

Information Agreement must be signed by both student and parent/guardian and RETURNED TO THE SCHOOL for registration to be complete.

**Electronic signature is also acceptable and can be completed by going to:
<http://aliceharris.weebly.com/registration.html>**

PARENT/STUDENT HANDBOOK 2016-2017

INFORMATION AGREEMENT

I certify that my student and I have read, understand, and agree to comply with all information contained in this 2016-2017 student handbook, including:

- Harris Intermediate School **Dress Code Policy**
- **LOCAL** contact information available for each student
- Box Elder School District **Attendance Policy**
- **BESD Safe Schools Policy**
- **BESD Drugs/Alcohol/Tobacco Policy**
- **BESD Pornography Policy**
- **BESD Fighting, Threats, Intimidation or Sexual Harassment Policy**
- **BESD Computer Use** policies and procedures
- **BESD Transportation** policy regarding **Conduct on Buses**
- FERPA (Family Educational Rights and Privacy Act)

Student Name – PRINTED

Student Signature

Parent Signature

Date Signed

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STUDENT HANDBOOK 2016-2017

Harris Intermediate School

515 North Husky Way ♦ Tremonton, UT 84337

Phone (435) 257-2560 ♦ FAX (435) 257-4133

Colleen Shaffer, Principal

Alison Williams, Assistant Principal

Jennifer Francom, Secretary

Tiffanie Hadley, Receptionist

<http://www.achi.besd.net>

Student Information Link:

<https://portal.besd.net/Passport/loginp.aspx>

STUDENT NAME: _____

Dear Harris Huskies,

Welcome to Harris Intermediate School. The teachers, administrators, support staff and PTSA are glad to have you in our school, and we invite you to take full advantage of the many opportunities you will have while you are here.

We have prepared this handbook to inform you of the privileges and responsibilities you will have as a student at Harris Intermediate. Get ready for a great school year!

Sincerely,

***The Faculty and Staff of
Harris Intermediate School***

Mission Statement

The mission of Harris Intermediate School is to ensure that all students find success and have opportunities to develop intellectually and socially in a safe, positive learning environment where expectations are high, and where educators, parents, students and the community share the responsibility for each child's education.

OUR MASCOT: THE HUSKY



Our mascot was chosen by the incoming students of Harris Intermediate School in 1995. Huskies have many traits that make them a fitting role model for the students and staff of our school. Huskies are a breed of working dogs developed in Siberia and valued as sled dogs, companions, and guardians. They are graceful, quick, alert and strong. In 1909 huskies were brought to Alaska for sled dog races, and because of their ability to work in teams they have become consistent winners. The breed is noted for intelligence and gentle temperament. You'll see our mascot featured throughout the school in a variety of ways. Catch the Husky Spirit as you become involved in all of the various programs of our school.

At Harris Intermediate, we celebrate all positive and healthy ways to enjoy this important time of life.

Here are a few ways we demonstrate our **Husky Attitude**:

START THE DAY RIGHT

School will begin at **7:40 a.m.** and end at **2:35 p.m.** each day. **Students are welcome in the building from 7:15 a.m. until 2:45 p.m.** (unless supervised by a teacher). Four minutes will be given between each class period. Students are expected to be to every class on time. Wednesday school will start exactly one hour later and our class periods will be compressed. For details about our schedule please reference our website <http://www.achi.besd.net>

Counselors

Our counselors are advocates for our students. Through Planning for College and Career Ready Conferences, classroom presentations, individual and group counseling and College and Career Awareness activities, they strive to help students improve study skills, make decisions, assess their strengths, solve conflicts, express feelings appropriately, develop positive attitudes, choose courses, explore careers, discover their abilities and talents, set goals, and work out problems with family, friends and teachers. All students are encouraged to get to know the counselors.

Governing Youth Council

The Governing Youth Council (GYC) is a positive and educational youth group in our community that plans and coordinates drug-free activities to promote positive youth lifestyles with direction for the Bear River Health Department. Two student representatives are chosen each year through application. A GYC Committee will also be formed to carry out our projects. To apply, students must be in good standing in academics and life skills.

