



# **PINE VIEW MIDDLE**

## **Student-Parent Handbook 2022-2023**

**This Handbook Belongs To:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone #**



## **PINE VIEW MIDDLE**

### **Our Mission and Purpose:**

### **Ensure High Levels of Learning for Every Student.**

We are Collectively Committed to our Mission and Purpose.  
Our School Action Plan provides direction, support and vision:

1. PLC Process: Teachers work in Collaborative Teams establishing a Guaranteed/Viable Curriculum (GVC) with Learning Targets.
2. Effective Tier One Instruction.
3. Assessments (Frequent Formative Assessments)
4. Interventions: Team, (Pride/Paws) SUCCESS, Enhancement.
5. Focus and Celebrate Results.

## **PINE VIEW PANTHERS**

**COMMITTED**

RESPECT

RESILIENT



RESPONSIBLE

RELATIONSHIPS

**TO SUCCESS**

*Ensuring High Levels of Learning for All Students*

# **COMMITTED TO SUCCESS**

## **Pine View Middle School Motto**

Pine View Middle School is committed to helping our students achieve academic and personal excellence. As a staff, we have designed and instituted a school-wide plan to assist in this task. Each day, students attend a homeroom class where they will monitor their academic progress. On Monday, in their advisory classes, students will review their weekly report card as well as receive a "0" report of missing assignments. Intervention classes are in place for those who need assistance on a daily basis. Midterm reports are also given to the student at the end of each term. Students and parents, please keep track of your students' academic grades and attendance on PowerSchool. The access address is: <http://psa.washk12.org>. You will then be prompted to use your login name and password. View this often with your child to stay informed with assignments. If you do not have a computer or internet at home, you may use the Internet in the school library or the public library. Parents or students may also receive a printout of student grades by visiting the main office. Most importantly, stay involved and informed of your student's progress.

**The Power School login and password information will be included with your student's schedule received at registration. Use this to keep track of both ACADEMICS AND ATTENDANCE.**

**\*\*Power School Login:** \_\_\_\_\_

**\*\*Power School Password:** \_\_\_\_\_

## **PVMS SUCCESS Program**

### **Schoolwide Values and Learning Targets**

#### **SUCCESS Program GOAL**

- As a result of learning experiences through the SUCCESS program, students will develop competency towards the following Values of Success.

#### **RESPECT - (GVC 1)**

- Students will demonstrate RESPECT for self, others, school culture, class time, and property.

#### **RESPONSIBILITY - (GVC 2)**

- Students will demonstrate RESPONSIBILITY by attending class, passing classes, and adhering to school and classroom expectations.

#### **RESILIENT - (GVC 3)**

- Students will demonstrate being RESILIENT by working towards individual academic and behavioral goals.

#### **RELATIONSHIPS - (GVC 4)**

- Students will demonstrate positive RELATIONSHIPS by understanding what healthy relationships consist of and striving to demonstrate related behavior expectations..

**PINE VIEW MIDDLE SCHOOL**  
**Student/Parent Guidelines – Please read this!!!**

1. **Identification and Safety:** Proper Identification (ID) must be shown by parent or guardian each time a student is checked out of school or called to the main office. Parents, it is your responsibility to keep your contacts list and information in Power School updated. This is essential in ensuring the safety of your student. All visitors must check in at the office.
2. **Backpacks and Lockers:** Students may bring a backpack to school. Upon arrival at school students must put their backpack in their locker. Students may not carry backpacks from class to class or to lunch during the school day. Every student will be assigned a hall locker and combination which is not to be shared with other students.
3. **Cell phones:** Students may use cell phones before and after school and during lunch. During class and passing time use of cell phones, earbuds, and headphones are not allowed. Portable speakers are not allowed at any time. Please do not text your student during class! Students do not have permission to take pictures or videos of other students or staff while at school.
4. **Dress Code:** Students and staff are expected to follow WCSD dress policy. Shirts and blouses should be modest in length and not revealing (No tank tops, halter tops, tube tops). No apparel with profanity, suggestive slogans or promotion of material or substances harmful/illegal to minors. Students have the responsibility to avoid apparel that causes a distraction or disruption. For security and surveillance identification reasons, hats may not be worn inside of school. This includes beanies and other head coverings. (See District Policy 2200)
5. **Food Deliveries:** PVMS is a closed campus and for security reasons can only receive deliveries for students from authorized family members. PVMS does not accept deliveries from food delivery companies. Parents or authorized family members may deliver food to the front office to be given to the student for birthdays or other special occasions during lunch time only.
6. **Skateboards, Bikes and Scooters:** Not allowed to be ridden on school grounds. They must be locked in the racks before entering the building.

Our Student Handbook is online: [www.pvms.washk12.org](http://www.pvms.washk12.org) We encourage you to bookmark our website and refer to it often throughout the school year. We continue to update and add new information throughout the school year.

District website:

[http://www.washk12.org/district/district\\_policy/2000/2200\\_student\\_dress\\_code.htm](http://www.washk12.org/district/district_policy/2000/2200_student_dress_code.htm)

Our focus as an administration is to keep our students safe and growing academically, socially and emotionally. If you have any questions please feel free to contact us via email or at 435-628-7915. **Thank you for the opportunity of having your student attend Pine View Middle School. Our Mission and Purpose is to “Ensure High Levels of Learning for Every Student.”**

Steven Gustaveson  
Principal

Bo Iverson  
Assistant Principal



## PINE VIEW MIDDLE

### Regular Bell Schedule

75 Minute Classes – 2 Lunches  
30 Minute Home Room/Advisory

<b>Announcements</b>	<b>8:25 – 8:30</b>	<b>5 Min</b>
<b>Period 1/5</b>	<b>8:30 – 9:45</b>	<b>75 Min</b>
<b>Period 2/6</b>	<b>9:50 – 11:05</b>	<b>75 Min</b>
<b>Lunch - Advisory</b>		
<b>9<sup>th</sup> Grade Lunch</b> (25 Min)	<b>11:05-11:30</b>	<b>11:10 – 11:40</b>
<b>9<sup>th</sup> Grade Home Room/Advisory</b> (30 Min)	<b>11:35 – 12:05</b>	<b>11:40 – 12:05</b>
		<b>8<sup>th</sup> Grade Home Room/Advisory</b> (30 Min)
<b>Period 3/7</b>	<b>12:10 – 1:25</b>	<b>75 Min</b>
<b>Period 4/8</b>	<b>1:30 – 2:45</b>	<b>75 Min</b>

### Friday Early Out Bell Schedule

60 Minute Classes – Lunch 12:25 (Students must sign up)

<b>Announcements</b>	<b>8:25 – 8:30</b>	<b>5 Min</b>
<b>Period 1/5</b>	<b>8:30 – 9:30</b>	<b>60 Min</b>
<b>Period 2/6</b>	<b>9:35 – 10:35</b>	<b>60 Min</b>
<b>Period 3/7</b>	<b>10:40 – 11:40</b>	<b>60 Min</b>
<b>Period 4/8</b>	<b>11:45 – 12:45</b>	<b>60 Min</b>

# **PINE VIEW MIDDLE SCHOOL**

**2145 East 130 North  
ST. GEORGE, UTAH 84790  
628-7915**

## **ADMINISTRATION**

**Steven Gustaveson  
Bo Iverson  
Chuck Bundy  
Reen Sorensen  
Terry Moore  
Ricki Tuumalo**

**Principal  
Assistant Principal  
Counselor  
Counselor  
Counselor  
School Resource Officer**

## **SUPPORT STAFF**

**Yulma Diaz  
Sheila Murphy  
Annette Bench  
Sandra Manzanres  
Lonie Black  
Diane Ewell  
Cyndi Cheney  
Dra Smith  
Sharon Wilson  
TBA  
Brenda Boelter  
Bruce Martin  
Branon Dowding  
Adam Whitney  
Nelly Aguirre  
Katherine VanHouten  
Rose Watson  
James Tullis, Maria Allen  
Itzel Diaz  
Alexxis Head  
Penny Beckstrand  
Connie Boswell  
Cara Smith  
Bo Iverson**

**Principal's Secretary  
Finance Secretary  
Registration Secretary  
ESL Aide /Attendance / PAWS Supervisor  
Cone Site Computer IT Specialist  
Enhancement  
Enhancement  
ETS Advisor  
Media Coordinator  
Media Assistant  
Media Assistant  
Head Custodian  
Custodian  
Custodian  
Custodian  
Cafeteria Manager  
Lunch Secretary  
Computer Aide  
SAMS - Student Academic Mentor  
Special Ed Para  
Special Ed Para  
Special Ed Para  
PTA President  
PTA Assistant Principal**

## COMMITTED TO YOUR SUCCESS

You attending PMVS makes it one of the best Middle Schools in Utah. We have a great administration, faculty and staff who care about you and are interested in your success. We expect this year to be another great year..

In order for you to experience the best year at Pine View Middle School, it is important that you realize we have high expectations for all of our students. Please take the time to carefully read this handbook. The information herein will help you achieve success.

Panther Pride involves reaching your highest potential. Strive to be your personal best! Work hard as you set goals and you will obtain success. We are “COMMITTED TO SUCCESS.”

Sincerely,

The Administration, Faculty, and Staff

### STUDENT BEHAVIOR

#### DISCIPLINE AND SUSPENSIONS

Learning to be a good citizen is equal (or greater) in importance to all other learning at the middle school level. Courtesy to teachers, school employees, other students and visitors is expected of all students. Students should be considerate of the rights, safety, property and feelings of others, regardless of racial, religious, or economic background.

Each student is expected to behave in the manner appropriate for young ladies and gentlemen at school. It is the policy of the administration and staff to do everything possible to help every student maintain appropriate behavior and remain in school. However, at times it may become necessary to discipline a student. ***Violating the following school rules will be cause for discipline which may include suspension, court referral, or an alternate educational plan. District Policy may dictate expulsion under certain circumstances.*** (See Policy at the end of these pages)

1. Uncontrolled anger.
2. Profane response to teachers, staff or other students.
3. Public Displays of affection (hugging, kissing etc.)
3. Vulgar or indecent conduct.
4. Persistent disorder and disruption.
5. Vandalism and failure to be responsible for repair or damage to school property.
6. Defacing school property.
7. Possession and/or use of alcoholic beverages, tobacco, or drugs or paraphernalia on or around school property.
8. Possession of, or use of weapons or fireworks, including knives, matches, lighters and chains while on or around school property. This includes look-alike weapons also.
9. Repeated tardiness to school or classes.
10. Fighting will not be tolerated. It takes two to fight. Any fighting will result in both parties being suspended from school.
11. Theft or dishonesty, including cheating.
12. Persistent littering.
13. Gambling/card playing.
14. Violation of the dress code.
15. Gang related activities, dress, and behavior
16. Insubordination, rudeness, or disrespect directed at staff member

#### SEXUAL HARASSMENT AND INTIMIDATION

Behaviors such as physical or sexual harassment will not be tolerated. This may include inappropriate touching; crude language and/or gestures, anything that makes a person feel

uncomfortable. Sexual harassment as well as any physical intimidation (making a person feel afraid, uncomfortable or less valued as a person) are unacceptable and will be dealt with strongly. Please refer to the “sexual harassment” attachment as well as the “bullying” attachment located at the back of this book.

#### SCHOOL DISTRICT’S GANG POLICY

***Gang apparel and participation are described as follows:***

A "Gang" as defined in this policy means any organization, association, or group of three or more which has a unique name or identifiable signs, symbols, or marks, (including colors) and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

Students are prohibited from engaging in any form of gang activity on or about school property or at any school activity, including the wearing, possessing, using, distributing, displaying, or selling of any gang attire, symbols, signs or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang.

#### SKATEBOARDING AND ROLLERBLADING

For liability reasons and due to potential injuries skateboards, rollerblades, bikes, etc. may not be ridden on the school campus. The campus includes hallways, classrooms, walkways, parking lots, and attached features – handrails, walls, etc.

Individuals may be cited for violation of this policy. WCSD is not responsible for any accident that may occur as a result of riding skateboards or roller blades on school property.

#### EXAMPLES:

- All active participants in a fight will receive a suspension. This includes those who incite, or “egg it on.” Exceptions include self-defense **to distance oneself from the situation.** Those who instigate the fight could receive additional legal charges as well.
- Bringing a tobacco vape or similar product will merit suspension. If it is positive for THC or marijuana paraphernalia, temporary discipline transfer (expulsion) will occur.
- Bringing a weapon of any kind to school will merit temporary discipline transfer (expulsion).



## 2200 Student Dress Code

*Students/Parent/Community Washington County School District - Adopted 6-9-98; Revised 5-9-00; Revised 6-12-01; Revised 9-10-02.; Revised 5-9-06.; Revised 05-14-13.*

### **Purpose and Philosophy**

The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy establishes the framework for school dress and grooming.

### **Policy:**

2.1. Students who attend the schools of Washington County School District are expected to come to school dressed and groomed appropriately for a learning environment and show respect for others by supporting the following dress and grooming standards. These standards are intended to insure that every school in the Washington County School District will be a safe place for each student to learn, free from physical or moral threats and free from intimidation by others, to include gangs and gang appearance.

### **Procedure:**

3.1. Dress and Grooming standards:

- 3.1.1. The attire (apparel) and grooming of all students should be neat, clean and safe.
- 3.1.2. **Students have the responsibility to avoid apparel that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process.** Students must also avoid apparel that is offensive, represents a risk, or threatens student safety.
  - 3.1.2.1. Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans, pictures or graphics, or promoting substances illegal for consumption by a minor, will not be allowed.
  - 3.1.2.2. Clothes that are mutilated or immodest are not appropriate school wear. Dresses, shorts, skirts, shirts, and blouses should be modest in length and not revealing. (Tank tops, tube tops and garments that reveal undergarments may be considered revealing).
  - 3.1.2.3. Hats are not to be worn in school buildings during regular school hours.
  - 3.1.2.4. Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.
  - 3.1.2.5. Footwear must be worn and should be safe and hygienic. Shoes, boots and sandals are considered suitable footwear. No Slippers
  - 3.1.2.6. Clothing attachments or accessories which could be considered weapons are not allowed.
  - 3.1.2.7. Students have a responsibility to cooperate fully with clothing standards required for special classes (such as

shop, home economics, laboratories, physical education) and special school activities.

3.1.3. Students have the responsibility to avoid grooming that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid grooming that is offensive, represents a risk, or threatens student safety. (Extremes in body piercings, hair styles and hair colors may be considered a distraction or disruption).

3.1.4. Gang behavior, apparel or grooming is not appropriate at school. (Reference Safe Schools Policy 2110)

No pajamas worn at school (No blankets)

3.1.4.1. As gang grooming styles and clothing continually evolve and change, the following prohibited items that have commonly denoted gang membership or affiliation are only representative of prohibited clothing. Additional grooming styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities. Bandannas or any article of clothing or accessory bearing gang symbols, names, initials, insignia, or style of dress that indicates gang affiliation will not be allowed.

3.2. Consequences for violation of the Student Dress and Grooming Policy

3.2.1. A student in violation of the "Student Dress and Grooming Policy" may be sent home to make the changes necessary to be in compliance with policy. The student may return as soon as the required changes are made.

3.2.2. Students who dress or groom in a manner that demonstrates gang affiliation may be subject to suspension and/or expulsion.

3.2.3. Suspension from school may occur for continued disregard for the Student Dress and Grooming Policy.

3.3. Every school is to include the Student Dress and Grooming Policy in their student handbooks.

3.4. School employees are held to the same dress and grooming standards as the students.

Students must not mark on school furniture, walls, ceilings, floors or equipment. Tampering with fire alarms, fire extinguishers, or any electrical systems or willfully destroying school property or creating a hazard to the safety of our students will be subject to the legal prosecution.

