

## **Churchill Junior High School**

# **HOME OF THE CHARGERS**

**LEARNERS TODAY; LEADERS TOMORROW**

**2023-2024**

3450 E. Oakview Drive  
Salt Lake City, Utah 84124

Attendance Office & Counseling Center:	<u>385-646-5145</u>
Administrative Office:	385-646-5144
FAX:	385-646-5147

SCHOOL WEB SITE

<http://schools.graniteschools.org/churchilljr>

### **Churchill Mission Statement**

The mission of Churchill Junior High is to provide students with skills and experiences for success in achieving ACADEMIC, ARTISTIC, and ATHLETIC excellence.

### **Churchill Belief Statements**

1. All students can learn.
2. Everyone within the school community should be valued, respected, and challenged to meet their personal best in a safe and positive environment.
3. The responsibility for student achievement is shared by students, parents, staff, and the community.
4. The curriculum will meet the needs of the students, adhere to district and state standards, and prepare students to be college and career ready.

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## Positive Behavior Intervention Support (PBIS)

Churchill is committed to creating a positive school culture through Positive Behavior Intervention Support (PBIS). The PBIS initiative is designed to help create clear expectations for our students and faculty. The PBIS team is comprised of a faculty committee that looks at school data to create school-wide expectations, improved behavior, and consistency for the whole student body. It also promotes leadership in the form of our Peer Leadership Team (PLT). The PLT promotes the positive behavior expectations and reinforcement.

### Churchill School-Wide Behavior Expectations

Be Responsible – Be Respectful – Be Safe

CHURCHILL JUNIOR HIGH BEHAVIOR EXPECTATIONS				
	Responsible	Respectful	Safe	Adult Expectations
HALLWAY	<ul style="list-style-type: none"> <li>Be on time</li> <li>Be distraction free</li> <li>Keep it clean</li> <li>Have hall pass</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language</li> <li>KYHFOOTY</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Be an Ally</li> </ul>	<ul style="list-style-type: none"> <li>Stand in hall at least the last minute of passing time and before consultation</li> <li>Have bell work (self-start or bell ringer)</li> <li>Reinforce good behavior with charger checks</li> <li>Give students 2 hall passes per term</li> <li>Take attendance</li> <li>Correct/re-teach behavior errors</li> </ul>
AUDITORIUM	<ul style="list-style-type: none"> <li>Be on time</li> <li>Keep cell phone in pocket</li> <li>Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>Applaud Appropriately</li> <li>Respect the presenter</li> <li>KYHFOOTY</li> </ul>	<ul style="list-style-type: none"> <li>Follow entering/ exiting procedure</li> <li>Leave all items in locker</li> <li>Sit in assigned area</li> <li>Sit appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and sit with class</li> <li>Teach and model procedures</li> <li>Reinforce good behavior with charger checks</li> <li>Correct/re-teach behavior errors</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Wait your turn in line</li> <li>Walk your trash to the trash can</li> <li>Keep food and drink inside cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Eat only the food you bring or buy</li> <li>Use positive language</li> <li>Use inside voice</li> <li>KYHFOOTY</li> </ul>	<ul style="list-style-type: none"> <li>Use table and benches appropriately</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Teach and model procedures</li> <li>Reinforce good behavior with charger checks</li> <li>Correct/re-teach behavior errors</li> </ul>
LIBRARY	<ul style="list-style-type: none"> <li>Keep food in lunchroom</li> <li>Use at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language</li> <li>Use quiet voice</li> <li>Respect property</li> <li>KYHFOOTY</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Teach and model procedures</li> <li>Reinforce good behavior with charger checks</li> <li>Correct/re-teach behavior errors</li> <li>Monitor use of library pass</li> </ul>
LOCKER ROOM	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Be where you are supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language</li> <li>Respect property</li> <li>KYHFOOTY</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Be an Ally</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Teach and model procedures</li> <li>Reinforce good behavior with charger checks</li> <li>Correct/re-teach behavior errors</li> </ul>
BATHROOM	<ul style="list-style-type: none"> <li>Keep it clean</li> <li>Use time wisely &amp; for intended purpose</li> <li>Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>Use positive language</li> <li>Respect property</li> <li>Flush</li> </ul>	<ul style="list-style-type: none"> <li>Use hall pass</li> <li>Wash hands with soap</li> <li>Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student use of hall pass (time and #)</li> <li>Teach and model procedures</li> <li>Reinforce good behavior with charger checks</li> <li>Correct/re-teach behavior errors</li> </ul>