Husky Ambassadors/HOPE Squad

Husky Ambassadors is a service oriented group under the direction of the counselors. The goal is to help students feel welcome, take a stand against bullying, be a friend, and perform service for others and our community. Husky Ambassadors are also teaming up to be members of the Hope Squad, which is a suicide prevention/awareness group that offers hope and encouragement to our students. Together this group will promote a safe and welcoming school.

HARRIS INTERMEDIATE SCHOOL-WIDE RULES OF CONDUCT

1. Huskies show respect to others, themselves and property.
2. Huskies are punctual, prepared and productive.
3. Huskies work together to make our school a safe environment for everyone.
4. Huskies are in the right place at the right time, doing the right thing.

HARRIS INTERMEDIATE SCHOOL-WIDE DISCIPLINE

It is our expectation that Harris Huskies will follow all school and classroom rules. Those students making good choices will be positively rewarded and recognized. They will feel more confident and content at school. There are times, however, when students make poor choices and do not follow school rules. Therefore, the following is in place.

A discipline referral will be given to the office for students choosing to not follow school-wide rules of conduct.

1st Offense: (Warning)

- Conference with administrator

2nd Offense:

- Conference with administrator
- Possible parent notification
- Up to 2 lunch detentions

3rd Offense:

- Conference with administrator
- Mandatory parent notification
- Up to 1 week lunch detention
- Up to 1 day ISS

4th Offense:

- Conference with administrator
- Mandatory parent notification
- 2 or more days ISS

More than 4 Offenses:

- Individualized plan (ie: tracker)
- Possibility of referral to Trust Program

Severe Clause: *In the event that a child violates the district's Safe School's Policy, a parent contact will happen immediately. Consequences could include those listed in the policy and possibly suspension. In addition, a student will be moved right to the consequences of the fourth offense.*

Note: *An individualized plan may occur for continual, repeat offenders at any time.*

ATTENDANCE POLICY

Regular attendance is one of the biggest influencers on academic success at school and increases the opportunities for students to benefit from educational programs. The Utah Compulsory Attendance Law (53A-11-101) directs parents to require their children between the ages of 6 and 18 years of age to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process, thus impairing a student's opportunity to learn.

When a student must be absent, we ask that the parent or guardian call the school or send a written note and provide a valid reason for the student to miss school. **Parents must provide a valid reason (as outlined by Utah State Code) for a student absence WITHIN ONE week of their student returning to school.**

When a student knows ahead of time that he/she will be missing school, a "Pre-arranged Absence" form should be picked up in the Counseling office before the absence. **Students are responsible for any AND all work missed in class while absent for ANY REASON.** If a student has to miss school for 2 or more days, parents may **contact the office by 10 a.m. of the 2nd day to request homework.** Assignments will be collected from teachers, and a parent can pick them up at the end of the school day.

ABSENCES/TARDIES

Policies are currently under revision, please see the school website at <http://alicecharris.weebly.com/> for updated and current policies.

HUSKY HOMEWORK?

You bet! Even though we do fun, exciting things here at Harris Intermediate, there will be times when you will have more work to do than school time allows. You may often have homework. Course disclosure statements from your teachers will outline homework expectations. Homework may take many forms, including independent projects.

BE A BUILDER

Each month teachers nominate a boy and a girl from their core to be Builders of the Month. These students are selected for their positive attitude and their friendly and helpful manner. Builders build other people up and make Harris Intermediate School a better place to be. Builders will be recognized individually with their picture and certificate in the school showcase.

LOCKERS ARE LOANERS

Lockers assignments will be printed on your school schedule. **Do not share your combination with anyone!** Lockers should be kept neat and clean. Doors can be shut gently without kicking or slamming. The school has the right to inspect lockers at any time. Students who get into lockers that do not belong to them will be sent to administration. Students should not jam lockers so they will not lock or latch. **No stickers or labels, please! Magnets are great!** Decorating lockers for birthdays and other occasions is discouraged. **Students who intentionally mistreat lockers will be assessed a fine.**

YEARBOOKS

Yearbooks are \$20 and purchased online ONLY at <https://ybpay.lifetouch.com/>, use code 10984317. Yearbooks are hardcover and full color. The deadline to order yearbooks is **March 24th**.