## **ATTENDANCE**

### **TARDINESS**

Students may be marked tardy if they are not in their seats and ready for work when the tardy bell rings. Students need to be in class on time as tardiness disrupts the class. Students who are persistently tardy will face disciplinary action.

If you arrive more than five minutes late you must report to the office immediately upon arrival. Sign in, and then report to your regularly scheduled class. As a general rule, tardies are not excused without a valid reason such as a medical condition, appointment or family emergency. Teachers and Admin will coach and assign SUCCESS times for tardies as needed. Occasionally, Admin will conduct on-time checks to promote students being on time to class.



## ABSENCES

**School Hours** -The school day at Pine View Middle School is from 8:25 a.m. to 2:45 p.m. Students are requested to arrive no earlier than 7:55 a.m. and stay no longer than 2:50 p.m. unless they are working with a teacher or are involved in a school activity.

1. Your parents must report an absence by telephoning the attendance office on the day of the absence, or the day before any trip out of town.
2. If you do not have a telephone, you must bring a written excuse from your parent or guardian to the attendance office before class begins on the day you return to school. The note must show your full name, date of absence, cause or reason, and full signature of the parent/guardian.

## IF THE SCHOOL IS NOT NOTIFIED WITHIN 48 HOURS, THE STUDENT WILL BE MARKED UNEXCUSED – EXCESSIVE EQUALS TRUANCY

Truancy means continual unauthorized absence from school, and schoolwork may not be made up. Truant students will be monitored and action will be taken, beginning with parental involvement. If truancy continues, a court referral will be issued. **All students must be checked out by a parent or approved person at the Attendance Office when leaving the school grounds during school hours. Parents are required to show proper ID to check out students. Students may not be checked out by other adults unless the parent has previously notified the school and added that person to their check out list. Stores and the mall are off-limits during school hours including lunchtime.** If a student is absent from his/her assigned class, without a parent or school knowledge, and this absence does not meet the standard of excused or exempt absenteeism, that student is considered to be truant and consequences will be delivered.

## EMERGENCIES- ILLNESSES - MEDICINES

If you become ill at school, you should come to the office and with the help of the secretary, contact your parents. It is the responsibility of parents to provide transportation for their student who is ill. **UNDER NO CIRCUMSTANCES ARE YOU TO LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT A PARENT OR GUARDIAN CHECKING YOU OUT AT THE OFFICE.** If you MUST take medication during the school day, it is to be brought to the office and consumed there as required by the prescription. Washington County Schools require two forms to be signed by your parents and your doctor. If you need help with this, please contact the office. **Please note that the school or its staff are not allowed to give students any medications like Tylenol, Aspirin, etc.**

## CITIZENSHIP POLICY

A citizenship letter grade will be given at the end of the quarter in each class. The grades to be used are: (H) Honor, (S) Satisfactory, (N) Needs Improvement, (U) Unsatisfactory. Units of graduation credit are not based on citizenship, but middle school citizenship grading is a tool to help parents and students be aware of the importance of good behavior and consistent school attendance. Perpetual tardiness and

absences will affect your citizenship grade, as well as attendance at school-sponsored activities – refer to rubric in the back of the book.

## ELECTRONIC DEVICES (Cell Phones, Smart Watches - Etc.)

### ECD's

Pine View Middle School recognizes that technology is essential in today's world. Technological advancements have ushered in a constant stream of new electronic devices. Such devices would include but not limited to, cell phones or any electronic communication device (ECDs), smartwatches, laptops, tablets, etc. that allow live or online chatting, text messaging, sending, downloading, and emailing messages and photographs.

Photographic capabilities create additional problems and their use in certain situations can be very disruptive in a school setting and could pose a threat to freedoms of privacy such as during testing periods, in locker rooms, or restrooms, etc. In these settings, they are strictly prohibited. Consequently, PVMS prohibits the use of cell phones (or ECDs) on campus during school hours unless directed by a teacher to be used in the classroom. Students are personally and solely responsible for the security of ECDs. **PVMS shall not assume responsibility for loss, theft or damage to ECDs.**

The following guidelines regarding cell phones, music devices and earbuds will be strictly adhered to:

1. **During the school day, they must be turned OFF and stowed out of sight. This includes earbuds and all accessories.**  
**If confiscated during school hours, a designated administrator has a license to review files to determine time usage.**
2. Teachers, administration, bus drivers, or any school officials are to confiscate ECDs (including the power source) that are **ON** or used during school hours. The owner will be identified, the device labeled and then given to office staff for safekeeping.
3. **The device will be only returned to parents or guardians after every infraction.**
4. **All files on the device, including photos and videos, are subject to search by school administration.** If any files are found to be indecent or pornographic (as defined in the Utah Code), or compromise test or classroom data, or otherwise conflict with school or district policy, the owner of the device will be disciplined by the school and held legally responsible for the material found in the files.
5. Students may use ECDs during lunch, before and after school on campus as long as they do not create a distraction or disturbance.
6. Students may use ECDs for educational purposes when under the direct supervision of a teacher.

If an emergency situation should occur and/or parents need to communicate with their child during the school day, they are encouraged to call the secretary at the school. (UCA 76-10-1335 & 76-10-1203)

**(See District "Technology Acceptable Use Policy." In the back of this handbook)**

### **Be Careful with your Smartphones!**

Because cell phones/earbuds can be stolen so easily from your backpack or in the locker room, we discourage them from being brought to school. The school accepts no responsibility for lost or stolen technological devices. **PLEASE KEEP THEM AT HOME! Earbuds and iPods (phones) must be stored out of sight during school hours.**

## **ACADEMICS**

### **THE LIBRARY**

The Media Center is open before school and after school for student use. When classes are in session, a student must have a hall pass from the teacher for that period to be admitted. The Media Center is a place for reading and studying. The computers may be used for classroom assignments. **NO COMPUTER GAMES ARE TO BE PLAYED AT ANY TIME IN THE LIBRARY. Student's failure to comply with this rule will lose computer privileges at PVMS.**

The library is not to be used as a pathway between classes. Three books may be checked out at a time for two weeks. Fines are 5 cents per day.

### **TEXTBOOKS**

Textbooks are issued to all students through the library. Normal book wear is expected during the school year. However, if you lose or abuse your textbook, you must pay some or all of the replacement cost -- depending upon the extent of the damage.

### **HOMEROOM/ADVISORY**

Homeroom serves as a time to check student's grades and time to build Character Ed. Skills. Current grades are given to each student in their homeroom class. At that time, each student will assess their grades, reflect on the status of each grade and make goals with their homeroom teacher to work diligently to get work completed. Character Education lessons will be taught during homeroom as well to help our students improve their skills.

Advisory is used to either intervene or give incentives to our students. Intervention classes have been established to offer additional help if needed. This may result in losing social lunch privileges but is mandatory for your success. We will also have Incentive/Extension opportunities for those students whose grades are good, have no missing assignments or have reached their goals with their homeroom teacher.

### **REPORT CARDS AND MIDTERMS**

The school year is divided into four grading periods called terms. During the year, students will receive four report cards, one every term. In addition to the report card, a progress report will also be given to students at midterm. For 9th Graders, "F's" may be made up outside of school at an accredited institution or can be recovered in a class at school after each quarter. **Ninth grade students, who get 2 F's in their 4th quarter grades, will not be eligible to play fall high school sports unless that credit is made up during the summer!**

### **LOCKERS**

Each student will be issued a locker. Lockers are NOT to be shared. It is the responsibility of each to see that the locker is kept locked and in order at all times. Lockers are school property and PERIODIC INSPECTIONS by the administration may be made. Students should not keep valuables and excessive money in their lockers but should bring them to the office for safe storage. **Do not give your locker combination out to anyone---Even your best friend!!!** Combinations cannot be changed during the year and best friends sometimes stop being friends at all. Damage to the locker due to stickers, jamming, etc., is the financial responsibility of the student assigned to the locker.

### **LOST AND FOUND**

If you lose a book or personal item, check with the office secretary. The student must assume sole responsibility for loss or damage to any property left in the classroom or locker. The school will attempt to protect all properties, **but it is not** responsible. Leave expensive items at home or turn them into the office for the day.

### **EMERGENCY EVACUATION DRILLS**

Emergency and Evacuation drills, such as lockdown, lockout, fire and earthquake are required at regular intervals by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

### **PHYSICAL EDUCATION EXPECTATIONS**

Each student enrolled in P.E. classes will be required to dress daily for P.E. Students are required to wear a modest white or gray T-shirt, black, maroon, or gray athletic shorts, with white socks and non-marking gym shoes. These are available through the bookstore. A clean towel is also required.

No excuse for non-participation will be accepted unless there is a written statement from a doctor, teacher, or contact by the parent which shows otherwise. **If the student is not feeling well, he/she is to dress out in P.E. clothes and discuss the problem with the teacher. (Limited participation may be given.)** A P.E. locker and lock will be issued to each student for his/her clothes. **ITEMS ARE TO BE KEPT IN A LOCKED LOCKER.** The student assumes responsibility for loss or damage to personal property.

### **COUNSELING**

Counseling service is available to all students. The school counselors, a teacher, or any other member of the staff will be happy to try to help you with any problems that may arise. **Mr. Bundy (9th Grade Counselor) and Ms. Sorensen (8th Grade Counselor) are our school counselors.**

### **CLASS CHANGE – FEES ATTACHED**

If a student needs a class schedule change, they may come to the counseling office. A valid reason for the change plus signatures from the teacher(s) and parents is needed. A fee of \$10.00 is required before the change is final.

## SCHOOL TELEPHONES

A telephone is available for students to use. It is located near the office. **A hall pass from a teacher is required whenever the student uses the student phones.** The office lines must be kept open for school business and, therefore, cannot be used by students. It's against the law to dial 911 as a prank.

## SCHOOL LUNCH/ BREAKFAST

At lunch and breakfast time, students may purchase a hot lunch or bring one from home. All food and beverages may be consumed in the cafeteria or outside pavilion. According to District policy, students are not allowed to charge lunches. Free or reduced applications may be obtained at the bookstore. Lunchroom Behavior:

1. Clean up after yourself.
2. No crowding, or cutting in line.
3. No throwing anything in the lunchroom.
4. No horseplay in the lunchroom (yelling, running, pushing, etc.)

## PDA (Public Displays of Affection)

Students are not to physically express affection in public. This means a student should not hold hands, embrace, kiss, etc. Please keep your hands and hugs to yourself while at school.

## ANNOUNCEMENTS

All announcements, posters, and bulletins must be approved before being given or posted. No announcements or posters concerning commercial ventures will be approved.

## HALL PASSES

Hall passes are required anytime you are out of class during a regular class period. If you have to go ANYWHERE, you must have **permission** and a **hall pass** from the teacher responsible for you that period.

## VISITORS

Because of the interruptions to classroom activities and campus routine, **STUDENT VISITORS ARE NOT ADMITTED.** All other visitors must report to the front office upon arrival

## SUBSTITUTE TEACHERS

Substitute teachers are to be considered guests in our school. It is the responsibility of students to see that every courtesy and assistance is offered substitutes. Substitutes have been instructed not to give out hall passes.

## STUDENT BODY CARDS (ID)

A Student Body Card qualifies you as an "active" member of the PVMS student body. To speed up the lunch line, you will need to show your card to the lunch lady. Those without a card will go to the end of the line, so please carry this card daily. 9th-grade students will also be entitled to attend after-school activities sponsored by Pine View High School. Do not break or deface your card. Replacement cards are available in the Media Center for \$3.00

## ASSEMBLIES

There will be a variety of assembly programs presented during the year. Students in the audience should be courteous – No whistling, and no booing. Students who misbehave may be removed from the assembly and will be denied the right to attend other assemblies.

## PARTICIPATION IN SCHOOL/SPORT ACTIVITIES

Any student participating in a school activity during the school day or in the evening **MUST BE PRESENT AT ALL CLASSES THAT DAY.**

## PARKING AT SCHOOL

Even if a student holds a valid driver's license from Utah or any other state, **STUDENTS ARE NOT ALLOWED TO PARK ON OR IN THE VICINITY OF THE SCHOOL.**

## CHECKING OUT OF SCHOOL

If a student is transferring to another school, the parent or guardian should notify PVMS before the last day of attendance. A checkout form will be sent around with the student on the last day of attendance. All fees and fines must be paid before the checkout process is complete.

## BUS INFORMATION

Federal law prohibits any student who is not authorized from riding the school bus.

To determine if you are eligible for bus transportation information, visit the District Web page at <http://wash.k12.ut.us> (Boundaries and runs). Bus numbers and time schedules of runs can be found at the same site. Where noted, input the student's address and grade; bus information will be given.

- Students shall be expected to ride to and from school on **their** regularly assigned bus
- **Birthdays parties, visiting friends, music lessons, scouts, shared homework assignments and other similar activities do not warrant an exception to these rules.**

## SCHOOL BUS RULES

Bus transportation is a privilege granted by the school district at considerable expense. If you misbehave on the bus, the driver will file an official complaint. You will be counseled, warned, and you may have your bus transportation privilege suspended! Your parents will be notified. **DO EXACTLY WHAT THE DRIVER TELLS YOU TO DO!** Don't lose your riding privilege! **FOLLOW THESE RULES!**

1. Observe the same conduct as in the classroom
2. Be courteous, use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not be destructive
7. Stay in your seat
8. Keep head, hands, and feet inside the bus
9. Bus drivers are authorized to assign seats

## INTERNET USE

For a student to have access to the PVMS Internet, they must read the WCSD **"Acceptable Use Policy"** found at the end of this handbook. Failure to follow the "Acceptable Use Policy" will take away school computer privilege. There may also be disciplinary or legal action taken for illegal or inappropriate material being viewed or downloaded. (see District Web Site <http://www.wash.k12.ut.us> under "Technology Acceptable Use Policy.")

## GIFTS-BALLOONS

Because of the disruption of balloons, flowers, and other gifts, delivered to the school, students will be informed that such items have arrived, but not allowed to take them to classes. Students may pick them up after school is dismissed.



## INSURANCE

Student accident insurance is available through a private insurance company. Forms are available in the finance office. If you do not have your own family insurance, we encourage you to consider this policy, as no school insurance is available. The policy may be purchased at the first of the year. **UHSAA MANDATES THAT YOU HAVE INSURANCE TO PARTICIPATE IN ALL SPORTS WITHIN THE STATE.**

## EDUCATIONAL LEAVE POLICY

If you are leaving town for more than 4 days, you may request an “educational leave” absence. This can be done through the school store secretary and must be completed **prior** to your leaving. Even though you have missed school, you are still responsible for making up ALL work as a condition of being given educational leave. If all work is not completed and turned in, within one week of your return, the absence will be marked excused, and educational leave will not be granted.

## HOMEWORK WHEN YOU ARE ABSENT

Students are responsible for the completion of any work missed due to absence, regardless of the reason for the absence (excused, unexcused, truant). Students with absences prior to the midterm week will be allowed to submit completed make-up work through the midterm grading period. Students with absences following the midterm week will be allowed to submit completed make-up work through the end of the current grading period.

## YEARBOOKS

Please be sure if you want a yearbook you pay for one as soon as possible. Books are ordered in January. You may not be able to get a book if not previously ordered. On the last day of school, remaining books if any, are sold on a first-come, first-serve basis. According to District policy, under no circumstances will yearbooks be given out early.

## POLICY FOR ORGANIZING A NEW CLUB

Students are encouraged to be involved in school-sponsored activities and clubs. We support the addition of responsible, new clubs as long as the goals and objectives of the club are not in conflict with school board policy or local, state and federal law. In order for students to charter a new club at Pine View, they must produce documentation that they are in compliance with the following charter prerequisites and regulations.