Churchill is committed to the whole student, including social/emotional health. *The Calming Crew assists in providing social emotional support to students and teachers in an effort to decrease anxiety/stress and suicide prevention efforts.*

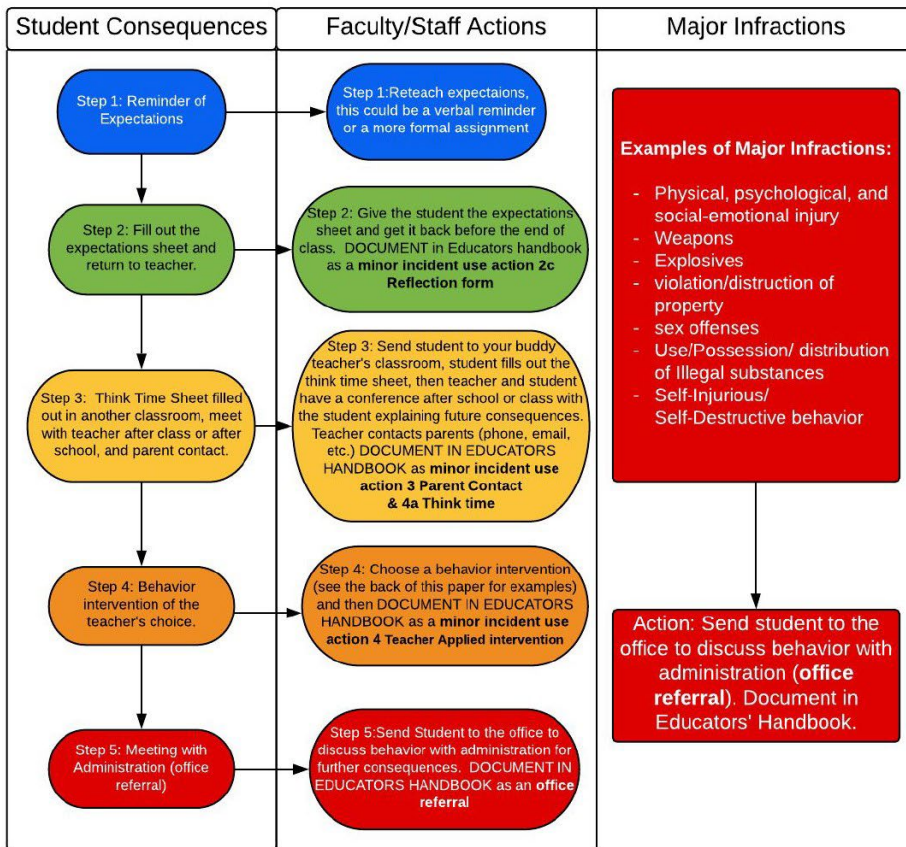
# BEHAVIOR REINFORCEMENT



## Churchill Junior High

### Discipline/Consequence Decision Tree

Cell Phones: Students (or teacher) will take phone to the office, get a red slip, and return the slip to the teacher. Cris will place a check mark on the red slip next to minor incident or office referral. When you get the red slip back, record the incident in educator's handbook according to her mark.



Look for posters, videos, and other reminders throughout the school.

# SCHOOL POLICIES AND PROCEDURES

## **Absences**

Good school attendance results in increased student achievement. Regular and prompt attendance is expected in every class. Excessive absences and/or tardiness can affect both academic and citizenship grades. There are four types of absences:

- **R = School Excused Absence:** The student has been released for a school activity. These absences do not affect citizenship, and make-up work will be allowed.
- **A = Unexcused Absences:** The student has missed one or more classes, and the absence has not been excused. Make-up work may not be provided for unexcused absences. If a pattern of poor attendance develops, parents will be notified by phone or letter. If the attendance problem persists, the administration may request a parent/student conference. A **"U"** indicates the student has missed class and the absence cannot be excused. Sluffing is considered an unexcused absence. Make-up work may not be provided.
- **E = Excused Absences:** The student has been absent, and the absence has been excused by the parent with a note or a phone call to the school. Excused absences include illness, medical emergencies, medical/dental appointments that cannot be scheduled outside of the school time, funerals, and religious holy days. If a medical note is provided, the absence will be changed to an **"M"** for medical. On the seventh cumulative day of absence, a doctor's note may be required for each subsequent absence.
- **S = Suspension:** A suspension affects the citizenship grade the same as an unexcused absence. Teachers are not required to provide make-up work for suspensions.