CELL PHONES and OTHER ELECTRONIC DEVICES

Cell phones and electronic devices **ARE NOT TO BE USED IN CLASSROOMS** without teacher permission. Cell phones may only be used before and after school, **AND IN THE OFFICE**. Taking and/or posting photos and video with a cell phone or other electronic device at school is prohibited without permission. **Harris Intermediate School is not responsible for any theft or damage to any cell phone or electronic device.**



Consequences for misuse of cell phones and electronic devices include:

- 1st offense:** item is taken and returned at end of day.
- 2nd offense:** item is taken and **returned to parents only**
- 3rd offense:** item taken, returned to parent, and **ALL cell phone privileges are revoked.**

SEVERE WEATHER / SCHOOL CLOSURES

Because of the sizeable differences that can and do exist in the weather conditions in various parts of Box Elder County, parents are urged to use their best judgment relative to the safety and advisability of sending their children to school on stormy days. If school is cancelled for weather or any emergency, the school day will be made up later during the year. Please listen to **KSL Radio 102.7 FM or 1160 AM** for information regarding school closures. **We will also use our automated School Messenger phone system to call with notifications.**

SCHOOL LUNCH/BREAKFAST

Students may pay daily, weekly, or monthly (**prepayment** is expected). Payment may also be made online from our school website: www.achi.besd.net . Checks must be made out for the exact amount. **Change WILL NOT be given in the office or in the lunch room.** Lunch from home is to eaten it in **the cafeteria or outside, weather permitting.** A microwave is available. **All school-prepared food stays in the cafeteria.**

Snacks will be available to purchase during the last 10 minutes of each lunch period. Please put wrappers in the trash and keep our school clean. **Opened beverages are ONLY allowed in the cafeteria.** **All water bottles MUST BE CLEAR.**

FREE / REDUCED LUNCH

Application for free/reduced lunch is available online at <http://alicecharris.weebly.com/calendar--lunch.html>.

LUNCH/LIBRARY ID CARDS

Each student will receive a photo ID lunch and library card at the beginning of the year. This card is used to check in or out of school, for lunch, to check books out of the library, or to check out playground equipment from the office. **The ID card must remain intact with a visible name and photo to be valid.** Students who forget their card will still be able to eat lunch, but will need to wait until students with ID cards are served. **Replacement ID cards may be purchased for \$4.00.**

MEDIA CENTER

Students are encouraged to explore the books, magazines, and research materials. In order to maintain an adequate collection, we ask that materials be returned in good condition and in a timely

manner. Fines will be assessed for late, lost or damaged materials. Students should never check out materials for one another.

RESOLUTION PROCESS

Student/Parent concerns or complaints can best be addressed in the following manner:

1. Speak with the classroom teacher FIRST.
2. Talk to one of our school counselors.
3. Take your concern to the Principal or Assistant Principal.
4. Contact the Superintendent or Director of Student Services
5. Contact the Board of Education

FEE WAIVERS

We follow State and District fee waiver policies to ensure that no student is denied the opportunity to participate in class or school-sponsored activities because of an inability to pay associated fees. Fee waiver eligibility is based upon qualification under income level, SSI, AFDC, State custody, or special cases. Written verification is required for all fee waivers as listed on the waiver application form.

CLASS CHANGES

Before class changes will be made, the following are considered:

1. **Core class changes must be approved by as school administrator**
2. Changes may not be allowed when moving from a smaller class to a larger class
3. Elective class changes will be considered on a case-by-case basis

There is a \$15 fee for all parent/student requested changes.

AMERICANS WITH DISABILITIES (ADA) POLICIES

Box Elder School District and Harris Intermediate do not discriminate on the basis of race, color, national origin, sex or disability. Should you need special services, please contact the principal.

TITLE IX

The school principal is the Title IX coordinator. Any grievance or concern regarding gender equity issues should be addressed to the school principal.

SCHOOL COMMUNITY COUNCIL

Our School Community Council meets regularly. This committee consists of parents, school employees, and the school principal. The committee's responsibilities are:

1. Develop and help implement a school improvement plan to include:
 - The School Land Trust Program.
 - A staff professional development plan.
2. Advise and make recommendations to the school and district administrators.

Parents wishing to participate may contact the principal. Parent members must be elected by a majority vote of parents who have children enrolled in the school.

