insignias or medals signifying achievement, honor or recognition are restricted to awards issued and approved for display at graduation by the local high school. During the ceremony is defined as the entire duration of the commencement program from opening processional to completion of the recessional.

Last Modified by Diane Valdez on January 21, 2016