## **Procedure for Excusing Absences**

Parents should call the Attendance Office (385-646-5145) before 12:00 noon to report an absence. If the absence is reported after 12:00 pm., parents may still receive a phone call from the Granite District Attendance Line even though the absence has been excused.

## **Attendance/Truancy Policy**

Because of their commitment to providing a quality education, schools are concerned when a student misses school for any reason. The mission of Granite School District is to prepare every student with the knowledge and skills needed for lifelong success in a changing world. Students who are excessively absent from school are not able to accomplish their educational goals. According to Utah Compulsory Attendance Laws (Utah Code §53-6-201 et seq.), parents/guardians and students are responsible for regular school attendance. Occasionally, a student must be absent from school for acceptable reasons such as illness, medical appointments, family emergencies, preapproved vacation leave, tc. Please call or send a note explaining the reason for your student's absence to the attendance office to excuse the absence.

In accordance with state law (Utah Code §53-G-6-202 and 203), school administrators, school resource officers, and chronic absentee specialists may issue an Attendance Inquiry to parents/guardians of a student who is absent at least five times during the school year. An Attendance Inquiry directs parents/guardians to contact school support personnel to discuss attendance issues.

### **District Attendance Procedures are as follows:**

- A parent may excuse up to seven (7) days of absences **within a school year**. Note: The school may deny excusal notes that are received more than five (5) days following the return from absence.
- After seven (7) parent/guardian excused days and five (5) unexcused days within a school year, the school will mail the student/parent/guardian the first Attendance Inquiry Letter asking for the student/parent/guardian help with their student's attendance.
- After seven (7) parent/guardian excused days and ten (10) unexcused days of being absent within a school year, the school will mail the student/parent/guardian a Second Attendance Inquiry letter inviting the family to attend a Student Family Support Meeting to implement a Student Attendance Plan.
- For secondary schools, missed periods will accrue into days of absences.

### **Backpacks, Cinch Sacks**

Backpacks and cinch sacks are allowed in the 2022-2023 school year. Backpacks are to be kept by the students all day. Backpacks are the SOLE RESPONSIBILITY of the student – even during lunch. The school is NOT responsible for any loss or theft of student backpacks. Please keep your backpack in your possession throughout the school day.

### **Bicycles/Scooters/Skateboards**

Bicycles and scooters should be locked in the bicycle rack during the school day. Skateboards can be used for transportation to and from school. If you ride a skateboard, please notify the front office for storage options. The above-mentioned items may not be used on school grounds. Any violation of this policy may result in confiscation of the item with the parent/guardian being required to pick up the confiscated item from school administration.

## **Bullying, Cyberbullying, Harassment, Hazing, and Other Similar Conduct**

Bullying, cyberbullying, harassment, hazing, and other similar offensive conduct is also prohibited. Generally, this type of conduct includes an intent to cause distress or harm; involves a relationship with an imbalance of power; and includes repeated acts (or one serious act) of violence, intimidation, humiliation, or social isolation. Offending conduct can be physical, verbal, or written and may come in the form of social pressure, criticism, disrespectful behavior, or excluding others from an activity intentionally. Conduct may be intended as retaliation toward another person, which is also prohibited. Offending conduct may be obvious or subtle and it can include enlisting another person to commit the prohibited actions. Offending conduct can also be considered discrimination if the conduct is based on a person's race, gender, or some other protected classification.

## **Reporting and Correcting Offending Conduct**

If you are treated in the ways described above, or you see another person being treated that way, please report the conduct as soon as possible. There are many ways to make a report:

- you can talk to your principal, teacher, or another employee at the school;
- you can complete a witness statement in the office;
- you can call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- you can use the SafeUT application on your phone or your parent's phone;
- you or your parents can report to the District by calling the School Accountability Department: (385) 646-4510;
- you or your parents can report to the District by calling the Educational Equity Department: (385) 646-4205;
- you or your parents can report to the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204.

Administrators will investigate all reports, make corrections, and work to prevent further misconduct. School officials shall notify parents of incidents involving bullying, cyberbullying, hazing, retaliation, harassment, discrimination, or other similar conduct. Based on the severity of the conduct, students may receive discipline including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment. False reports or allegations are prohibited and may also result in discipline.