1. All clubs must apply for a charter on or before November and February of the year preceding initiation. Approved clubs will be chartered at the beginning of the school year.
2. The club must have a willing advisor who is a member of the Pine View Faculty. The advisor must be approved by the school administration.
3. A written constitution must be submitted with the charter application. The constitution must be approved by the administration, faculty and student council.
4. Organizers must sign a statement of guarantee that all club activities will comply with school policy and will not conflict with school board policy or local,

state and federal law. Clubs promoting hate, racism, or persecution and clubs deemed disruptive to the educational environment will not be considered.

5. All clubs must keep on file a signed parental permission form for each member of the club.

## Leaving School Before Final Scheduled Day *Washington County School Board*

### **Requirements:**

1. The student must submit a written request to the school administrator three days before leaving.
2. Students need to be cleared through the administration before they make arrangements with teachers. At this time, they will receive a checkout form and written confirmation.
3. All paperwork and assignments completed on time will be accepted and graded with the proper credit.
4. **Tests and final exams are not to be given early.**
5. No student is to be given an incomplete grade in the last term unless circumstances are so unique that it can be handled in no other way. This applies to all students, not just those who leave early.
6. Failing to be present to take the final exam will reduce the grade. (The grade is not reduced because of the absence, but by the student’s failure to complete the final exam.)

## WASHINGTON COUNTY SCHOOL DISTRICT’S ANTI-DISCRIMINATION POLICY

### **Discrimination Statement (from WCSD Policy)**

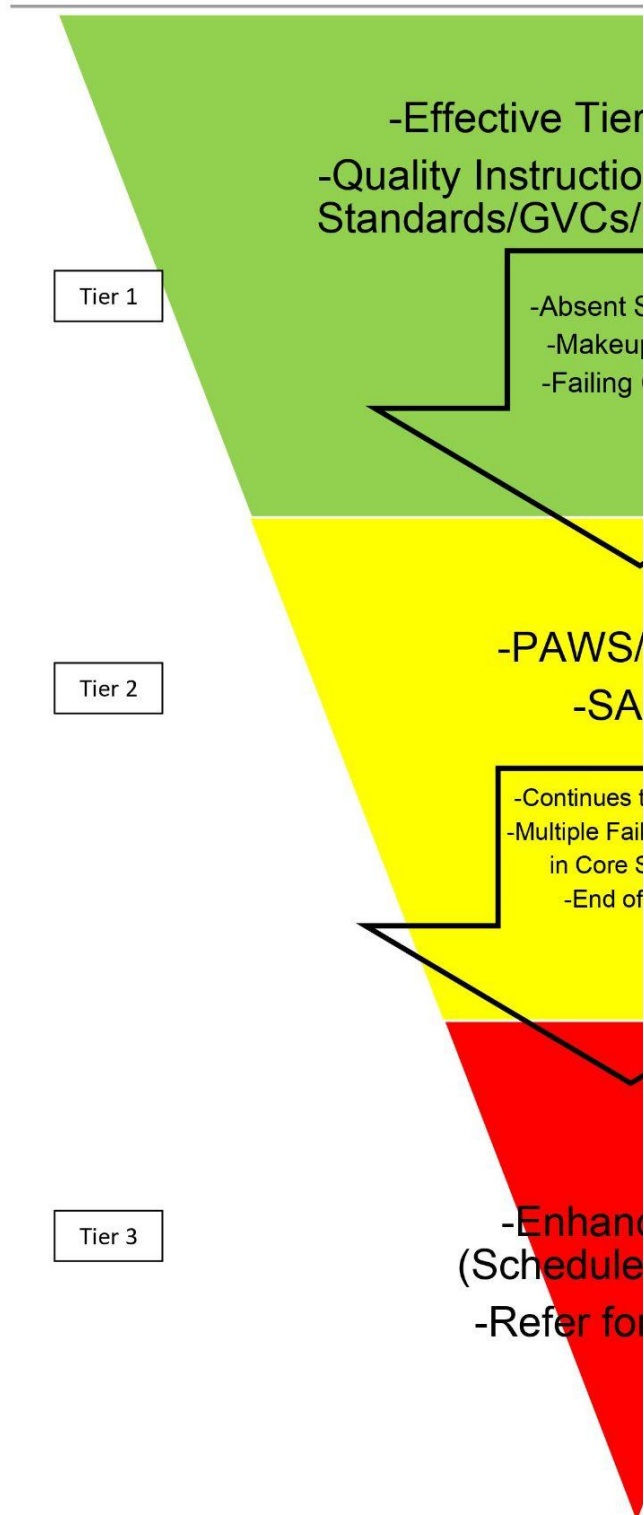
It is the policy of the Washington County School District (WCSD) Board of Education not to discriminate on the basis of race, color, national origin, religion, age, sex, or any other non-merit factor in its educational programs, activities, or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Age Discrimination in Employment Act of 1974, and the Americans with Disabilities Act of 1990. Equal opportunity is a priority of the Washington County School Board of Education.

Persons alleging educational program discrimination or other related violation of civil rights may file a complaint with the District Civil Rights Coordinator (the Assistant Superintendent of Secondary Education, WCSD). Persons alleging employment practices discrimination or other related violations of civil rights may file a complaint with the District Human Resource Manager.

WCSD is committed to co-educational course programs including physical education and other athletic opportunities for both sexes as required by Title IX of the Educational Amendment of 1972. Information regarding the grievance procedure for addressing possible discriminatory actions may be obtained from Mr. Richard Holmes, Assistant Superintendent Washington County School District, 121 West Tabernacle, St. George, UT 84770.

**For more information on 504 accommodations contact Karen Bess at 673-3553 ext 5163  
PPRA Model Notice and Consent/Opt-Out for Specific Activities – District Instructions are at the back of the book**

# PVMS Pyramid



## PVMS's Academic Intervention Plan

At PVMS, student success is our goal! As all schools, we have students who struggle in classes. As a faculty, we have initiated programs designed to intervene and assist. Our interventions at PVMS are a multi-tier approach to the early identification and support of students with learning and behavioral needs. Struggling learners are provided interventions at increasing levels of intensity to accelerate their rate of learning. Below are some options available:

### **DURING SCHOOL HOURS**

The RTI process at PVMS begins with high-quality instruction in the general education classroom. Throughout the year, student progress is assessed and monitored frequently to examine student achievement and gauge the effectiveness of the curriculum; assessments are standard based. Decisions made regarding students' instructional needs are based on these ongoing formative and summative assessments and targeted or intense interventions are then provided.

### **OUTSIDE SCHOOL HOURS**

Teachers are available before and after school to help students for at least a half an hour. Students demonstrate great initiative and responsibility when they make appointments with teachers to come in for one-on-one help before or after school.

### **HOMEROOM**

Students will attend a *Homeroom* where every student is given a current report card and a list of their missing assignments (we call this the "zero" report). Based on that information, students develop weekly SMART goals. Parents, we encourage you to ask your child to show you their grades and zero report each week. This helps you to monitor their progress and discuss questions as they arise. At any time, you may log on to PowerSchool and see your child's grades and attendance. If you do not know how to log on, please come in and we will walk you through the process. Students will also have a thirty-minute "Advisory" class. We encourage students to use that time to keep up on their studies in a Study Hall class or if good grades and no missing work they can choose an Incentive/Extension class to go to.

### **PRIDE**

When a student has a small amount of work to complete, they may get a PRIDE pass: a one-day appointment to work with a teacher for thirty minutes **during Home Room**. Students may receive help from various teachers throughout the week, during advisory, by getting PRIDE passes. Teachers may request PRIDE for students if they have been identified as not yet proficient in a specific objective or standard. Even better, students may ask teachers for PRIDE time if they need extra help. Because many students need help in multiple subjects, each subject has a priority day: Tuesday is Math; Wednesday is Language Arts; Thursday is Science; Friday is available for all other classes. If your child needs the extra help have him/her make arrangements with their teachers. (Mondays are exempt from PRIDE so students may review their current grades, "zero reports" and develop the week's goals.)

### **PAWS**

If students need more intense assistance in Math or English courses, they may be assigned to PAWS. Working in PAWS takes place during both lunch and advisory time. The students get their lunch and eat quickly. They then have fifty minutes in the PAWS class each day to work on proficiency in Math, Language Arts, or Science. There will be a limit of 5 days in each Paws to allow other curriculums to also assist students. PAWS is not a general study hall: the work is directed at re-teaching or relearning specific standards, projects or units. This is a "Skill", intense intervention, behavioral issues will be dealt with in an alternate setting.

### **ENHANCEMENT**

If a student needs extra time or ongoing help to keep up on homework during the school day, parents may contact the counseling office about the option of an elective class called Enhancement. Grade checks are done by the Intervention Team on a regular basis and may refer to students for Enhancement classes as well.

# “Pride” and “Paws”

Providing **D**esired **I**nterventions/ **D**irected **E**nrichment

Mon	Tues	Wed	Thurs	Fri
<p><b>Home Room</b> During Home Room on <b>Monday only</b> students will:</p> <ul style="list-style-type: none"> <li>*Weekly Character Ed Focus Discussion</li> <li>*Receive Grades</li> <li>*Receive 0 - Reports</li> <li>*Set Weekly Goals</li> <li>*Work on assignments</li> </ul> <p>No Pride Passes on Mondays.</p> <p>PAWS Passes will be given out on Mondays</p>	<p><b>Home Room</b> During Home Room students work on missing assignments, help other students, or quietly read.</p> <p><b>Math/Arts “Pride”</b></p> <ul style="list-style-type: none"> <li>• Math teachers will ask for Pride students on this day – plan ahead</li> <li>• 8th grade homerooms will go to the Little Theater</li> <li>• 9th grade home rooms will go to the library</li> </ul>	<p><b>Home Room</b> During Home Room students work on missing assignments, help other students, or quietly read.</p> <p><b>English/CTE “Pride”</b></p> <ul style="list-style-type: none"> <li>• English teachers will ask for Pride students on this day – plan ahead <ul style="list-style-type: none"> <li>• 8th grade homerooms will go to the Little Theater</li> <li>• 9th grade home rooms will go to the library</li> </ul> </li> </ul>	<p><b>Home Room</b> During Home Room students work on missing assignments, help other students, or quietly read.</p> <p><b>Science/PE “Pride”</b></p> <ul style="list-style-type: none"> <li>• Science teachers will ask for Pride students on this day – plan ahead <ul style="list-style-type: none"> <li>• 8th grade homerooms will go to the Little Theater</li> <li>• 9th grade home rooms will go to the library</li> </ul> </li> </ul>	<p><b>Home Room</b> During Home Room students work on missing assignments, help other students, or participate in Incentive Activity.</p>

## Student Homeroom Expectations:

**Homeroom:** you will be expected to:

- a. Look at your grades and **“0” Reports** – they are handed out the first “A” day of each week.
- b. Have a **Character Ed. Discussion**, with students. This is to help build skills to improve your ability to succeed in school and life.

**Advisory:** Intervention or Extensions:

- a. Those students that are missing assignments or need extra help will be called out (**PRIDE or PAWS**) to get the extra help from those teachers.
- b. Students will be able to earn an **Incentive/Extension** opportunity of their choice, if your grades are up, no “0’s” or reach their Smart Goals with their Homeroom teacher.
- c. A **Study Hall** class will also be an option to give extra time to work on assignments. This will be a silent class where work is being done with no disruptions.

## Other Expectations and Procedures

1. Students are expected to be on time to all classes. **Panthers don’t disrespect their teachers.**
2. Know the employability rubric and follow it in each class. This determines your citizenship grade –consequences are both positive and negative depending on **your choice**.
3. Students may not leave class without permission or have an emergency. (**Have a Pass**)  
We do not wander the halls!
4. If you are attending a different advisory with a pass, **you must attend the entire time.**
5. If needed, you will be placed in Enhancement, PRIDE, PAWS or another Advisory to help intervene with your success at PVMS. **It is mandatory you go** –
6. Lunch is for advisory and interventions – **you may not leave campus** without written permission from a parent – that includes students within walking distance.
7. Announcements will be given the first 5 minutes of 1st/5th period – keep alert! All announcements must be in to the office the day before they are read.
8. PVMS has the most incredible students, who realize they are here for an education. If you get behind in your classes – we are here to help! Monitor your behavior – it is your choice!

Have fun, celebrate your successes, and continue to be part of **PANTHER PRIDE!**





## PINE VIEW MIDDLE

<b>Citizenship</b>	<b>Honor</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>
<b><u>Solid Work Ethics</u></b> <ul style="list-style-type: none"> <li>Completes and hands assignments in on time</li> <li>Is prepared for class</li> <li>Quality of Work</li> </ul>	<ul style="list-style-type: none"> <li>Hands in 0 to 2 late assignments</li> <li>Is always prepared</li> <li>Work quality exceeds expectations</li> </ul>	<ul style="list-style-type: none"> <li>Hands 3 to 4 late assignments</li> <li>Is mostly prepared</li> <li>Work quality meets expectations</li> </ul>	<ul style="list-style-type: none"> <li>Hands 5 to 6 late assignments</li> <li>Occasionally prepared</li> <li>Work quality below expectations</li> </ul>	<ul style="list-style-type: none"> <li>Hands 7 or more late assignments</li> <li>Is Never prepared</li> <li>No work quality</li> </ul>
<b><u>Attendance</u></b> Class Tardies & Truancies	2 to 4 Tardies or 5 Truancies (Warned by Admin.)	5 to 6 Tardies or 6 Truancies (Lunch Detention & Contact Parents)	7 to 8 Tardies or 7 Truancies (3 Lunch Det. & Parent Meeting)	9 or more Tardies or 8 Truancies (ISS & Behavior Plan)
<b><u>Cooperation</u></b> Follows school and classroom rules	No violation of school/class rules	0 to 2 violations of school/class rules	Discipline steps and student referral by a teacher	Administrative Involvement
<b><u>Academic Responsibility</u></b> <ul style="list-style-type: none"> <li>Tracks academic progress"</li> <li>"0" report</li> </ul>	<b>Monitors academic progress weekly. Records in the Binder Reminder</b>			
	<ul style="list-style-type: none"> <li>Consistently tracks grades</li> <li>Has no "O" grades</li> </ul>	<ul style="list-style-type: none"> <li>Occasionally tracks grades</li> <li>Has 2-3 "O" grades</li> </ul>	<ul style="list-style-type: none"> <li>Seldom tracks grades</li> <li>Has 4-5 "O" grades</li> </ul>	<ul style="list-style-type: none"> <li>Rarely tracks grades</li> <li>Has 6+ "O" grades</li> </ul>
<b><u>Intra Personal Communication Skills</u></b> <ul style="list-style-type: none"> <li>Positive attitude and respect for all</li> <li>Participates in class discussions</li> <li>Asks Help from teacher</li> </ul>	<ul style="list-style-type: none"> <li>Continuous positive attitude and respect</li> <li>Freely participates in discussions</li> <li>Initiates help from teacher</li> </ul>	<ul style="list-style-type: none"> <li>Intermittent positive attitude and respect</li> <li>Responds when asked in discussion</li> <li>Responds to help from teacher</li> </ul>	<ul style="list-style-type: none"> <li>Little positive attitude and respect</li> <li>Avoid discussion involvement</li> <li>Avoids help from teacher</li> </ul>	<ul style="list-style-type: none"> <li>No positive attitude or respect</li> <li>Refuses any participation in discussion</li> <li>Refuses help at all</li> </ul>

# PVMS EMPLOYABILITY CITIZENSHIP RUBRIC



# WASHINGTON COUNTY SCHOOL DISTRICT ATTENDANCE POLICY 2900 SUMMARY

Established in compliance with Utah Code, Section 53A-11-101 and 53A-15-1501

Update: June 30, 2015

Purpose: The Washington County School Board strives to make every effort to be in compliance with state law as well as work together with the Fifth District Court to encourage the regular attendance of all Washington County students. The District believes this to be in the best interest of the students and the community. The Board, together with Washington County Schools, is committed to work in harmony with parents/guardian and to assist them with their responsibility to have their children in attendance at school.