MEDICATIONS, ACCIDENTS OR ILLNESS

Our office is open to take care of minor injuries or illness. Please have your student come to the office if in need of such services. We'll call parents or call the hospital, whichever is appropriate. In compliance with State law, students are **NOT allowed to keep medication in their lockers or bags at school.** **If a student is taking any prescription or non-prescription medication at school, a permission slip signed by the parent and the doctor (or a copy of the prescription) MUST be on file in the office. PARENTS must bring all medicine to the office in the CURRENT PRESCRIPTION BOTTLE (including refills) LABELED WITH THE STUDENT'S NAME, and our secretary will keep it locked up and dispense it as prescribed. We are not allowed to dispense ANY medication to a student unless a PARENT has brought it to the school and signed a permission slip.** This includes over-the-counter medications such as Tylenol or Ibuprofen.



MEDICATIONS IN BAGGIES ARE NEVER ALLOWED.



HEALTH AND ACCIDENT INSURANCE

The school does **not** carry health and accident insurance on students. If parents want to acquire coverage for students at school, applications are available from the school at the beginning of the year.

DELIVERIES

We **DISCOURAGE** the delivery of birthday and other special event gifts, flowers, balloons, etc., to students at school. Such items are a distraction in the classroom and are difficult for the students to manage or store. **If deliveries are made, we will notify the student and keep the gifts in the office until school is dismissed.**

VISITORS

We welcome parents in our school at any time. **Please enter through the east doors and check-in at the main office** prior to visiting classrooms. For the safety of our students, visitors will be required to wear an identification badge while in the building. **Students who are not registered at Harris Intermediate are NOT allowed on campus or in the school during school hours.**

CLOSED CAMPUS

Once students arrive at school in the morning, they are not allowed to leave the school grounds unless they have been checked-out in the office by a parent or guardian.

BIKES, SKATEBOARDS, ETC.

A bicycle rack is provided for students riding bikes to school. We strongly recommend that students lock their bikes in the bike rack. The school cannot be responsible for lost or stolen bikes. Bikes may not be chained to posts or trees, and should not be ridden during school hours. Shoes with wheels in the soles are also prohibited at school. School personnel are not responsible for storage of these items during the school day. **Skateboards, roller blades, scooters, four-wheelers and motorcycles ARE NOT to be ridden on school property.**

PUBLIC DISPLAY OF AFFECTION (PDA)

All students are asked to keep their hands, feet, and other objects to themselves while at school. Physical and public displays of affection such as kissing, holding hands, front hugs, and other touching are inappropriate in school, regardless of circumstances. Contact such as shaking hands and high fives to greet and celebrate are acceptable.

BUSSING

Riding the bus is a privilege, and the rules that apply at school also apply on the bus. **Each student will have a copy of the District bus rules and safety guidelines listed in this handbook.** Violations of bus rules will result in loss of riding privileges. If students need to ride the bus with a friend, **they MUST have a written note of parent permission signed by a school administrator** to give to the bus driver.

SCHOOL DRESS CODE

Learning is our number one priority. Students should not wear clothing that detracts from the learning environment.

- Dresses, shorts and skirts are to be of sufficient length. To check, hold arms down to the side. Hem length should not be shorter than fingertips.
- Shirts/tops must cover the shoulder, front, sides and back completely. Shirts should not be low-cut. Pants and shorts must completely cover underwear.
- Students may not wear clothing that displays obscene pictures, words, or promotes through innuendo the use of drugs, alcohol, tobacco or violence. No gang-related clothing or apparel will be allowed.
- Distractions such as chains, spikes, distractive piercings or inappropriate jewelry are not conducive to an educational environment.
- Hats, gloves and sunglasses should not be worn inside during the school day.
- Slippers and pajamas are not appropriate school attire.
- Students who write on themselves or will be referred to administration.

Students are expected to comply with the school dress code whether in school or attending a school activity. Students choosing not to comply with the dress code will be referred to school administration and may be required to change into clothing deemed appropriate for school.

ACADEMIC GRADES

Students' grades reflect only their academic proficiency as it has been assessed by teachers. **Our goal is to have students' academic scores reflect their performance in the most accurate and consistent manner. Students' grades will be calculated only from work that can be verified to have been done independently. Thus homework should primarily be viewed as practice in preparation for work that will be done independently at school and be calculated for their grade.**

MAKE-UP WORK

Students will be allowed to retake or make up assessments. If needed, students will be provided with opportunities to receive additional help and instruction.