(For more information about these subjects, please contact the District Compliance Office by calling (385) 646-4009.)

## **Cell Phones & Electronic Devices**

Electronic devices may be useful for student instruction, but the same devices have the potential to disrupt the orderly operations of a school. Consequently, schools have the authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school-sponsored activities.

Using electronic devices to bully, harass, humiliate, or intimidate either students, employees, or patrons, will not be tolerated. Prohibited uses include, but are not limited to the following: illegal activities, threats of any kind, discriminatory, abusive, or disparaging communication; any form of pornography or indecent content; solicitations or other inappropriate communications regarding sex or sexuality; and grooming. Students shall obtain consent before taking photographs or videos of other individuals.

The use of electronic devices is prohibited in areas where there is a reasonable expectation of privacy such as bathrooms and locker rooms. Individuals shall exit these areas before using an electronic device, except in the case of a health or safety emergency. Electronic devices used in violation of this policy shall be confiscated and returned to parents/guardians, subject to administrative and criminal investigations.

Churchill Junior High School and Granite School District are not responsible for the loss or damage to any electronic device.

The Board of Education recognizes that electronic communication devices such as cell phones are commonly used by parents and their children to communicate with each other. These same devices also have the potential of disrupting the orderly operation of the school. The Board of Education directs each school to establish rules allowing the possession of communication devices and regulating their use in accordance with the following direction.

- School rules may prohibit all use of communication devices during instructional time regardless of whether the use is to send or receive messages.
- School rules may be established that indicate that communication devices that are used in violation of school rules will be confiscated and disciplinary action will be taken for such violation. Rules regarding confiscation may include the requirement for a parent meeting prior to the return of the device.
- Parents and students shall receive written notice of school rules regarding communication devices.
- The notice of rules shall include a statement that the school and district accept no responsibility for the loss of or damage to any communication device.

**Electronic devices should be left at home.** We realize situations may arise when parents and students need to contact each other during school time. A telephone is available in the Counseling Center for student use, and parents should call the Counseling Center if they need to talk with their student during the school day. Teachers will not ask students to use cell phones or other personal electronic devices in classes as students have access to Chromebooks.



**Students may only use electronic devices during their lunch period or school approved activity.** These items should not be visible at any other time during the school day. This policy includes ear buds and air pods. Electronic policy violations are cumulative.

- 1<sup>st</sup> Offense Student will notify parent. Item logged & kept in office. Student can pick up after school.
- 2<sup>nd</sup> Offense Student will notify parent. Item logged & kept in office for parent pick up.
- 3<sup>rd</sup> Offense Student will notify parent. Item logged & kept in office for parent pick up. Student assigned school detention.
- 4<sup>th</sup> Offense Student will notify parent. Parent and student meeting with administration.

Each subsequent offense may result in further consequences, and a parent conference before the student can return to school.

**Churchill Jr. High is not responsible for any electronic devices that are lost or stolen while at school. School personnel *will not investigate lost or stolen devices.***

<https://www.graniteschools.org/wp-content/uploads/2020/12/Article-VIII.A.24-Electronic-Devices-and-Acceptable-Use-of-Technology.pdf>

### **Change of Information**

Please notify the counseling center, 385-646-5145, if there are any changes in your address, phone numbers, or emergency contacts. We need to be able to contact parents in case of accident/emergency.

### **Chromebook Care and Responsible Use**

- Charge your Chromebook every night and bring it to school fully charged daily. Failure to do so will result in a possible office referral.
- Carry with TWO hands and the lid closed
- Set securely on desk or table at all times
- Open and close carefully making sure nothing is on the keyboard when you close it.
- Keep food and drinks away from the Chromebook at all times
- Follow teacher directions. Only visit websites and videos that your teacher approves.
- Report inappropriate use: Cyber Bullying, images, searches.
- Report any damage or problems to your teacher or the library quickly.
- Keep your password private, and never share it with anyone other than a parent or teacher.
- Always log off your Chromebook if you are away from it.
- Use your @granitesd.org account responsibly. Your account can be searched and suspended for inappropriate use.
- Put your Chromebook in your backpack carefully and treat your backpack with care.
- Damage to your Chromebook can result in fines or fees to repair or replace it.
- **Your Chromebook is your responsibility.**

## **Citizenship Policy**

It is important that students are where they are supposed to be when they are supposed to be there, and doing what they are supposed to be doing. This new policy will take the place of the district's former citizenship policy. Students will now be assessed by teachers on a 0 - 4 point scale in five areas. The following areas will be individually scored: 4 (demonstrates characteristics the majority of the time (consistently)), 3 Demonstrates characteristics most of the time (frequently), 2 demonstrates characteristics some of the time (occasionally), 1 seldom demonstrates characteristics (rarely), 0 unable to observe due to lack of attendance.