## Students are responsible for the completion of any work missed due to absence, regardless of the reason for the absence (excused, unexcused, truant)

### EXCUSED or Exempt ABSENCE

*In order for an absence to be considered an excused absence, the school must be notified by the parent in a timely manner.*

- 1) Phone call, in person, or note (**Not to exceed one (1) week**)
  - Illness or family emergency
- 2) WRITTEN request (**at least one school day prior**)
  - Scheduled family event
  - Scheduled proactive visit to health care provider
- 3) Documented by school
  - Approved school activity
  - 504 Plan or IEP
  - Office excused
  - Court/detention
  - Homebound

#### •Chronic Illness

*Documentation from a health care provider is required in validating the seriousness of chronic illness that hinders a student's attendance. It is the responsibility of the parent to schedule a meeting with school administration to formulate an individual attendance plan that will meet their child's needs.*

#### •Excessive Excused Absences

*If a student misses ten (10) percent or more school days, steps will be followed to resolve attendance issues.*

### UNEXCUSED ABSENCE

*Defined as a student being absent from his/her assigned class without knowledge of or permission from a parent, legal guardian or school official.*

#### •Truancy

- 1) School administration must meet with parents and the student to make reasonable efforts to resolve the issue.
- 2) Truancy prevention and intervention must be attempted and proven unsuccessful before a referral can be made.
- 3) The local school board may authorize a school administrator/administrator designee or a law enforcement officer acting as a school resource officer to issue notices or citations of truancy to school-age minors.  
No agent of the school may issue a habitual truancy citation:
  - until a student has been truant at least five (5) times
  - to a school age minor who is less than 12 years of age
  - if the student has at least a 3.5 cumulative GPA
  - is sixteen (16) years of age or older
- 4) The school must notify parents through mail or personal service.

#### •Appeal

*The parent shall have the right to appeal a notice of truancy (Mandatory Parent Notification for Violation of Compulsory Education and/or Truancy) in writing to the building-level administrator within ten (10) days of being issued.*

### TARDY

*A tardy is defined as reporting to class after the bell to start class has sounded.*

- 1) Each school will establish a uniform tardy policy
- 2) A tardy may be excused by a parent when an emergency situation results in the student arriving late to school.
- 3) A student **may not** be excused for tardiness between classes
- 4) All tardies will be recorded on PowerSchool.
- 5) Teachers are directed to develop academic incentives for promptness.

### Steps to Resolve Attendance Issues

*Utah Code Section 53A-1-103*

*It is the duty of a school board, school district and principal to attempt to resolve attendance problems:*

- 1) Provide counseling by school authorities
- 2) Make necessary adjustments to curriculum and schedule
- 3) Implement appropriate interventions and alternatives
- 4) Provide a list of resources to assist the parent
- 5) Monitor school attendance
- 6) Enlist assistance of community and law enforcement
- 7) Issue a notice of compulsory education violation
- 9) Student Services Director may proceed in referring and reporting student/parent to the Office of the Washington County Attorney or Juvenile Court

### Steps for Correspondence/Communication

- 1) Send a **Courtesy Parent Notification** letter.
- 2) Contact parent by: telephone, text, e-mail, mail, or in person.
- 3) Send a **Parent Notification of Excessive Absences with Compulsory Education Requirements** directing parent to meet with school administration.
- 4) Send **Mandatory Parent Notification for Violation of Compulsory Education and/or Truancy** (by certified receipt).
- 5) Complete **Referral for Violation of Compulsory Education and Request for Juvenile Court Action** and send to WCSD Director of Student Services.

### Student Educational Neglect 78A-6-319

*Utah Code 53A-11-101.5: A school-age minor under the age of 14 must comply with the requirement of compulsory education. Washington County School District understands that the parent or guardian is the primary person responsible for the education of their student. In order for educational neglect to be considered by the courts, the following may be used for evidence:*

- 1) Child has failed to make adequate education progress
- 2) Child is two-years behind his/her age group in one or more basic skills and is not receiving Special Ed services or systematic remediation.
- 3) Child has been absent from school without good cause for more than 10 consecutive school days or 1/16th of the applicable school term.

# Washington County School District

## Safe Schools Policy

(For the complete policy, check out [School Policy 2110: Washk12.org/policy](http://Washk12.org/policy))

1. **Purpose:** The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy has been adopted and is based on the following principles: Each student is expected to follow accepted rules of conduct.
2. **Policy**
  - a. Each student is expected to follow accepted rules of conduct
  - b. Each student is expected to show respect for other people and obey persons in authority at the school.
  - c. The policy applies to students while in the classroom, on school grounds, on school vehicles, and in school related events
3. **Procedure: Definitions**
  - a. **Suspension** is not to be understood as the deprivation of a right to learning, but as the temporary denial of social interaction through school contact and the removal of the person from the classroom setting because of real and present disruptive effect of his/her presence, or a reasonable assumption that his/her presence will be disruptive or a threat to the well-being or safety of himself/herself and or other students or staff. Suspension may carry with it conditions which must be met to remove the suspension. Such conditions may be a joint responsibility or school personnel, the student and parents, or the sole responsibility of any one party. Suspension is for no more than 10 school days per incident.
  - b. **Expulsion** is defined as the removal from school for any period longer than 10 consecutive days but not more than one school year.
  - c. **Temporary Disciplinary Transfer (TDT)** means a student is temporarily removed from the regular school setting and is responsible for any fees associated with the program, unless such fees have been waived (MORE)

### Grounds for Suspension, Transfer to Alternate Educational Setting and Expulsion

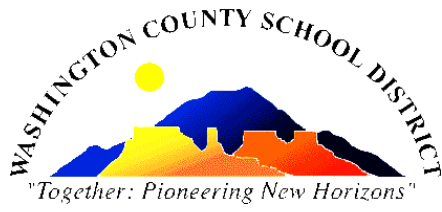
1. Frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior, including the use of foul, profane, vulgar or abusive language.
2. Willful destruction or defacing of school property.
3. Behavior or threatened behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including bullying, emotional, physical or sexual harassment.
4. Possession or use of pornographic material on school property. (H.B. 100- 4-30-07)
5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code.
6. Possession, control, or use of tobacco; This includes e-cigarette products
7. Behavior that threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.
8. Because of identification and association with gangs, the following will not be permitted on school campuses or at school activities: bandanas or any article of clothing bearing gang symbols, names, initials, insignia, or anything else that signals gang affiliation.
9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion from school.
10. Students are prohibited from engaging in any form of gang activity on or about school proper or at any school activity, including wearing, possessing, using, distributing, displaying or selling of any gang attire, symbols, signs, or other thing which are evidence

### A STUDENT **SHALL BE** SUSPENDED OR EXPELLED FROM SCHOOL FOR ANY OF THE FOLLOWING REASONS:

1. Any serious violation affecting another student or staff member, or any serious violation occurring during school hours, including lunch/break time, in a school building, in or on school property, or in conjunction with any school activity, including:
  - a. Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material.
  - b. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities;
  - c. The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2
  - d. The sale, control, or distribution of an imitation controlled substance as defined in Section 58-37b-2;
  - e. The sale, control, or distribution of drug paraphernalia as defined in Section 58-37a-3.
- The commission of an act involving the use of force or threatened force which if committed by an adult would be a felony or class A misdemeanor.
- A student who commits a violation of section 1A above involving a real or look alike, weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year,
- A student may be denied admission to school on the basis of having been expelled from that or any other school during the preceding 12 months. A suspension or expulsion under this policy is not subject to the age limitations under Subsection 53A-11-102(1)

Procedures including suspensions, expulsions, appeals, hearing, and alternative placements can be found in the complete policy





## Technology Acceptable Use Agreement

(For the complete policy, check out School Policy  
3700: Washk12.org/policy)

### PURPOSE

The purpose of this agreement is to ensure that the use of computers, the Internet, and other electronic or communication devices by District students, patrons, and employees are used appropriately, responsibly, ethically and legally. The Technology Acceptable Use Agreement will address the use of computers, the Internet, and the interference or distraction caused by electronic and communication devices.

### A PRIVILEGE, NOT A RIGHT

Washington County School District is able to provide computers, Internet, and other technological advances for the District employees and staff, students, and other patrons. The use of this technology is a privilege, not a right, and inappropriate use will result in the loss of these privileges to those within Washington County School District.

### DO'S for COMPUTERS and INTERNET

- Use your own account and not someone else's. The use of another's account may result in the loss of your own
- Access only the servers, files, databases, and sites you have permission to access. Attempts to access restricted areas may result in adding more restrictions to your account or the permanent removal of it.
- **Use games, chat rooms, instant messaging etc., ONLY if it is directly related to education, instruction, and/or work assignments.** The use of such, other than for educational purposes, is a waste of technology resources and can degrade network equipment, software, or system performance.
- Use the technology provided to enhance homework and other assignments, being careful not to borrow material that is not yours. If someone else came up with the idea, wrote the paper or has claim to the information being borrowed give the credit where the credit is due!
- Be careful not to engage in any illegal activity which may hamper the use of district technology. Such activity may include: using copyrighted material, using and/or communicating threatening or obscene material, and material protected by trade secrets.
- Be aware of another person's privacy and keep personal information such as: addresses, phone numbers, or other personal information private.

- Use the technology provided for the betterment of education not for commercial and/or personal gain.
- Understand that any attempt to change or destroy another's data or network that is connected to the Internet is vandalism.
- What is yours is yours and what is theirs is theirs!
- Above all, respect others. **Accessing, downloading, storing or printing files or messages that are profane, obscene, or contain offensive language can be very offensive to those around you.** This type of activity is also a waste of technology and other resources.

Once again, the use of this technology is a privilege, not a right, and inappropriate use will result in the loss of these privileges.

### PORTABLE COMMUNICATION DEVICES

Washington County School District recognizes that technology is essential and embraces and encourages the use of it. We have seen advancements in technology that have ushered in a new generation of gadgets, particularly in Portable Communication Devices. **Such devices would include, but are not limited to: Smart phones, with the ability to go online, chat, text message, download, e-mail, all sorts or photographic opportunities as well as listening to music.** With said devices comes great responsibility and with that responsibility come a time and a place where and when such devices can and should be used.

### DO'S of PORTABLE COMMUNICATION DEVICES

- Be responsible to ensure that the portable communication device is turned off and placed out of sight during the instructional day.
- Be considerate of others, making sure that such devices do not distract from the opportunity to learn and be educated.
- Be careful not to invade or violate another's privacy by taking these devices in areas such as locker rooms, shower rooms, restrooms, and other areas where someone's privacy could be violated.
- Be very careful with portable communication devices, that they are not used in any way that can be interpreted as being threatening, humiliating, harassing, embarrassing, or intimidating.

**Understand that teachers and administrators will have authority to confiscate these devices, contact the parents, and take appropriate action if any of these devices are used inappropriately. The administration will arrange for the parent or guardian to pick up that device at the school office.**

Discuss if in doubt, with the principal or a school administrator, as to the time and place when and where portable communication devices may be used.

# 3510 BULLYING AND HAZING

*General Administration Washington County School District - Approved 12-8-09; Revised 11-9-10; Revised 8-9-16.*

## 1. Purpose

The purpose of this policy is to eliminate all types of bullying and hazing by and against students and employees of the Washington County School District. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying and hazing.

Students who believe they are subjects of sexual harassment should follow the procedures outlined in District Policy 1420 Prevention of Sexual Harassment.

Employees who believe they are subjects of bullying or hazing, if sexual in nature, should follow the procedures outlined in District Policy 1420 Prevention of Sexual Harassment. Any other alleged bullying that is believed to be a violation of this policy must be remedied by following District Policy 1720 Employee Grievance Procedure.

Individuals who believe civil rights have been violated should follow the procedures outlined in District Policy 1710 Non-discrimination.

## 2. Policy

The Washington County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. The School Board believes that all students, employees or guests are entitled to a safe, equitable and harassment-free school experience. Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment as defined herein will be dealt with immediately and consistently.

It is essential that a comprehensive and uniform prevention curriculum be in place so that every school will acquire a foundation of prevention upon which to build a culture of safety and mutual respect. Such a culture is necessary for the creation of an effective learning environment.

## 3. Procedure

### 3.1. Definitions

3.1.1. Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. A person is bullied or victimized when he/she is exposed repeatedly and over time to negative actions on the part of one or more persons. "Bullying" means intentionally or knowingly committing an act that:

3.1.1.1. endangers the physical, and/or emotional health or safety of a School District employee or student;

- involves any threat or brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; or
- involves threat or actual forced or involuntary consumption of any food, liquor, drug, or other substance; or
- involves other physical activity that endangers the physical health and safety of a School District employee or student; or
- involves physically obstructing a school district employee's or student's freedom to move; or
- involves verbal intimidation; or
- involves social bullying, sometimes referred to as relational bullying, such as: hurting someone's reputation or relationships, telling others to not be friends with someone, spreading rumors about someone, or embarrassing someone in public.

3.1.1.2. is done for the purpose of placing a School District employee/student in fear of physical harm, emotional harm, or harm to their property.

3.1.1.3. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

3.1.2. "Hazing" means intentionally or knowingly committing an act that:

3.1.2.1. endangers the physical health or safety of a School District employee or student;

3.1.2.1.1. involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;

3.1.2.1.2. involves forced or involuntary consumption of any food, liquor, drug, or other substance;

3.1.2.1.3. involves other physical activity that endangers the physical health and safety of a School District employee or student; or

3.1.2.1.4. involves physically obstructing a School District employee's or student's freedom to move; and

3.1.2.2. is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or

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

3.1.2.4. The conduct described above constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

3.1.3. "Cyberbullying" means the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone for the purpose of placing a School District employee or student in fear of physical harm or harm to personal property.

3.1.4. "Retaliate" means an act or communication intended:

3.1.4.1. as retribution against a person for reporting bullying or hazing; or

3.1.4.2. to improperly influence the investigation of, or the response to, a report of bullying or hazing.

3.1.5. "School" means any public elementary or secondary school in Washington County.

3.1.6. "School Board" means: Washington County School Board;

3.1.7. "School District employee" means:

3.1.7.1. school teachers;

3.1.7.2. school staff;

3.1.7.3. school administrators; and

3.1.7.4. all others employed or authorized as volunteers, directly or indirectly, by a school, the School Board, or the School District.

### 3.2. Publication

3.2.1. As appropriate, a copy of this policy shall be included in student conduct handbooks, employee handbooks, and available on the Washington County School District website.

### 3.3. Prohibitions

3.3.1. No School District employee or student may engage in bullying or cyberbullying a School District employee or student;

3.3.1.1. on school property;

3.3.1.2. at a school related or sponsored event

3.3.1.3. on a school bus

3.3.1.4. at a school bus stop; or

3.3.1.5. while the School District employee or student is traveling to or from a location or event described above.

3.3.2. No School District employee or student may engage in hazing a School District employee or student at any time or in any location.

3.3.3. No School District employee or student may engage in retaliation against:

3.3.3.1. a School District employee;

3.3.3.2. a student; or

3.3.3.3. an investigator for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation.

3.3.4. No School District employee or student may make a false allegation of bullying, cyberbullying, hazing, or retaliation against a School District employee or student.

#### 3.4. Actions Required of Each School

3.4.1. Each school shall establish and publish in a handbook or other readily available format:

3.4.1.1. procedures allowing for anonymous reporting of bullying, hazing, or retaliation; (Such as reporting through the tip-line located on the school or district websites.)