ONLINE GRADE ACCESS

Parents and students can keep track of their academic progress on a regular basis by logging on to <https://portal.besd.net/Passport>. Login information is available on the school and district websites, in the Back to School packet, or by calling the main office at **257-2560**.

LIFE SKILLS GRADES

Life skills scores communicate how students are performing relative to their classroom behavior and work completion. We consider these scores to be very important and will recognize students accordingly.

LIFE SKILLS RUBRIC SUMMARY

| | H <i>(exceptional)</i> | S <i>(satisfactory)</i> | N <i>(needs to improve)</i> | U <i>(unacceptable)</i> |
|---|----------------------------------|-----------------------------------|---------------------------------------|-----------------------------------|
| Work Completion -turns in work that is complete, on time, and according to class standard | 100-90% of the time | 89-75% of the time | 74-60% of the time | 60% of the time |
| Classroom Behavior -follows classroom rules and procedures | | | | |

SUPER ACTIVITY

At the end of each trimester we reward students who have demonstrated appropriate attendance & Life Skills.

Students are **NOT ELIGIBLE** if they have ANY of the following:

7th Grade

- a **U** in any class
- **2 or more N's** in one class
- **4 or more N's** overall
- **8 or more tardies** in one class
- **15 or more tardies** overall
- **6 or more unexcused absences**

6th Grade

- a **U** in any class
- **2 or more N's** in one class
- **3 or more N's** overall
- **8 or more tardies** in one class
- **15 or more tardies** overall
- **6 or more unexcused absences**

Super activities may include dances (7th grade only), movies, swimming, games, and other fun events. Students will need to work hard to be eligible to participate. **The administration may exclude additional students based on discipline infractions.**

DRUG/ALCOHOL/TOBACCO POLICY

The possession, use, distribution or sale of tobacco, alcohol, narcotics and all other drugs is prohibited in all BESD schools, on school grounds, at all school-sanctioned activities, or when students are being transported in vehicles dispatched by the District. **Electronic cigarettes are considered a tobacco violation.**

Drug/Alcohol and/or Tobacco Violations will be assessed as follows:

First Offense:

1. Automatic law enforcement referral.
2. Parent or guardian notified of violation.
3. Student **suspended** in or out of school until parent/guardian can meet with school personnel.
4. Students **may be** invited to participate in school level cessation program.

Second Offense:

1. Suspended student may return to school following personal assessment by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program.
2. Student **shall agree** to participate in a drug testing program as determined by school administrator.

Third Offense:

1. Suspended student may return to school only after assessment mentioned above has been **completed and positive participation** in prescribed follow-up is occurring.
2. Student **shall agree** to participate in a drug testing program as determined by school administrator.

Note: Any student involved in **distribution** of alcohol, narcotics, drugs, and/or drug paraphernalia will be dealt with as a Third Violation.

PORNOGRAPHY in any form is prohibited, including obscene or suggestive language or pictures including electronic or printed formats. ***Offensive materials will be taken and turned over to parents and/or police. Parental contact will be made and/or a police referral will be made.***

FIGHTING, THREATS, INTIMIDATION OR SEXUAL HARASSMENT

Fighting, threats, intimidation or sexual harassment will not be tolerated. Parental contact will be made, students may be suspended for the remainder of the day, and/or a police referral initiated.

BULLYING

Bullying in any form at Harris Intermediate School WILL NOT be tolerated. All students have the right to feel safe in school, and each deserves the respect and kindness of other students and adults.

WHAT BULLYING LOOKS LIKE AND SOUNDS LIKE:

| LOOKS LIKE | SOUNDS LIKE |
|-----------------------|-------------------------------|
| Ignoring | Put downs |
| Fighting | Nasty or untrue statements |
| Hitting / Slapping | Name calling / Racial slurs |
| Kicking | Blaming |
| Shoving | Sarcasm / Intimidating |
| Mean finger gestures | Taunting / Teasing |
| Spitting | Threatening |
| Pushing / Shouldering | Bossing |
| Excluding | Spreading rumors |
| Mean imitations | Saying hurtful or mean things |

If you are a witness or victim of bullying, please contact any adult staff member ASAP.