Hard Work & Resilience	Communication	Responsibility	Respect	Dependability
Set personal goals, apply best efforts to achieve them and persevere when faced with challenges and setbacks. Have a well-grounded sense of confidence, optimism and self-efficacy.	Communicate effectively to share and understand information in a variety of contexts.	Be trustworthy, ethical, reliable and accountable for individual choices and the results produced.	Acknowledge differences by looking for the good in everyone, including oneself, and show due regard for feelings, rights, cultures and traditions.	Be reliable and accountable. Comes to school everyday and on time to every class.

## **Closed Campus**

Students are not permitted to leave the school grounds during school hours, including lunch and assemblies, for any reason unless they are on a school-approved field trip, or the student has been properly checked out by a parent and a street pass has been issued.

## **Counseling Center**

Churchill counselors follow the Utah Comprehensive Counseling and Guidance model. Counselors assist students with registration, scheduling classes, social interaction strategies, and problem solving.

Another major responsibility of the counselor is to prepare each student and parent with a Career and College Awareness Plan. The CCAP incorporates student information and competencies in areas of self-knowledge, educational and occupational exploration, and educational career and life planning. A successful CCAP is a cooperative effort of student, parent, and counselor to monitor and manage students' educational and career development. During CCAP meetings with students and parents, counselors incorporate different career exploration activities, interest inventories, and learning style assessments. Educational planning, graduation requirements, interpretation of test scores, career interest inventories, and career planning are just a few of the topics discussed in the required meetings for each grade level.

## **Detention**

Students can be assigned lunch detention or after school detention for inappropriate behavior, teacher referrals, infractions of school policy, etc. Students assigned detention will be called to the office to schedule their detention and to call home to notify parents. If the student fails to show for an assigned detention, an additional consequence may be assigned.

## **Discipline**

Churchill is committed to our Positive Behavior Interventions and Support (PBIS) system. There are consequences set in place when students fail to comply with school rules and expectations. Parents will be contacted, and if necessary, district and local police may be contacted. Carefully review the following:

- Disrespect to an administrator, teacher, substitute teacher, staff member, and/or other students/guests will not be tolerated. These acts may result in suspension.
- Stealing is a crime and will not be tolerated. Acts of theft will be referred to the school resource officer and the student may be suspended from school.
- Full restitution will be required of any student who commits any form of vandalism. Acts of vandalism may result in suspension.
- Gambling of any nature is prohibited.
- Foul or obscene language will not be tolerated. Please refer to PBIS flowchart for consequences.
- Cheating or the appearance of cheating will not be tolerated. Cheating may include but is not limited to using another student's work as your own, incorrect scoring of papers, plagiarizing, assisting others in completing assignments without doing the work, or using electronic devices during assignments or tests. Consequences for cheating are up to the individual teacher and may include academic and citizenship penalties such as a zero on the assignment and a 0 in citizenship.

## **Discrimination and Harassment**

Granite School District complies with all civil rights laws and regulations. As such, the District prohibits all discrimination, harassment (including sexual harassment), and retaliation against any individual based on race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity in its educational programs, activities, admissions, access to facilities, or other treatment. Discrimination or harassing behavior targeted at an individual or group of individuals often takes one or more of the following forms:

- committing aggressive or violent physical acts or making threats of the same
- unwelcome communication, jokes, stories, pictures, gestures, or displays of offensive material
- isolation, humiliating, or demeaning an individual or intentionally excluding from participation in or access to any facilities, programming, activities, employment, or other benefits
- using epithets, slurs, or negative stereotypes or engaging in name calling, verbal abuse, or offensive comments
- graffiti, drawings, or other symbolic communication with threatening messages, degrading descriptions, or stereotypical caricatures.

Sexually harassing behavior can be particularly disruptive. Sexual harassment typically involves offensive or unwelcome advances, requests for sexual favors, and other verbal or physical conduct or unwelcome communication of a sexual nature targeted on another individual based on that individual's sex, sexual orientation, gender identity, or conformance/non-conformance with a real or perceived gender or sexual stereotype that creates an intimidating, hostile, or offensive education environment.