3.4.1.2. names and positions of persons responsible for taking, investigating, and responding to reports of bullying, hazing, or retaliation. At least two school employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports.

3.4.2. In addition to the published procedures and notification above, each school shall establish procedures and plans for:

3.4.2.1. involving parents or guardians of a perpetrator or victim of bullying, hazing, or retaliation in the process of responding to, and resolving, conduct prohibited in this Policy;

3.4.2.2. referring a victim of bullying or hazing to school counseling following parental notice and consent;

3.4.2.3. to the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, informing the parents or guardians of a student who is a victim of bullying or hazing of the actions taken against the perpetrators of the bullying or hazing;

3.4.2.4. publicizing this policy, preferably including electronic publication and availability, to School District employees, to student, and parents or guardians of students; and

3.4.2.5. training School District employees and students to recognize and prevent bullying, hazing, or retaliation.

### 3.5. Actions Required if Prohibited Acts are Reported

3.5.1. Each reported complaint shall include: (1) name of complaining party; (2) name of offender (if known); (3) date and location of incident(s); (4) a statement describing the incident(s), including names of witnesses (if known).

3.5.2. Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, or retaliation.

3.5.3. The District will act on student misconduct or violations of this policy following District Policy 2110 Safe Schools Policy.

3.5.4. In addition to those corrective actions outlined in District Policy 2110 Safe Schools Policy, the remedy should also include:

3.5.4.1. procedures for protecting the victim and other involved individuals from being subjected to:

3.5.4.1.1. further bullying or

3.5.4.1.2. retaliation for reporting the bullying or hazing.

3.5.4.2. prompt reporting to law enforcement of all acts of bullying, hazing, or retaliation that constitute suspected criminal activity.

3.5.4.3. The District will act on employee misconduct or violations of this policy following District Policy 1450 Discipline and Termination, and Non-renewal of Contract.

3.5.4.4. The District will consider additional reasonable remedial actions such as the completion of a threat assessment or requiring the perpetrator to participate in beneficial remedial programs.

### 3.6. Training

3.6.1. The training of School District employees shall include training regarding bullying, hazing, and retaliation.

3.6.2. To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, hazing, and retaliation should be implemented.

3.6.3. In addition to training for all students and School District employees, volunteer coaches involved in any extra-curricular activity shall:

3.6.3.1. participate in bullying and hazing prevention training prior to participation;

3.6.3.2. repeat bullying and hazing prevention training at least every three years;

3.6.3.3. be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.



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## WASHINGTON COUNTY SCHOOL DISTRICT

### 2115 Student Non-Discrimination and Prevention of Harassment

### Policy 2115 Student Non-Discrimination and Prevention of Harassment

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*Non-Discrimination & Civil Rights Grievance Procedure for students of the Washington County School District - Adopted 10/10/17*

#### 1. Purpose

The Washington County School District is dedicated to cultivating an educational environment in which all individuals are treated with respect and dignity.

#### 2. Policy

The Washington County School District promotes an atmosphere of trust, respect, and learning, free of bias, prejudice and harassment in all its educational programs, including academics, extracurricular activities and athletics. Each student has the right to learn in an atmosphere free from harassment, discrimination, or retaliation. These policies apply to all students and prohibit discriminatory conduct engaged in by students, staff members, administrators, or third-parties. The Washington County School District will provide appropriate training to students, teachers, and staff regarding Policy expectations. Finally, the Board is resolute in its determination to enforce this Policy by investigating complaints and taking appropriate action when violations are identified.

##### 2.1. District Notice of Non-Discrimination:

In accordance with the Civil Rights Act of 1964, the Washington County School District does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Non-discrimination applies to student admission, treatment, and access to all District programs.

2.1.1. School handbooks and online resources addressed to students and parents must include the "District Notice of Non-Discrimination" statement. Publications include:

- Student registration material,
- Open enrollment flyers, school/district newspapers, and applicable newsletters.
- Brochures, catalogs, posters, and programs that promote or invite student participation in activities, clubs, CTE programs, etc.

2.1.2. Notice must be available in prominent languages, such as English and Spanish.

2.1.3. District and school administration must provide age appropriate guidance about this policy including the grievance procedures to students and employees.

##### 2.2. Inquiries:

Students, parents, guardians, or citizens who have inquiries; are requesting accommodations; or are alleging violations regarding the non-discrimination policies; including Title II, Title VI, Title IX, and Section 504 this Policy or who are requesting accommodation should may contact the designated school representative and/or:

Director of Student Services  
Washington County School District  
121 W Tabernacle St.  
St. George, UT 84770  
(435) 673-3553 Ext: 5164  
Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)

## 2.3. Definitions:

2.3.1. Discrimination: The unequal treatment of persons based on certain characteristics, including: race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, marital status, parental, or breastfeeding status, citizenship, genetic information, or any other characteristic protected by law.

2.3.2. Gender Identity: A person's gender identity can be shown by providing evidence, including, but not limited to, medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity, or other evidence that the gender identity is sincerely held, part of a person's core identity, and not being asserted for an improper purpose.

2.3.3. Grievance: An assertion, claim, or complaint that a particular set of rules has been violated. It may involve some form of systemic discrimination involving a regulation, policy, practice; a disagreement over the meaning of such or a dispute over facts. A grievance may relate to the actions of a particular individual, to the practices or policies of a particular school or district as a whole. A grievance may be against a single individual or against a group or protected class of individuals.

2.3.4. Harassment: A form of discrimination involving unwelcome conduct based on certain characteristics. Harassment does not have to include intent to harm; it may include subtle actions on the part of the perpetrator to put down the victim. Harassment may have multiple targets: it may be directed at an individual, or between persons of the same characteristic, or group. It may be student to student; staff to student; staff to staff; student to staff; or by third parties. Harassment may be verbal as well as nonverbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because characteristics protected by law. Harassment includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; ridicule or mockery; insults or put-downs; denigrating jokes; and written or graphic material that denigrates or shows hostility, aversion or demeaning pictures toward an individual or group of individuals. It may be circulated by e-mail, phone (including voice messages), text messages, social networking sites or other means.

2.3.5. Gender-based harassment is also a form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature.

2.3.6. Hostile environment: When conduct is sufficiently severe, pervasive, or persistent that it creates an intimidating, threatening, abusive environment, or interferes with the educational environment so as to limit a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.

2.3.7. Sexual harassment: Is unwelcome conduct of a sexual nature that has the effect of depriving victims of access to the educational opportunities or benefits provided by the school. (DAVIS v. MONROE COUNTY BD. OF ED., 526 U.S. 629 (1999). Quid pro quo sexual harassment occurs if a students or staff member directly or indirectly requires a student to submit to sexual conduct in order to participate in a program or activity, or if a faculty, staff, or student requires sexual conduct as the basis for an educational decision, such as a good grade, attending an event, or participating in a program. Sexual harassment includes sexual advances, requests for sexual favors, verbal or physical conduct, sexual violence and sexual exploitation, (including recording or distributing images of another person's intimate body parts).

2.3.8. Retaliation: unwanted conduct toward a person for reporting discrimination or harassment. Any unwelcome conduct, form of sanction or adverse treatment, including but not limited to intimidation, reprisal, or harassment of an individual for reporting discrimination or harassment; filing a complaint alleging a violation; participated in an investigation, hearing, or proceeding; or advocated for others' rights.

2.4. Reporting: Washington County School District encourages the prompt reporting of all perceived incidents of discrimination or harassment to the Director of Student Services, principal, or administrator/supervisor so that rapid and constructive action can be taken before relationships become irreparably strained. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment and discrimination.

2.4.1. Victims: Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should report their concerns with their administration, the school principal, or Director of Student Services (contact information above).

2.4.2. Any teacher, counselor, administrator, bus driver, staff member, custodian, or any other employee receiving a report of harassment, discrimination, or retaliation; or who has reasonable cause to believe that a student may have been sexually

or physically abused must report the incident to the school principal, designated administrator/ supervisor, or Director of Student Services. Parents or other community members are also asked to promptly report concerns.

2.4.3. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly in accordance with the grievance procedures set forth below.

### **3. Grievance Procedure**

(Grievance Policy for Employee Complaints of

Discrimination is reference in District Policy 1710)

The intent of the investigation process is to provide a prompt and equitable resolution of student complaints alleging any form of discrimination. A typical investigation may take 60 school days; however, timelines may vary depending on the complexity of the investigation and the severity and extent of the discrimination and/or harassment. This includes complaints filed by students against school employees, other students, or third parties.

3.1. Filing a Grievance: There are three major stages of the complaint process: (1) the school will conduct a full investigation of the complaint; (2) both parties receive a response regarding the outcome of the complaint; and (3) the parties may file an appeal, if applicable.

3.2. Oral and written complaints are accepted; however, to preserve the accuracy of the grievance we encourage the submission of written grievances. The Director of Student Services will facilitate the complaint process by providing transcription assistance to include language translation as necessary. Written complaints should include the following:

- The name, address, telephone number and signature of the complainant
- The name and address of the school where the incident occurred
- The name(s) of alleged person(s) responsible for violation
- A sufficient description of the nature of the alleged discrimination (explain what occurred)
- The date(s) on which the alleged discrimination took place
- A statement of requested resolution

3.3. Administrative Investigation: Refer to the Conducting an Administrative Investigation Policy, additionally:

3.3.1. Notice Required under this Policy: Upon receipt of a complaint or charge of discrimination, administrators must provide a copy of this policy along with appropriate notices to all parties, including parent/guardian (or emancipated minor). It is the right of the parent/guardian of each party involved to receive notice that the complainant has the right to: file a criminal complaint (including unlawful sexual harassment); the right to have someone translate or interpret during the interview; the right to have representation; the right to confidentiality; the right to end the informal process at any time; the right to extend the informal complaint to the designated district official as noted in this policy; the right to appeal; or the right to file an independent formal complaint with the Office of Civil Rights at any time which is not limited to any aspect of the Washington County School District grievance process.

3.3.2. Reporting to Law Enforcement: In cases involving potential criminal conduct, school personnel must immediately notify appropriate law enforcement authorities. When any person has reason to believe that a child has been subjected to abuse or neglect, that person shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services. A law enforcement investigation does not relieve the school of its independent obligation to investigate the conduct.

3.3.3. Interim Measures During an Investigation: It may be appropriate for a school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to suspend or place the alleged perpetrator in a separate class or at another school location. If the alleged harasser is a teacher, the teacher may be placed on administrative leave pending an investigation into the

allegations. School administration must warn the accused to not contact the alleged victim or potential witnesses during an investigation.

3.3.4. Take Effective Steps Toward an Equitable Solution: What constitutes a reasonable response to information about possible discrimination, retaliation, or harassment will differ depending upon the circumstances; considering the identity of the harasser and the context in which the harassment occurred; and also taking into account the age of the students, the school size, the administrative structure and past experiences.

3.3.5. Report findings to the Complainant in Writing Outlining the Right to Appeal to the Superintendent or Washington County School District's Board of Education: If a party to a complaint does not agree with its resolution, within 10 days of the receipt of the outcome, that party may appeal in writing to the Washington County School District's Board of Education or Superintendent. The Board of Education and Superintendent will review the complaint, findings, and render a decision regarding the action taken by administration. At its discretion, the Board may convene a panel consisting of two board members and the Superintendent to conduct a hearing as part of the appeal process.

3.3.6. Confidentiality: In all cases, schools should make every effort to keep confidential the names of all parties involved, including the complainant, the witnesses, and the accused, except to the extent necessary to carry out an investigation or comply with the law. FERPA permits a school to disclose to the harassed student, information about the sanction imposed upon a student who was found to have engaged in harassment when the sanction directly related to the harassed student. This includes an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes.

3.4. Monitoring Outcomes: Administration must monitor outcomes under the investigation findings to include the impact, if any, on the campus climate. Such consideration is intended to help the school avoid retaliation or continued violations. This is particularly important if findings of an investigation involved harassment to include sexual harassment and violence.

3.5. False Complaints: False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) by employees or students may be the subject of appropriate disciplinary action.

3.6. Expanded Review of a Complaint (Formal): Students, parents/guardians, or patrons alleging discrimination or other related violation of civil rights may also file a formal complaint at any time with the following agencies:

**Utah State Office Board of Education**  
250 E 500 S  
Salt Lake City, UT 84111  
(801) 538-7500  
Web: <http://schools.utah.gov>

**Office for Civil Rights**  
U.S. Department of Education  
400 Maryland Avenue, S.W. Washington, D.C. 20202-1100

**Denver Office for Civil Rights**  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582

Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

The right to file an independent formal complaint with the Office of Civil Rights may be done at any time and is not limited to any aspect of the Washington County grievance process.

3.7. Training:

3.7.1. All new employees shall receive information about this policy at new employee orientation. All other employees shall be provided information on a regular basis regarding this policy and the District's commitment to a discrimination-free and harassment-free learning and working environment.

3.7.2. Administrative employees who have specific responsibilities for investigating and resolving complaints shall receive training on this policy and related legal developments. Principals in each school and program directors shall be responsible for informing students and staff of the terms of this policy, including the procedures established for investigation and resolution of complaints.

#### References:

ADA Amendment Act of 2008, (29 C.F.R. §110 et seq.): Americans with Disabilities Act of 1973

Boy Scouts of America Equal Access Act, (34 CFR. 108 et seq.).

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and its implementing regulations (34 C.F.R Part 104).  
Discrimination on the Basis of Disability.

Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131 - 12134) and its implementing regulations (28 C.F.R. Part 35).

Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)) and its implementing regulations (34 C.F.R. Part 100).  
Discrimination on the basis of Race, Color, or National Origin.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and its implementing regulations (34 C.F.R. Part 106):  
Discrimination on the basis of Gender.

Title IX: Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (January 2001); Title IX Resource Guide (April 2015); Title IX Grievance Procedures Manual. Prohibits sexual harassment. An educational institution cannot deny or limit, on the basis of sex, the student's ability to participate in or to receive benefits, services, or opportunities in the school's program.

Office of Civil Rights Dear Colleague Letters: Equal Access (2014); First Amendment (2003); Racial Incidents and Harassment Against Students (1994); Sexual Harassment Issues (2006); Sexual Violence (2011); Retaliation (2013), available at <http://www.ed.gov/ocr/letters/colleague-201304.pdf>.

Utah Code Ann § 62A-4a-402 et. seq. Utah Human Services Code. Child Abuse or Neglect Reporting Requirements.

Utah Code Ann §§ 76-5-401 through 76-5-407. Utah Criminal Code. Sexual Offenses.

Utah Administrative Code R277-515, Utah Educator Standards.

Washington County Board Policy 2110: Safe Schools.

Washington County Board Policy 3510: Bullying and Hazing

Washington County Board Policy 3550: Parent Administrative Grievance Procedures

Form 555-Anti-Discrimination & Civil Rights Investigation

## 2116 - Sexual Harassment

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### 1. Purpose

The Washington County School District is dedicated to cultivating an educational environment in which all individuals are treated with respect and dignity. No person on the basis of sex, shall be subjected to discrimination or sexual harassment under any education program or activity receiving Federal financial assistance. (20 U.S.C. 1681(a)).

### 2. Policy

Sexual harassment is prohibited by Title IX of the Education Amendments of 1972 and by this Policy in all of the District's educational programs including academics, extracurricular activities, and athletics. Allegations that originate off-campus which impact the victim's ability to effectively access and continue their educational program **may** be addressed under this Policy at the discretion of the Designated District Title IX Coordinator. This may include allegations of sexual harassment through the internet, electronic mobile devices and/or social media.