BOX ELDER SAFE SCHOOLS POLICY

Box Elder School District is committed to maintaining schools that are safe and orderly. A student may be disciplined for any prohibited conduct when it:

- (a) occurs in a school building, or on or in proximity to school property,
- (b) occurs in conjunction with any school sponsored activity,
- (c) occurs in or on a school vehicle,
- (d) occurs in the presence of or is directed at or against another student or district employee,
- (e) threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.

You may view the full content of the policy on our district website.

<http://www.besd.net/district/policies.php> – Policies 5005 – Safe Schools, and 5006 – Safe Schools – Discipline of students with Disabilities.

*Following are copies of agreements which are deemed **agreed to and signed** upon receipt of the signature page at the front of this handbook. This includes the Computer Use Contract and the Transportation – Conduct on Buses Contract. These copies should remain in the handbook for parent and student reference.*

COMPUTER USE CONTRACT

Box Elder School district is highly committed to providing students a quality educational experience in all areas of areas of the curriculum, including information technology. Our investment in computer software and equipment is substantial. In order to protect this investment and provide the best education possible, all students using computers agree to the following conditions of use:

1. I recognize that the use of a computer is a privilege and agree to be respectful of this expensive equipment and not abuse or mistreat computers, software, diskettes, network cabling, or manuals in any way.
2. I will not attempt to obtain or enter any passwords other than those that I provide for my own files.
3. I will not bring diskettes from home, and will not install or use any software or program other than that provided by the instructor on school computers.
4. I will not shut off any file servers, and will only shut off computers and/or any other equipment when told to do so by the instructor.
5. I will not adjust or change any controls unless told to do so by the instructor.
6. I will not engage in any physical activity (horseplay, running, rough-housing, etc.) in any lab or classroom where computer equipment could be accidentally damaged.
7. I will not bring or consume any food or drinks in any lab or classroom where computers are located.
8. I understand that the school cannot be responsible for viruses contracted on the students' personal diskettes.
9. I agree to download from the Internet system only material and/or information which has been approved in advance by the instructor.
10. I will not transmit or receive any inappropriate material in violation of law or district policy. This includes, but is not limited to: copyrighted materials, threatening or obscene materials; materials protected by trade secrets; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; inappropriate language; use of product advertisement or political lobbying. I recognize that illegal or inappropriate activities or any kind that do not conform to the rules, regulations and policies of the Box Elder School District are forbidden.
11. I will not engage in any activity for profit on school equipment.

WEB PAGES: The following policy applies to the development of web pages:

1. Each school will have a designated Web Master who is ultimately responsible for enforcement of the Web Policies of the District.
2. Any Web page using the Box Elder School District name or logo or any of the affiliate schools' names or logos is not allowed without written permission from the District Network Administrator.
3. No school or class Web pages are to be mounted outside of the District Web server.
4. At no time shall any student-identifying information appear on any web page.
5. Transmission of any material in violation of any U.S. or Utah State or District policy regulation or statute is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene materials, anarchist or terrorist information, or material protected by trade secrets.
6. All student web pages must be approved by the School Web master prior to being posted on the District Web server.
7. No links to or from the District Web pages are allowed without written permission from the District Network Administrator.
8. It is expressly understood that anything posted on a web page is accessible to anyone in the world.

I agree to abide by the above terms and conditions. I understand that any computer down time and/or damage caused by me to computer equipment shall be my responsibility, and I agree to pay the costs of associated repairs, including labor and parts. I also understand that any violation of this policy may result in the loss of my computer use privileges and/or the school may refer charges to law enforcement authorities for vandalism, criminal mischief, the collection of damages, or other legal recourse.