### **Dress Code**

Churchill Junior High School respects students' rights to express themselves in the way they dress. All students who attend Churchill Junior High School are also expected to respect the school community by dressing appropriately for a 6-8 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for student, staff, and parents. School administration has the final discretion to make determination on all dress code decisions.

At Churchill, student learning comes first. Dressing for success is an important part of career success. Teaching dress code provides 21st Century learners a good foundation in a fundamental critical workplace skill.

### **Minimum Requirements**

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately the mid-thigh (see image). Tops must have shoulder straps. Rips or tears in clothing should be at mid-thigh level and below.
2. Shoes must always be worn and should be safe for the school environment (pajamas or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hats, hoodies, and caps are not allowed. Some headgear may be permitted for religious, medical, or other reason allowed by school administration.
5. Churchill may allow for specialized attire for activities such as athletics, performing arts, science and technical courses, etc.

### **Additional Requirements**

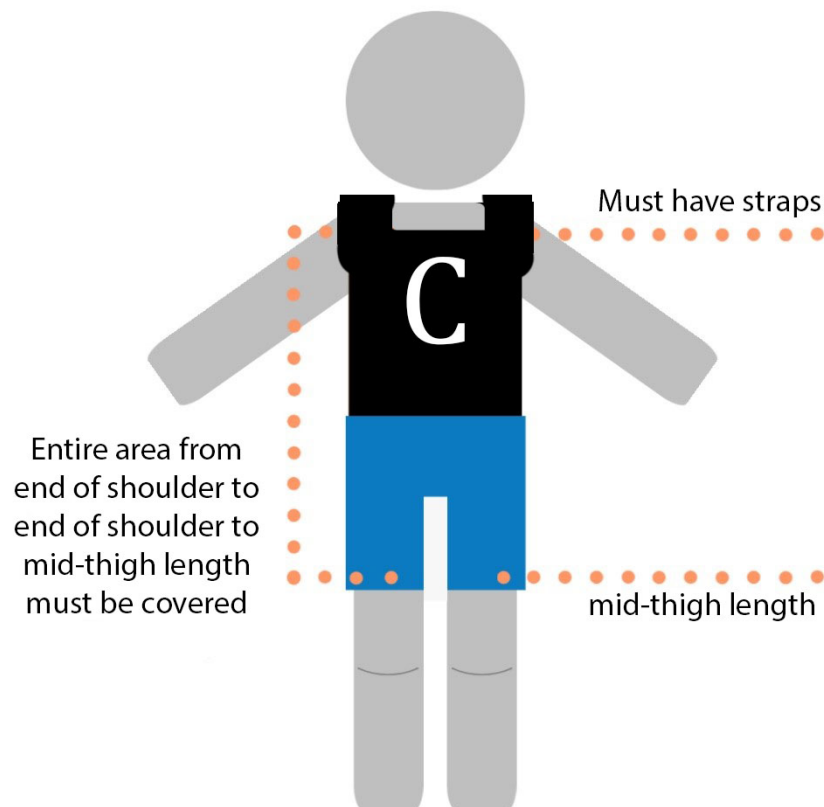
1. Clothing may not:
  - depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
  - depict or imply pornography, nudity, or sexual acts.
  - display or imply vulgar, discriminatory, or obscene language or images.
  - state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
  - by virtue of its color, arrangement, trademark, or any other attribute, denote membership in a gang that advocates illegal or disruptive behavior.
2. Clothing and accessories that endanger student or staff safety may not be worn.

## **Dress Code Violations**

Violations are referred to the office.

Offense	Consequence
First	Student is given a verbal warning and asked to change into school appropriate clothing. If the student does not have appropriate clothing at school, they will be asked to call parents to bring them a change of clothing.
Second	Parent notification and student asked to change clothing.
Third	Parent notification and student asked to change clothing. Further consequences may be assigned.
Each subsequent offense may result in further consequences and a parent conference before the student can return to school.	

Churchill teachers and students will follow the Positive Behavior Interventions and Support (PBIS) model when dealing with dress code situations.