2.1 This Policy applies to all students, staff members, administrators, or third parties. The Board is resolute in its determination to enforce this Policy by investigating complaints and taking appropriate action when violations are identified.

2.1.1. All Designated District Title IX Coordinators, as well as Investigator(s), Decision-Maker(s), or any person designated to facilitate an Informal Resolution Process shall not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent.

#### 2.2. Inquiries:

Students, parents, guardians, or citizens who have inquiries; or are alleging violations of this Policy may contact the designated school representative and/or the Designated District Title IX Coordinator as follows:

**Employees:     Director of Human Resources**

**Students:       Director of Student Services**

**Athletics:       Director of Secondary Education**

**Washington County School District**

**121 W Tabernacle St.**

**St. George, UT 84770**

**(435) 673-3553 Ext: 5164**

**Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)**

#### 2.3. Definitions:

2.3.1. Actual Knowledge: Notice of allegations of sexual harassment to any employee of the District.

2.3.2. Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment and makes a complaint.

2.3.3. Formal Complaint: A document filed by a Complainant and/or signed by the Designated District Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

2.3.4. Respondent: An individual who has been reported to be the perpetrator of conduct as per Policy.

2.3.5. Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:

(1) Quid Pro Quo: A District employee that directly or indirectly requires a student or subordinate to submit to unwelcome sexual conduct to participate in a program or activity and/or requires sexually based actions in order for the student or subordinate to

receive aid, benefit, or a service of the District; including influencing an educational decision, a good grade, attending an event, or participation.

(2) Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity.

a. Severe: Based on whether the described occurrence or conduct was severe from the perspective of a reasonable person in the Complainant's position.

b. Pervasive: A single instance of an unwelcome act typically does not meet the Title IX standard for sexual harassment requiring investigation, but there are instances when a single unwelcome act may meet the standard. Factors to be considered include, but are not limited to, whether there is a pattern of sexual harassment, the number of people involved, and whether the unwelcome sex-based conduct involves widespread dissemination of offensive material.

c. Objectively Offensive: Whether the described occurrence or conduct was offensive from the perspective of a reasonable person in the Complainant's position. "Just joking" is not an accepted excuse.

d. Denied of Equal Access: Does not require that the Complainant be entirely or physically excluded from educational opportunities, but rather that the sexual harassment has so undermined and detracted from the Complainant's educational experience that he/she is effectively denied school resources and opportunities. No concrete injury is required to show a denial of equal access. Examples may include, but are not limited to an athlete who quits the team, skipping class to avoid the harasser, a decline in a student's academic performance, difficulty concentrating, etc.

(3) Sexual harassment includes dating violence, domestic violence, stalking or sexual assault as defined in the Clery Act and in this Policy as follows:

a. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based upon the reporting party's statement with consideration of the following factors: the length or relationship; the type of the relationship; and the frequency of the interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

b. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Utah, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Utah.

c. Stalking: Two or more acts of conduct that is directed at a specific person that would cause a reasonable person to fear for his/her safety or suffer substantial emotional distress, including, acts in which the stalker directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to, or about a person, or interferes with a person's property.

d. Sexual Assault: is defined as any sexual act directed against another person for the purposes of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent. It includes rape, fondling, incest, and statutory rape as defined below:

i. Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

ii. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

iii. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

iv. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

2.3.6. Sexual Misconduct: Conduct of a sexual nature, including inappropriate sexual behavior or threatened behavior that poses a threat to the welfare, safety, or morals of other students or school personnel, but does not rise to the level of Sexual Harassment. Sexual misconduct is prohibited and will be investigated and addressed under Washington County School District Policy 2110 Safe Schools; 1710 Non-Discrimination; 1450 Discipline and Termination, and Non-renewal of Contract.

2.3.7. Reasonable person means an individual under similar circumstances and with similar identities to the victim/Complainant.

2.3.8. Substantial Emotional Distress: Is significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

2.3.9. Supportive Measures: Non-disciplinary, non-punitive individualized services offered promptly as appropriate, as reasonably available, and without fee/charge to the Complainant or Respondent before and after the filing of a complaint. Such measures are designed to restore or preserve equal access to the District's educational program or activity without unreasonable burdening either party, including measures designed to protect the safety of all parties and protect the educational environment.

2.3.10. Third Party: The jurisdiction of this policy includes allegations occurring at all schools, and district programs; enroute to school activities; and where the Washington County School District has exercised substantial control over both the Respondent and the Complainant and the context in which the reported Sexual Harassment occurs. Third party for the purposes of this policy therefore includes volunteers, vendors, visitors and independent contractors who are present in described settings; or who have knowledge of an alleged violation and report it.

### 3. Complaint Procedure

(Grievance Policy for Employee Complaints of Discrimination is reference in District Policy 1710; Parent Administrative Grievance Procedure District Policy 3500; Non-Discrimination Policy 2115)

The intent of the complaint process is to provide a prompt and equitable resolution of complaints alleging any form of sexual harassment. The essential components of the complaint process include:

- (1) Reporting the complaint, i.e., Notice;
- (2) Implementing supportive measures;
- (3) Determining if the complaint is formal;
- (4) Investigating the complaint;
- (5) Providing a response regarding the outcome of the complaint to both parties; and
- (6) Filing an appeal.

3.1. Reporting: All employees of the District are required to report any allegation or observation of discrimination, sexual misconduct, and sexual harassment to the employee's immediate supervisor, who will report to the school principal where the student/employee is enrolled or employed. Receiving a complaint from anyone (not just the victim), constitutes notice and therefore triggers a required School/District response.

3.1.1. Reporting to Law Enforcement: In cases involving potential criminal conduct, school personnel must immediately notify appropriate law enforcement authorities. When any person has reason to believe that a child has been subjected to abuse or neglect, that person shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services. A law enforcement investigation does not relieve the school of its independent obligation to investigate the conduct.

3.1.2. Timelines: Any reported allegations of sexual harassment will be investigated promptly; without deliberate indifference; and in accordance with the complaint procedures set forth below. Timelines may vary depending on the complexity of the investigation and the severity and extent of the sexual harassment. This includes complaints filed by students against school employees, other students, or third parties. The District's process may be delayed for good cause including the absence of a party, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

3.1.3. Initial Inquiry: Upon actual knowledge, the school administrator shall without delay conduct an initial inquiry to receive information about the allegation (this is not an interview). The school administrator shall then notify the Designated District Title IX Coordinator about the allegation to determine if the conduct, on the face of the allegations, is more likely sexual misconduct or sexual harassment as defined in this Policy.

3.2. Supportive Measures: Supportive measures shall be offered. The determination of supportive measures shall be made when the school administrator notifies and coordinates with the Designated District Title IX Coordinator. Complainants and Respondents are to be treated equitably. Every effort to preserve equal access for all parties shall be implemented. Individualized supportive measures as defined in this Policy shall be made available to both the Complainant and Respondent depending on their circumstances.



3.2.1. Supportive measures may include altering work arrangements, changes in work locations or leave of absence (specific to employees); mutual restrictions on contact between parties; counseling; school safety plan; supervised transitions; increased security and monitoring of certain area of campus; and course related adjustments including extensions of deadlines, modifications to the amount of work required, changing class schedules, separate classes, etc.

3.2.1.2. All supportive measures or reasons for not offering supportive measures must be documented and made available to the Designated District Title IX Coordinator.

3.3. Emergency Removal: A Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made; therefore, the school **shall not** impose any disciplinary actions until the conclusion of the process; however, it may be necessary to impose an emergency removal if there is an **immediate threat to the physical health or safety** to the Complainant and/or other students, based upon an individualized safety and risk analysis. A removal cannot be based solely upon an allegation.

3.3.1. Notice of Emergency Removal: Prior to imposing an emergency removal, the Respondent must be given notice and may have the opportunity to challenge the decision.

3.3.2. Removal of Employees: An employee Respondent may be placed on paid administrative leave with or without a showing that the Respondent poses an immediate threat to the physical health or safety of individuals.

3.4. Formal Complaint: Upon learning through actual knowledge and initial inquiry that the conduct that could constitute sexual harassment, the school administrator shall notify the Designated District Title IX Coordinator who may interview the Complainant. The procedures in this Policy must be followed if the allegations, if true, meet the definition of sexual harassment; otherwise follow Policy 2110.

3.4.1. Filing a Formal Complaint: A student and/or parent/guardian may complete a written complaint on behalf of a minor Complainant requesting that the District/School investigate an allegation of sexual harassment. An employee is required to file his/her own complaint. However, in either case, the Designated District Title IX Coordinator may also issue/sign a formal complaint on behalf of the Complainant if the Complainant refused to file but the allegation, on its face, it meets the definition of sexual harassment. The Designated District Title IX Coordinator shall file a formal complaint if there is a physical threat to the Complainant, but the Complainant cannot proceed, or where there is an institutional problem.

3.4.2. Contents: A written formal complaint may be submitted on the District form or other written document and may be submitted via mail or electronic means. It must include the following:

- a. A request for an investigation including the name, address, telephone number and signature of the Complainant.
- b. The name, address of the school, name of the District or District department where the Complainant is enrolled or employed or attempting to be enrolled or employed.
- c. The date(s) on which the alleged sexual harassment took place.
- d. The name(s) of alleged person(s) responsible for the alleged violation (the Respondent(s)).
- e. A sufficient description of the nature of the alleged sexual harassment, i.e., explain what occurred and the harm caused by the incident.
- f. A statement of requested resolution/imposition of remedies (which may include supportive measures). Disciplinary action lies only within the authority and sole discretion of the District.

3.4.3. Complaint Notice: Upon receipt of a formal complaint, the Designated District Title IX Coordinator shall provide written notice to the known parties, which shall include:

- a. Notice of the allegations, including the name of the Complainant, a description of the alleged harassment, and a range of dates during which the harassment is alleged to have occurred.
- b. A statement that the Respondent is presumed not responsible until a determination of the responsibility has been made at the conclusion of the investigation.
- c. An outline of the investigation process.
- d. The standard of evidence that will be applied.
- e. Directives not to retaliate (for the Respondent).

f. Information about and offer of the Informal Resolution Process.

3.4.4. Dismissal of a Complaint:

3.4.4.1. Mandatory Dismissal: If the alleged conduct does not meet the definition of sexual harassment defined in this Policy or that the alleged conduct did not occur in the District's education program or activity a complaint **must** be dismissed at any time by the Designated District Title IX Coordinator.

3.4.4.2. Discretionary Dismissal: The complaint **may** be dismissed if the Complainant makes a request in writing to the Designated District Title IX Coordinator that he/she would like to withdraw his/her formal complaint; or if the Respondent is no longer enrolled or employed by the District; or if circumstances prevent the District from gathering sufficient evidence to reach a conclusion.

3.4.4.3. Dismissal Notice: Upon dismissal of a formal complaint, written notice of the dismissal and reasons why must be sent to the Respondent and Complainant simultaneously. Dismissal does not preclude action under another District Policy. The Complainant may appeal the dismissal in accordance with the procedures for appeal in this Policy.

3.4.5. Informal Resolution Process: Following a formal complaint, the Complaint and the Respondent will be given the option of participating in an Informal Resolution Process which may be facilitated any time after the complaint has been filed and prior to the determination with the voluntary written consent of both parties. If the Informal Resolution Process fails, the Formal Complaint will resume. Informal Resolution is not an option when the allegations are of an employee sexually harassing a student.

3.4.5.1. Informal Resolution Notice: An informal resolution process may be facilitated provided that the parties receive written notice with the following information:

- a. the allegations;
- b. the requirements of the process, including the circumstances that would preclude the parties from resuming/re-filing a formal complaint arising from the same allegations;
- c. the right to withdraw from the Informal Resolution Process and resume the investigative process at any time, and
- d. consequences that might result from participating in the informal process including records that will be maintained by the District or that could be shared.

3.5. Investigation: Specifically assigned trained administrators, i.e., "Investigators" shall conduct investigations of Formal Complaints.

3.5.1. Written Notice: Investigators shall provide written notice to the parties, including the date, time, location, purpose of all investigative interviews, the right to bring an advisor, and the right to bring any document, evidence, or other information the party would like the investigator to consider. Sufficient time (at least two days) should be allowed following the notice for the parties to prepare to participate.

3.5.2. Interviews: The Complainant and Respondent may be accompanied by an advisor for support, but not to speak for them. The Investigators shall also provide an equal opportunity for the parties to suggest witnesses for the investigator to consider interviewing.

3.5.3. Evidence: The Investigator(s), rather than the parties, shall ensure burden of proof by gathering sufficient evidence. The Complainant may present evidence supporting the allegations. The Respondent may present evidence refuting the allegations.

3.5.3.1. All evidence shall be reviewed and preserved including video/camera footage, photos, physical evidence, documents, correspondence, reports, and electronic information.

3.5.3.2. Investigative Summary: Prior to completing the Final Investigative Report, Investigator(s) shall send a summary of the evidence to both parties for inspection and review. This may be done through electronic means or via hard copy.

3.5.3.3. Both parties have 10 calendar days to submit a written response to the summary. Investigator(s) will consider the responses but need not adopt them.

3.5.4. Final Investigative Report: After the 10 days, Investigator(s) shall draft a Final Investigative Report and provide it to the Complainant, Respondent and Designated Decision-Maker.

3.5.4.1. The report must contain: a description of the complaint; a description of the interim supportive measures including steps taken to date toward an equitable solution; a detailed description of the investigation (names and dates of individuals interviewed), and summary of the evidence considered.

3.6. Decision-Maker Investigation: Decision-Maker(s) are designated District administrators who provide a determination regarding the responsibility of the Respondent and the outcome of the complaint to both parties.

3.6.1. Upon receipt of the Final Investigative Report, the Decision-Maker(s) shall notify both parties that they have 10 days to submit cross-examination questions in writing for the other party and/or any witnesses to answer. Additional questions may be allowed at the sole discretion of the Decision-Maker(s). Should the Decision-Maker(s) determine that a question is not relevant, they must explain why to the requesting party.

3.6.2. Decision-Maker Written Determination: The Decision-Maker(s) shall base their conclusions on the preponderance of the evidence standard. Careful judgment of credibility must be considered based upon factors such as plausibility and consistency. The Respondent, Complainant and Designated District Title IX Coordinator shall be provided with the Written Determination, including:

- a. Identification of the allegations potentially constituting sexual harassment as defined by Policy.
- b. A description of the procedural steps taken from the receipt of the formal complaint through to the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence.
- c. Findings of fact supporting the determination.
- d. Conclusions regarding the application of this Policy or other policies to the facts
- e. A statement of, and rationale for, the finding of fact to each allegation, including a determination regarding responsibility.
- f. Disciplinary actions that will be imposed on the Respondent consistent with Policy 2115 Safe Schools or for employees Policy 1450 Discipline and Termination, and Non-renewal of Contract. (The Decision-Maker(s) shall verify with the school administrator that such documentation is entered into the District student information system.)
- g. Remedies designed to restore or preserve equal access for the Complainant to the District's educational program or activity. (The Designated District Title IX Coordinator shall verify with the school administrator that effective implementation of any remedies).
- h. Procedures to appeal (as per below).

3.7. Appeal Process: Within 10 days of the receipt of the Final Investigative Report or Written Determination a party may appeal in writing to the Superintendent.

3.7.1. The purpose of an appeal is to determine whether the procedures as per this Policy were followed; or if a party believes there was a conflict of interest regarding the Designated District Title IX Coordinator(s), Investigator(s), and/or Decision-Maker(s). If an appeal does not introduce new evidence, allege conflict of interest, or is a violation of the process, it may be denied.