POLICY 2216 – TRANSPORTATION: CONDUCT ON BUSES

- A. The conduct of pupils being transported regularly, or to-and-from activities sponsored by the school, shall be the same as required while in attendance at school; all district policies for student behavior are applicable. Drivers are school officials and may take such measures as seem advisable to assure proper conduct including temporary suspension and permanent expulsion (as approved by the principal up to the length of the school year) from bus privileges.
- B. Pupils must be on time. Students should be at their bus stop 3-5 minutes before the bus arrives. The bus will not wait for pupils who are tardy.
- C. Eligible pupils will load the bus or be unloaded from the bus at the stop and school to which he/she is regularly assigned. Written request by the parent or guardian to the bus driver and approval by the principal may allow pupils to enter or exit the bus at a different route stop. Pupils are not permitted to enter or exit the bus at a school to which they are not attending unless a parent/guardian is present.
- D. Pupils are never to stand in roadways while waiting for the bus; when loading or unloading from the bus and having to cross the roadway, the student must cross in front of the bus. While crossing the roadway to load or after unloading from a bus the student must do so with the aid of the flashing red signals activated by the driver.
- E. Any objects brought onto the bus must be safely secured or conveniently carried by the student without causing discomfort or unreasonable annoyance to other passengers. Objects are not to block aisles, doors, steps or emergency exits. Objects that may pose a hazard or risk to the passengers or driver may be barred from coming onto the bus.
- F. There shall be no shouting, whistling, pushing, scuffling, or unnecessary conversation with the driver. The use of alcohol, tobacco, controlled substances, obscene or profane language is also prohibited. Pupils may not take firearms, blowguns, knives, water pistols, flippers, lighters or any flammable material, or any other item that through its use may damage the bus, inflict injury on another person, or cause unnecessary disturbance. No pupil shall willfully attack or otherwise molest another student on the bus; harassment and/or bullying will not be tolerated. No object or item shall be thrown from the bus.

- G. All pupils must be seated while the bus is in motion. Passengers may not arise from their seats to exit before the bus is stopped; nor may they load or unload while the bus is in motion. Passengers must not extend their arms, heads, or other parts of the body out of the windows of the bus.
- H. Pupils must not use the rear emergency door, except as directed by the driver.
- I. Any willful or negligent damage to the bus by any pupil must be paid for by that pupil or the pupil's parents/guardians. Students causing unnecessary litter will be responsible to clean up such litter.
- J. District transportation is available to children/students who are enrolled in the Box Elder School District and qualify for transportation as per the rules of the State of Utah and the Box Elder School District.
- K. The opportunity to utilize school/district provided transportation is a privilege extended to our students. Transportation is not a "right." The privilege of using school/district provided transportation may be denied for cause. A student who is denied transportation does have the right to basic due process.

This copy to remain in handbook.

FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Schools, their administrators, teachers and staff are legally bound to protect the privacy of students, their parents and their families. It is illegal to administer to a student any psychological or psychiatric examination, test or treatment, or any survey, analysis, or evaluation without prior written consent of the student's parent or legal guardian, in which the purpose or evident intended effect is to **cause the student to reveal** information, whether the information is personally identifiable or not, concerning the student's or any family member's political affiliations; mental or psychological problems; sexual behavior, orientation or attitudes; illegal, antisocial, self-incriminating, or demeaning behavior; critical appraisals of individuals with whom the student or family member has close family relationships; religious affiliations or beliefs; legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; income, except as required by law.

FERPA also protects student academic scores. Correcting of tests or homework by other students, calling out test scores for the teacher to record and posting student scores or grades in such a way that students may be identified without parent or guardian permission to do so may also be a violation of students' rights to privacy.

Student lunch status, student disabilities and Individual Educational Plans are also protected information.

Teachers and school staff are encouraged to take all necessary precautions to protect student and family rights to privacy. In the course of their duty teachers and staff become aware of protected information. Much of this information may be shared with other educators on a "need to know" basis. Caution and judgment should be used to determine if there is a real need to share information. A "need to know" spawned only by curiosity does not qualify.

The 7 Habits of Highly Effective Teens

The Private VICTORY...Inside First

Habit 1: **BE PROACTIVE**

I am the force. Take responsibility for your life.

Habit 2: **BEGIN WITH THE END IN MIND**

Control your own destiny or someone else will.

Define your mission and goals in life.

Habit 3: **PUT FIRST THINGS FIRST**

Will and won't power. Prioritize, and do the most important things first.

The Public VICTORY...Outside Second

Habit 4: **THINK WIN-WIN**

Have an "everyone-can-win" attitude.

Habit 5: **SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD**

You have two ears and one mouth. Sincerely listen to people.

Habit 6: **SYNERGIZE**

Work together to achieve more.

Habit 7: **SHARPEN THE SAW**

Renew yourself regularly.