## **Drugs and Alcohol Policy**

Granite School District - Article VIII.B.7

### A. Statement of Purpose

The Board recognizes the hazards of illegal drug use and, in agreement with state and federal laws, prohibits the illegal use, possession, distribution, sale or being under the influence of alcohol, controlled substances or intoxicants of any kind by students. Violations also include student use, possession, distribution or sale of drug paraphernalia, imitation controlled substances, or resorting where illegal drugs are being used or possessed. This policy covers all Granite District schools, school grounds, school sanctioned activities and when students are being transported in vehicles dispatched by Granite District.

The Board requires the development and implementation of educational programs that will have a positive effect upon student values, provide information on the harmful effects of alcohol and other drugs, and aid in the prevention of use of those substances. The Board supports and encourages programs that coordinate school and parent cooperation in attempting to prevent substance abuse and encourages parents and guardians to seek school, public, or outside professional help for students who become involved with alcohol or drug abuse.

The regulations which shall guide the enforcement of this policy (Administrative Memorandum No. 95) shall be in keeping with applicable laws. Disciplinary action, independent of court action, will be taken in cases involving students found in violation of District policy. *For more detailed information on the Granite District Alcohol and Other Drugs Policy, see the Granite School District 2020-2021 Information Packet available on the school and district website.*

### **Emergency Procedures**

Fire, earthquake, and lock down drills will be conducted throughout the year. Students will be instructed on, and practice proper evacuation protocol to be utilized in the event of an emergency.

During and/or following any emergency, every effort will be made to keep the school open and the students at school until the regular closing time. This is assuming that the building is habitable. The school has sufficient rooms with outside light. Students are safer at school than they would be on their own. If the building is not habitable, the public service announcement will state where the students have been moved.

We strongly recommend that parents have and review with their student a family plan to deal with emergency situations. Staff will be on duty at school to supervise and will remain at school until the scheduled dismissal time or until all students have been released to parents. Bus students will be transported as usual unless otherwise announced on a Public Service Radio Station. Any civil emergency instructions that are broadcast for our area will take precedence over this policy. An emergency booklet is in each classroom, as is a posted evacuation plan.

## **Fighting**

Fighting of any kind will not be tolerated at school, while traveling to and from school, on any school bus, or at any school event. The penalty for involvement in a fight (which is defined as an exchange of physical contact such as hitting, slapping, punching, shoving, or kicking) will result in a 1-3 day suspension from school and referral to the School Resource Officer (SRO). A conference with the parents of each student suspended is required before a student can come back to school, and students will be referred to the Granite School District Safe School Program.

Students who are intimidated or harassed by others should report it to the office immediately. Students who attend or encourage a fight, will be subject to disciplinary action including suspension. Students may also be referred to the SRO and subject to criminal proceedings.

## **Food and Drink**

Food and drink are only allowed in the cafeteria or designated area on the field. Students may carry bottled water to class. We are unable to issue refunds for money or product that is lost when using a vending machine. Use vending machines at your own risk.

Eating outside and vending machines are privileges that may be lost if students are not responsible with cleaning up trash or spills.

## **Grades/Attendance Online**

Parents and students can create their own log-in to check student grades and attendance online. Follow these easy directions:

- 1 You will need the student's school ID# and date of birth before you begin.
- 2 Go to [www.schools.graniteschools.org/churchilljr/](http://www.schools.graniteschools.org/churchilljr/) Click on Parent Portal.
- 3 Click on Gradebook \ Parent Portal Registration
- 4 Create a new account or log in with your username and password if you have already created an account.

## **Hall Passes**

Hall passes are discouraged and not used. Students are expected to take care of personal needs (going to the bathroom, calling home to parents, etc.) during transition times. Teachers will report to main office any student who is not in expected classroom during class time or who is sent to office at teacher discretion.

## **Homework**

Homework is the preparation of work to be completed outside of the classroom. The assignment of homework is an important part of the instructional program at Churchill and should be considered a part of every student's day. Good study habits are important in getting homework done in a timely and effective manner. Here are a few suggestions:

- **Plan** ~ Assign a specific time for study at home. Keep your student planner updated and take home all necessary books, papers, etc. to complete homework.
- **Place** ~ Have a designated place at home to study with all necessary materials available. Do not study while the TV is on or when talking to friends.
- **Procedure** ~ Be certain you understand the assignment when the teacher assigns it. Read the entire assignment before you begin. Reread any parts of the assignment that you need to know in more depth.

## **Injuries**

Students injured at school should immediately report it to the office so that an injury report can be completed. If the student requires immediate medical attention, the report will be completed when the student returns to school. It is important for the office to have the most current information for every student on file so parents can be reached in case of emergency.