3.7.2. If the appeal is granted, both parties will be given a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome.

3.7.3. The Superintendent will review the complaint, findings, and render a decision in writing which will be provided simultaneously to both parties. The written decision on the appeal may take one of three positions:

- Affirm the Decision-Maker(s) decision
- Repeal the Decision-Maker(s) decision
- Remand the Decision-Maker(s) decision

3.8. Retaliation is prohibited: No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because an individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner of an investigation or proceedings.

3.8.1 Monitoring Outcomes: School administrators should monitor the impact of the complaint, if any, on the campus climate. Such consideration is intended to protect any person who was involved in the complaint from retaliation and/or implement further supportive measures. Anyone found to have engaged in retaliation is subject to disciplinary action.

3.9. Record Retention: All records created during the entire process must be maintained for 7 years, or 2 years after the student graduates (whichever is longer); including, but not limited to, supportive measures, informal resolution, the determination, disciplinary sanctions, remedies, appeal and training materials used during the process.

3.10. Training: All employees and students shall be provided with access to this Policy as per the District website. Ongoing Title IX training shall be provided.

3.10.1. Administrative employees who have specific roles such as School Administrators, Designated District Title IX Coordinator, Investigator, Decision Maker, Superintendent as per Policy shall receive training on this Policy including:

- a. The definition of sexual harassment
- b. The scope of the district's education program or activity
- c. How to conduct an investigation including how to determine relevance to create an investigative report that fairly summarizes relevant evidence, how to write and issue an investigative report,
- d. How to serve impartially, including prejudgment of the facts at issue, conflicts of interest and bias.

3.10.2. All Decision-Makers must receive training on the issues of relevance of questions and evidence, including where questions and evidence about the Complainant's predisposition or prior sexual behavior are not relevant.

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2.2.4

## Policy 1700, Conducting an Administrative Investigation

*Washington County School District - Approved 11-14-17*

### 1. Purpose:

Essential to the administrative process is the ability to conduct a thorough and proper investigation.

### 2. Policy:

This policy should be followed when it becomes necessary to conduct an investigation for employee or student grievances, charges of discrimination, investigations of misconduct, and as necessary for other complaints or accusations. District Policies requiring proper investigation include but are not limited to 1450, 1710, 1720, 2110, and 2115.

### 3. Procedure:

- 3.1.1. **Define the complaint and Notify District Administration:** Defining the allegation you need to investigate is a must. Identify the applicable policies, laws, or directives allegedly violated and make copies of them for the case file. You must contact the Director of Human Resources, Assistant Superintendent, or Student Services Director if the complaint alleges violations of District Policy, federal, or state laws.
- 3.1.2. **Create a plan for the investigation:** List a timeline and identify potential witnesses. Start with the person making the complaint. Consider who may have witnessed the events or who may have firsthand knowledge of the concerns. The investigator must thoughtfully develop questions that are designed to obtain critical information or details. Write potential questions down in a document before beginning an interview. Begin with asking who, what, when, where, why or how. Your memory will not compensate for the lack of a written list. It is easy to forget to ask a question during an interview.
- 3.1.3. **Notice:** Upon receipt of a grievance, complaint, student or employee misconduct, charge of student or employee discrimination or harassment or other applicable matters, the investigator may be required to provide appropriate notice to all parties to include a copy of the policy that describes any authority under which the investigation is completed; in some cases the notice should inform complainant of the right to file a criminal complaint or the right to have someone translate or interpret during the interview; depending on the allegation, the complainant or the respondent may have the right to representation; the right to confidentiality; the right to end the informal process at any time; the right to extend the informal complaint to the designated District official; the right to appeal; or the right to file an independent formal complaint with a state or federal agency.
- 3.1.4. **Reporting to Law Enforcement:** In cases involving potential criminal conduct, school personnel must **immediately** notify appropriate law enforcement authorities. When any person has reason to believe that a child has been subjected to abuse or neglect or that criminal conduct is a concern, that person shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services. A law enforcement investigation does not relieve the school of its independent obligation to investigate the conduct.

**3.1.5. Interim Measures during an Investigation:** Take appropriate interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to suspend or place the alleged perpetrator in a separate class or at another school location. If the alleged harasser is an employee, the employee may be placed on administrative leave pending an investigation into the allegations. You must contact the Human Resource Director if you believe it is necessary to place an employee on administrative leave. A notice of administrative leave must be issued in accordance with applicable policy. The investigator must warn the accused to not contact the alleged victim or potential witnesses during an investigation.

**3.1.6. Interview the Complainant, the Accused, and the Witnesses**

**3.1.6.1.** The investigator must ask witnesses to describe the events as they remember them. Actively listen and take notes. Record only the facts. Avoid assumptions, feelings, interpretations, frustrations or premature conclusions.

**3.1.6.2.** The investigator must ask questions until confidence is established and the investigator feels s/he has all of the facts. If an investigator is not confident in the answer given, s/he should ask the question again later to compare the statements for consistency. The investigator must not finish the interviewee's sentences or put words into their mouth. The investigator must not allow the witness to use vague terms such as always, never or everyone. It is important to not stop the interview until the investigator receives a clear answer.

**3.1.6.3.** To glean the most information, let the employee talk freely without interruption. Once they've finished, take a moment to make notes. This time may prompt the interviewee to continue talking, and offer additional information, to compensate for the silence. If an interviewee references documents or other evidence, such as emails, recordings, text messages or other materials, ask for copies. During each transition of facts, or when appropriate, ask the follow up question, "Anything else?" At the conclusion of the interview, quickly review your notes while the interviewee is still present. Read back pertinent sections to ensure the responses and your notes are in agreement. There's nothing worse than going back to your notes days later only to wonder what you wrote down.

**3.1.6.4.** The investigation may also include reviewing law enforcement investigation documents, if applicable; reviewing student or personnel files; and gathering and examining other relevant documents or evidence. An Investigator must apply a balanced and fair process allowing the complainant any rights that it gives to the alleged perpetrator.

**3.1.7. Draw Conclusions, Identify Findings and if applicable the specific Violations of Policies or Laws, and Make**

**Recommendations:** Most investigations are not clearly black and white and do not arrive at a "beyond a reasonable doubt," conclusions. This gives you the ability to make a credibility determination, consistent with logic and of whether the decision makes sense, based on your findings. Administrative investigation conclusions are based on the preponderance of the evidence standard. Legal Dictionaries define preponderance of the evidence as the greater weight of the evidence required to decide in favor of one side or the other. To do so the investigator must decide what conclusion is more convincing considering probable truth or accuracy, and not on the amount of evidence. "One clearly knowledgeable witness may provide a preponderance of evidence over a dozen witnesses with hazy testimony, or a signed agreement with definite terms may outweigh opinions or speculation about what the parties intended." Reference:

<http://dictionary.law.com/Default.aspx?selected=1586>

**3.1.8. Identify Findings and Conclusions in Writing:**

- Decide if the complaint is reasonable to believe, with a brief explanation. Identify the impact of the conduct to the employee or student.
- If it is not reasonable to believe, the investigator must explain the basis for the conclusion.
- It is always possible that the findings will be inconclusive. Again the investigator must explain the basis for an inconclusive conclusion.
- You must reference and rely on the facts, considering District Policy, state and federal laws. The investigator must arrive at a fair and reasonable conclusion using all available perspectives.

**3.1.9. Identify Recommend Corrective Action if Necessary:** Base your recommendations on precedent cases and District Policy. Consult with HR and District Administration. Corrective action should be based on preventing the recurrence of similar conduct and should also provide warnings for retaliation against victims or witnesses.

## N002 - PPRA Notice

### PPRA NOTICE WASHINGTON COUNTY SCHOOL DISTRICT

#### PPRA Notice and Consent/

##### Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

• **Receive notice and an opportunity to opt a student out of –**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• **Inspect**, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

## Annual Notice to Parents

The Washington County School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Washington County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Washington County School District will also directly notify parents using email, school handbooks, or other means about their students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Washington County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

Anticipated Activity for the 2022/23 School Year:	Specific Activity:
<ul style="list-style-type: none"><li>Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.</li></ul>	
<ul style="list-style-type: none"><li>Administration of any protected information survey not funded in whole or in part by ED.</li></ul>	
<ul style="list-style-type: none"><li>Any non-emergency, invasive physical examination or screening as described above.</li></ul>	

### **Washington County School District IMPORTANT STUDENT AND PARENT RIGHTS FERPA NOTIFICATION**

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional

information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. **The following information may be disclosed without consent:**
- a) **Directory Information:** The following information is designated as student directory information: student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters.
  - b) **School Officials:** School officials with legitimate educational interests may also have access to records. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c) **Other Schools:** The school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW, Washington D.C. 20202-4605**

**Utah 53A-11-301 requires documentation of immunizations for school attendance.**

The Utah Department of Health maintains a voluntary, confidential record system to assist parents/guardians, health care providers, and schools in documenting your child's immunizations. This record system is called the Utah Statewide Immunization Information System (USIIS). Allowing your child's school to share your child's immunization history with USIIS will aid you, your child's health care provider, and the school to determine which immunizations your child has received and which may still be needed. **If you do not wish to give permission for the school to your child's/legal dependent's immunization information with USIIS, please get an opt-out form from the School secretary**

## N003 - Civil Rights Disclosure

### Washington County School District Civil Rights Disclosure

**The Washington County Board of Education ensures an equal educational opportunity in accordance with several Federal Civil Rights Laws.**

**The Washington County School District does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status in its programs or activities.**

**In accordance with the Boys Scouts of America Equal Access Act, Boy Scouts and other youth groups may have equal access to meet on school premises.**

### Equal Education and Employment Opportunity



It is a violation of the District's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, pregnancy status, genetic information or marital status.

Discrimination of this kind is strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

<https://procedure.washk12.org/policy/1000/1710>

#### Civil Rights Contacts

Those who have inquiries, or are alleging violations regarding discrimination or sexual harassment as per Title II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act 1964, or the Age Discrimination Act of 1975 may contact the designated school representative and/or District designee as follows:

#### Employees:

District EEOC Coordinator

Executive Director of Human Resources - Lyle Cox

121 W Tabernacle St.

St. George, UT 84770

(435) 673-3553 ex. 5202

Email: [eeoc\\_coordinator@washk12.org](mailto:eeoc_coordinator@washk12.org)

#### Students, parents, guardians, or citizens:

Director of Student Services - Karen Bess

121 W Tabernacle St.

St. George, UT 84770

(435) 673-3553 ex. 5164

Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)

Those who have inquiries, or are alleging violations regarding gender-based discrimination or sexual harassment in athletic programming as per Title IX of the Education Amendments of 1972 may contact the designated school representative and/or:

Executive Director of Secondary Schools - Craig Hammer

121 W Tabernacle St.

St. George, UT 84770

(435) 673-3553 ex. 5166

Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)

## Accommodations for Individuals with Disabilities

Reasonable accommodations will be provided to qualified individuals with disabilities. Students in need of ADA and/or Section 504 accommodations may contact the school administrator and/or 504 representative, or designated District Coordinator (listed above).

Any employee or applicant requesting or interested in obtaining information about workplace accommodations should contact:

ADA and Benefits Coordinator - Tammara Robinson

121 West Tabernacle St.

St. George, UT 84770

(435) 673-3553 Ext. 5119

Email: [ada\\_coordinator@washk12.org](mailto:ada_coordinator@washk12.org)

## Civil Rights Complaint/Grievance Procedure

**An individual** who feels harassed, discriminated against or retaliated against should report such behavior to a building administrator, (or designated District Coordinator).

**All employees** of the District are required to report any allegation or observation of discrimination, harassment (including sexual) or retaliation to the employee's immediate supervisor, who will report to the school administrator where the student/employee is enrolled or employed.

Complaints may be those filed by students against school employees, other students/employees, or third parties.

Upon initial inquiry, the school administrator shall notify the designated District Coordinator.

An informal resolution process and/or mediation may be appropriate.

A formal written complaint may be filed with the designated District Coordinator. The Coordinator shall reply in writing to the Complainant within 10 business days.

The allegations will be investigated promptly, equitably and without deliberate indifference. Timelines for a final resolution may vary depending on the complexity of the investigation and the severity.

Student Complainants and Respondents are to be treated equitably. Every effort to preserve equal access for all parties shall be implemented. Individualized supportive measures shall be made available to both the Complainant and Respondent depending on their circumstances.

An employee Respondent may be placed on paid administrative leave with or without a showing that the Respondent poses an immediate threat to the physical health or safety of individuals.

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the Complainant will be protected to the greatest degree possible.

If a party does not agree with the resolution, a written appeal may be made to the Superintendent within 10 days of the receipt of the final report or written determination.

Nothing in policy prevents the Complainant or the Respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Employees may also file Directly with UALD or EEOC. If more than 180 days have passed since the last date of harm, but less than 300 days, the charge must be sent to the Equal Employment Opportunity Commission (EEOC) for its consideration.

**Utah Anti-Discrimination & Labor Division**

160 East 300 South, 3rd Floor

Salt Lake City, UT 84114-6600

(801) 530-6800 or

(800) 530-5090

**Equal Employment Opportunity Commission Phoenix District Office**

3300 North Central Avenue, Suite 690

Phoenix, AZ 85012-2504

Phone: 1-800-669-4000

FAX: 602-640-5071

TTY: 1-800-669-6820

ASL Video Phone: 844-234-5122

The right to file an independent formal complaint with the Office of Civil Rights may be done at any time and is not limited to any aspect of the Washington County grievance process.

**Denver Office for Civil Rights**

U.S. Department of Education

Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582

Telephone: 303-844-5695

FAX: 303-844-4303; TDD: 800-877-8339

Email: OCR.Denver@ed.gov

<https://procedure.washk12.org/policy/2000/2115>

<https://procedure.washk12.org/policy/2000/2116>

**Safe Schools**

The Board of Education of the Washington County School District (WCSD) protects the rights of students and recognizes that every student in the schools should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To foster a safer learning environment and promote positive behavior, WCSD developed the Safe Schools Policy to assure the safety and well-being of all students. The Policy is based upon the following principles: Each student is expected to follow accepted rules of conduct. WCSD promotes principles of restorative school discipline but may impose other disciplinary intervention as necessary. Multi-tiered systems of supports (MTSS) shall be implemented as a

method of systematic reinforcement of expected behaviors and uniform methods for correction of inappropriate behaviors. Refer to the policy for all details.

<https://procedure.washk12.org/policy/2000/2110>

## **Extracurricular Activities**

The Board of Education encourages students to participate in a variety of athletic and extracurricular activities, and recognizes the many benefits to students who engage in such activities. Participation in athletics and other extracurricular activities is a privilege. There is no constitutional right to participate in such activities, nor are there any life, liberty, or property interests associated therewith (UCA 53G-8-209(1)).

In order to participate in activities sponsored by the Utah High School Activities Association (UHSAA), a student must meet eligibility requirements with regards to attendance, behavior, residency, scholastic performance, and other applicable criteria. Washington County School District accepts and supports the constitution, bylaws, regulations, guidelines, and standards established by UHSAA in relation to eligibility for participation. School principals, athletic directors, coaches/advisors, parents, teachers, and all other employees of the schools share in the responsibility of ensuring that students meet the expected standards for participation.

Each school, with approval of the principal, may also establish eligibility requirements for participation in activities not sponsored by UHSAA. The cheerleading and student council programs at each school are governed by each school's student constitution and bylaws and not by UHSAA. Eligibility expectations for those programs must be clearly outlined for students and their parents/legal guardians in a disclosure document.

When student athletes in secondary schools transfer schools, athletic eligibility standards established by UHSAA must be satisfied. Violation of these standards may bring about severe sanctions for a student, a coach, a team/program, and/or the school. The Board of Education desires that transferring student athletes meet all UHSAA transfer and eligibility requirements.

## **Access to Facilities**

The Washington County School District Board of Education believes that school facilities are owned by the public and should therefore be made available for any and all public uses of an educational, cultural, recreational or community well-being whenever such an event(s) does not interfere with the regular school program or school activities.

Equal access to facilities is provided to the Boy Scouts of America and other designated youth groups.

Public school grounds and buildings are deemed to be "civic centers" and may be used subject to the requirements and restrictions set forth herein. The District retains the right to refuse or terminate facility usage if use is disruptive to school operations, counter to District policies, damaging to District property, discriminatory under federal or state laws, demeaning or degrading to District employees or other persons, or otherwise inappropriate for District facility use.

<https://procedure.washk12.org/policy/5000/5200>

<https://procedure.washk12.org/forms/000/A202A>

## **Harassment/Hazing**

The Washington County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. The School Board believes that all students, employees

or guests are entitled to a safe, equitable and harassment-free school experience. Bullying, harassment or retaliation in any form will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment will be dealt with immediately and consistently.

<https://procedure.washk12.org/policy/3000/3510>

## Search and Seizure

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

## Compulsory Education Requirements

The Washington County School Board believes that student learning and achievement is directly related to attendance. WCSD strives to make every effort to be in compliance with state law as well as work proactively together with parents, community resources to encourage the regular attendance of all Washington County students.

Utah Code 53G-6-202 directs parents of a school-age child (minor who is at least six years old but younger than 18 years old) shall enroll and send the school-age child to a public or regularly established private school.

<https://procedure.washk12.org/policy/2000/2900>

## Rights under the Protection of Pupil Rights Amendment:

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Washington County School District to notify parents and obtain consent or allow an opt out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

<https://procedure.washk12.org/letters/Admin/A087>

## Religious Expression in Public Schools

The Board recognizes the right of free exercise of religion by individuals, including students, teachers, and other employees. Therefore, the District shall do nothing that will impair the rights or ability of such individuals to the free exercise of their religion in activities not sponsored by the District but held on District property. In addition, during discretionary time on campus, the same persons shall not be restricted or discouraged by school administrators and teachers in their religious expressions, including prayer. (Leg. resolution 5-1-06)

In accordance with freedom of religion and freedom of speech, the District shall not strike out nor inhibit any portions of graduation talks, any classroom discussion, or academic activity solely on the basis that religion, Deity, or personal belief is mentioned. In the classroom, instruction covering religious subject matter is permitted, provided the teacher does not advocate religion in general or one or more religions in particular. (Leg. resolution 5-1-06) No regulation shall be made of the content of statements of non-District groups or individuals using school facilities regardless of participation of District employees or students in said non-District sponsored activities solely on the basis that religion, Deity, or personal belief is mentioned.

<https://procedure.washk12.org/policy/2000/2700>

<https://procedure.washk12.org/letters/Admin/A035>

### **Rights under the Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

Parents have the right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Parents may request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.

Parents have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, i.e. Directory Information (may include student's name, address, telephone number, email address, photographs, date and place of birth, grade level, awards, honors, and other information typically found in school yearbooks, athletic programs, honor rolls, or class/school contests). However, parents or eligible students have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.

School officials with legitimate educational interests may also have access to records.

Parents may file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

<https://procedure.washk12.org/letters/Notices/N001>

### **Homeless Student Eligibility Policy**

The School District will ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. The School District will comply with the "Education for Homeless Children and Youth Program, Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the No Child Left Behind Act of 2001, Non-Regulatory Guidance," updated July 2004. The McKinney-Vento Act defines "homeless children and youth" as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes:

Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up);

- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Abandoned in hospitals;
- Awaiting foster care placement; or
- Unaccompanied youth.

<https://procedure.washk12.org/policy/2000/2940>

#### CTE Annual Public Notification of Nondiscrimination

1. Washington County School District offers Career and Technical Education (CTE) programs in:  
<https://www.washk12.org/cte/cte-career-clusters>
2. Admission to CTE programs is open to all students regardless of race, color, national origin, sex or disability. Students qualify to participate in CTE programs on a district-wide basis, based on grade level and by following course sequence, prerequisites, and Career Pathways as outlined by the Utah State Board of Education: <https://www.schools.utah.gov/file/f0925e2a-75f2-4a29-877f-1cc43bb18ad3>
3. It is the policy of WCSD not to discriminate based on race, color, national origin, sex or disabilities in their CTE programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
4. It is the policy of WCSD not to discriminate based on race. Color, national origin, sex and disabilities or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975, as amended; and Section 504 the Rehabilitation Act of 1973, as amended.
5. WCSD will take steps to assure that the lack of English skills will not be a barrier to admission and participation in all educational and CTE programs.
6. For more information about your rights or grievance procedures, contact the Title IX Coordinator Karen Bess at 121 W. Tabernacle St., St. George, UT 84770; [karen.bess@washk12.org](mailto:karen.bess@washk12.org); 435-986-5163.

#### A140 - Handling Students with Lice

In managing lice in the schools Washington County School District refers to the recommendations as per the Utah Department of Health (UDH), UDH Office of Epidemiology, the Center for Disease Control (CDC), American Academy of Pediatrics, and the National Association of School Nurses (NASN).

Over the last 10 years multiple scientific studies have proven that school is rarely the place of lice transmission. The vast majority of cases of lice are spread by friends and family members who often play or live together. However, the school can be helpful in controlling the spread of head lice through providing on-going education and information, including: prevention, identification, treatment and control measures. The school nurse plays an integral role in providing training to the school staff, and in assisting students/families with cases of head lice infestation.

Lice do not cause disease and are not dangerous to the child or to others. Head Lice are small (about the size of a sesame seed), wingless parasitic insects with sucking mouthparts that reside close to the scalp to maintain its body temperature and to feed on human blood. They lay their eggs called “nits” on body hairs or clothing. Without blood meals, a louse will die within 1 to 2 days off the host. An infestation (pediculosis) is referred to when there is direct visibility of live lice. No-nit policies are not necessary. (NASN)



### Upon Discovery:

If a student is found to have a head lice infestation he/she has usually had them for 3-4 weeks. Nonetheless, the parent(s) must be notified as soon as possible, but no later than by the end of the school day.

The student may go home at the end of the school day; there is no urgency or need to send the student home early from school. (NASN; Utah Standards of Care; UDH Office of Epidemiology) However, upon communication with the parent(s) it may be agreed that the student be released early.

The parent must be provided with educational materials to assist them in the removal of the infestation from the student, possibly other family members, and their home environment.

### Class/School Precautions:

Current evidence does not support the efficacy or effectiveness of classroom or school wide screenings in *decreasing* the incidence of head lice among school children. However, they are shown to *increase* community anxiety, increase social stigma and put the students' rights to confidentiality at risk.

It is neither necessary nor recommended to conduct a classroom screening; however, at the discretion of the classroom teacher and school nurse, household members and close playmates of the student affected with lice may be checked. (NASN; Utah Standards of Care; Utah Dept. of Health)

It is recommended that when one or more cases of lice are present in the classroom(s), that the parents of other students within the same classroom(s) be notified that cases of head lice are present and provided with educational materials. It is a violation of the privacy rights as per FERPA/HIPPA to release information specific to any student with lice. (NASN, Utah Standards of Care)

Staff and volunteers who may have been at-risk of lice infestation due to close contact with the student(s) with head lice may also be provided with education materials.

The class and/or classes affected should avoid any head-to-head (hair-to-hair) contact activities. Students should not use any shared headphones, helmets, hats or clothing until they have been thoroughly washed/cleaned. Any fabric and items that are not washable may be sealed in a plastic bag and stored for two-weeks. (Utah Standards of Care)

The custodian needs to be informed of the necessity to clean and vacuum the floors, furniture, and carpeting within the classroom(s) attended by lice and/or nit infested students.

### Return to School:

The parent must report to the school when the initial treatment has been completed; upon return the student will be checked. The student may return to school after the *appropriate* initial treatment. The initial treatment should have killed all live lice within 8-12 hrs. If not, the parent may be advised to talk with a healthcare professional who may prescribe an alternative treatment. It is not necessary to exclude a student from school who has nits.

A daily routine (as per the educational materials provided) should be followed and the student must receive follow up treatment 7-10 days after the initial treatment. This should kill nits that have hatched that were not killed during the initial treatment. The parent shall report to the school when the treatment has been completed. The student will be checked again at 7 to 10 days to make sure that all of the lice are gone.

The student(s) will be allowed full opportunity to make up work missed; however, it is the responsibility of the parent/student to contact teacher(s) to obtain missed assignments, tests, etc.

### Failure to Comply:

If the parent does not follow through with the proper treatment, and the student continues to be affected by a lice infestation, he/she will be excluded from attending school until proper treatment has been completed.

If the student(s) does not return to school within a timely manner after exclusion, the school and/or school nurse will contact the parent to inquire about the reason for the absences and to offer support to the family.

If the student(s) do not return to school after supportive efforts are provided, and/or continues to have lice infestations, the school nurse and school principal may determine it necessary to involve Child Protective Services/Division of Child and Family Services.

## Parent Communication

You may receive a **text, phone or email message** from the school informing you of an emergency at school.

Go to the district website for updates:  
[www.washk12.org](http://www.washk12.org).

We may also use media such as TV or radio to update you.

**Please do not call the school** as it may interrupt the emergency response and recovery efforts there.

Students will be instructed to **not** use cell phones other than to send you a quick text message.

## How will students be released?

### 1. QUICK RELEASE:

The emergency may warrant a **QUICK RELEASE** (such as power shut down at the school).

**Elementary and Intermediate** level students will need to be picked up by their parents. You may pick up your child from your child's teacher at the child's outside classroom door and/or other designated areas. Please follow signage.

**Middle school** students may be released on their own if they have prior approval to do so.

**High school** students may be released on their own, depending on the circumstances. There may, however, be instances in which a student may not be allowed to remove a vehicle from the parking lot.

### 2. CONTROLLED RELEASE:

The emergency may warrant a **CONTROLLED RELEASE** (such as school building has been damaged, crime scene).

Follow signs to a Check-in area.

Fill out a Parent Reunification card for each child & show photo ID.

You will be directed to a Reunification area where your child will be brought to you.

Please note that this **CONTROLLED RELEASE** may occur at a site other than the school.

*PLEASE NOTE: Busses will probably not be running their regular routes.*

# In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

## Lockout! Secure the Perimeter.

### Students

Return inside  
Business as usual

### Teachers

Bring students into the building  
Increase situational awareness  
Take roll  
Business as usual

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
No one will be allowed in or out  
Do not pick up student until notified  
Bring Photo ID

## Lockdown! Locks, Lights, Out of Sight.

### Students

Move away from sight  
Maintain silence

### Teachers

Close your locked classroom doors  
Turn out the lights  
Move away from sight  
Maintain silence  
Wait for responder to open door  
Take roll

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
No one will be allowed in or out  
Do not pick up student until notified  
Bring photo ID

## Evacuate! (Directions to Follow.)

### Students

Leave your stuff behind  
Form a line  
Hand in hand as directed

### Teachers

Lead evacuation to location  
Take roll  
Notify if missing, extra or injured students

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
Do not pick up student until notified  
Bring photo ID

## Shelter! (Directions to Follow.)

### Students

Shelter types:  
1. For tornado  
2. For bomb  
3. For hazmat  
Shelter methods:  
1. Drop, cover and hold  
2. And seal the room  
3. In silence

### Teachers

Shelter type  
Shelter method  
Take roll

### Parents

Check email, text & phone messages  
Do not call the school  
Go to [www.washk12.org](http://www.washk12.org) for updates  
Do not pick up student until notified  
Bring photo ID



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## Everyday Safety- Checking In & Checking Students Out

All visitors are required to **sign in** at the front office of any school in Washington County School District.

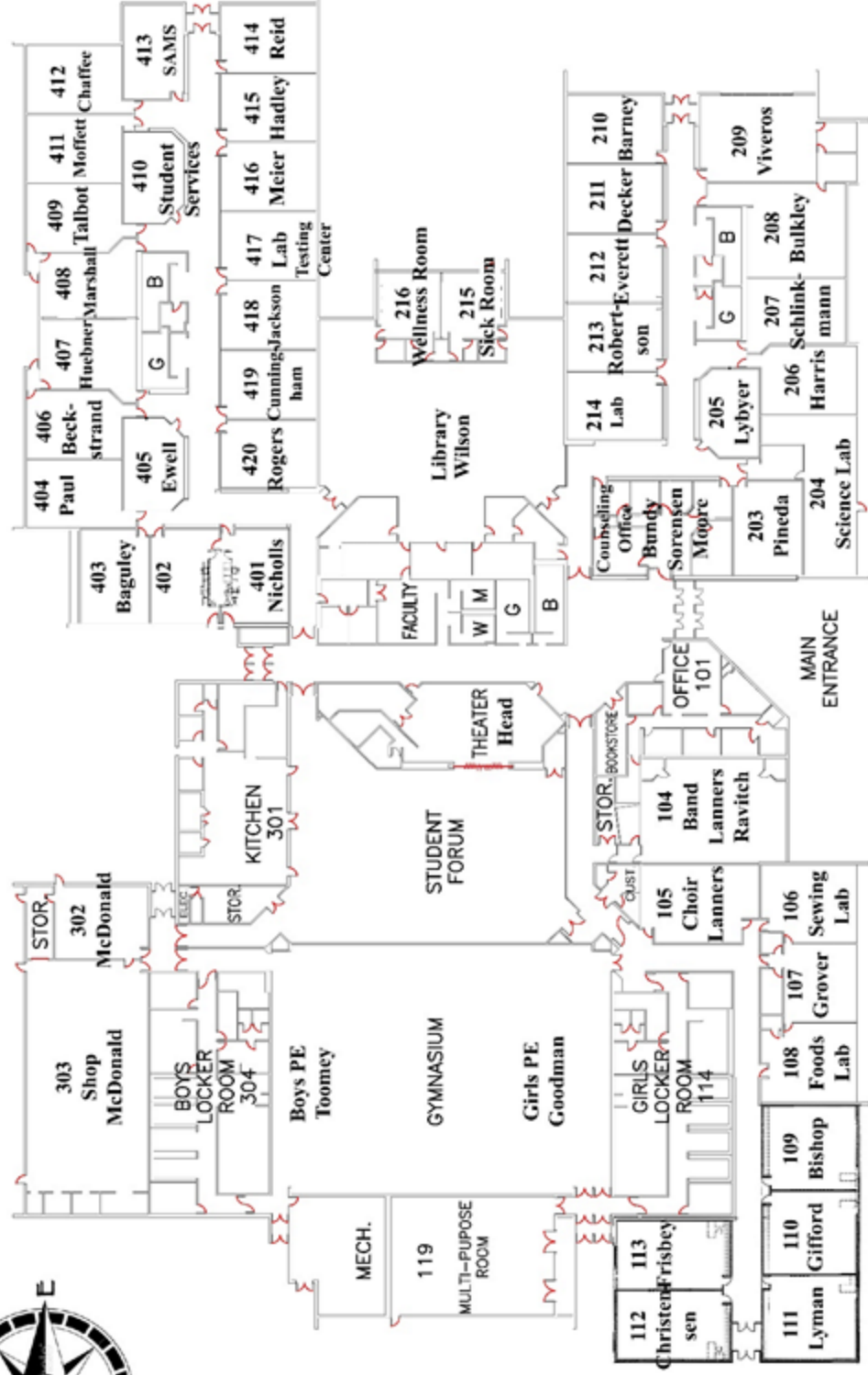
**Photo ID** is required to pick up a student at any time other than the regular dismissal time.

Students will be checked-out only to those adults who have prior approval from parents.

Make sure the school has your contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.

# Directory

[illegible][illegible]



# PINE VIEW MIDDLE SCHOOL

Updated 7/9/2021