## **Internet Use Agreement**

Students may access the Internet from school for teacher-directed activities. All students must complete the online Interest Use Agreement when they first log into the system.

The use of technology can be valuable to a student's education. Use of District owned technology and school Internet access is a privilege which may be authorized as well as withdrawn. Students are expected to be aware of and abide by the following:

1. Student Personal Safety- Personal contact information may not be entered on Internet sites open to public access. This includes student addresses, phone numbers, personal e-mail addresses and other personal information.
2. Expectation of Privacy- Students do not have an expectation of privacy in files, disks, documents, e-mail, etc., which have been used or created with District equipment.
3. Student Data Privacy- Utah state law requires each school district to disclose with which 3rd parties the district contractually shares student information. GSD posts this information on its academic technology web page under the Student Data Privacy Info tab. <http://academictechnology.graniteschools.org/studentdataprivacy.aspx> Software that shares student information which teachers may be using can be found on the District . [http://academictechnology.graniteschools.org/usage\\_reporting.aspx](http://academictechnology.graniteschools.org/usage_reporting.aspx)
4. Prohibited Computer and Device Uses- Students are prohibited from (not exhaustive list)
  - a. Accessing, storing or creating offensive, profane, or pornographic files/software/applications
  - b. Plagiarizing works or violating copyrights or trademarks Damaging, altering, or modifying District owned hardware or software
  - c. Attempting to bypass computer security Downloading and using non-approved software Harming, defaming, harassing, or otherwise cyberbullying
  - d. ANY individuals Unauthorized use during class time
5. Internet Use Students may use school Internet access only when authorized.
6. Disciplinary Action Disciplinary action will be taken pursuant to this agreement (e.g., loss of access to equipment, suspension, law enforcement involvement, etc.)



## **Leaders**

Student Body Officer (SBO) elections are done in the spring of the preceding school year. Class office elections for all grades are held in the fall just after school begins.

## **Library**

The library is open for students during lunch, and 20 minutes after school. Students are expected to work quietly. Fines will be assessed for late book returns or damaged books. Students must pay for lost books and may not check out additional books until fines have been paid.

## **Lockers**

Lockers are not assigned students. Students with specific needs may request a locker after the first two weeks of school in the main office.

## **Loitering**

Students are expected to leave campus after school is out each day by no later than 3pm Monday-Thursday and 12:45pm on Fridays. Exceptions are made for those students attending Homework Club, intramurals, or other school authorized clubs or activities that are under the direct supervision of a teacher.

## **Lost and Found**

The lost and found is located in the office. Due to limited space, all unclaimed items will be given to a charity at the end of each month.

## **Meals**

Lunch:        \$1.65

Payment in the form of cash or check payable to CJH is accepted. If you would like to pay with a debit or credit card, please visit [PAYPAMS.com](http://PAYPAMS.com) to create an account. Churchill has a computerized lunch program and each student will be assigned a lunch pin number. **It is important that these pin numbers be kept confidential. Each pin number is allowed one lunch per day.** All students eat lunch in the cafeteria. Food and drink are not allowed outside the cafeteria. When weather permits, students may be excused to go out on the south lawn after they have finished lunch. Students are required to clean up their own lunch and dispose of utensils, trays, garbage, etc. in the proper place. Students who fail to demonstrate appropriate lunchroom behavior and clean up after themselves will be assigned a lunch detention.

## **Medication**

### **Self-Administered**

Students may retain and self-administer epinephrine (EpiPen's), insulin, or asthma medication (inhaler) if a parent/guardian completes a current Granite School District Medication Authorization form that includes a statement from the student's health care provider (physician, dentist, nurse practitioner, or physician's assistant), that the student is capable of carrying and self-administering his or her own medication, and that it is medically necessary for them to keep the medication at all times.

- Prescription medications may be retained and self-administered provided that students shall not possess more than a one-day dose of the prescription or over-the-counter medication at school.
- Prescription and non-prescription medication shall be taken as directed by a prescription or manufacturer's directions.
- Prescription and non-prescription medication shall not be sold, shared, or distributed to others.

### **School-Administered**

Medications (prescription and non-prescription) may be administered by school staff to students using the procedures detailed below.

- Schools shall require and maintain a current Medication Authorization Form.
- Medications shall be furnished by parents/guardians and delivered to the school by a responsible adult accompanied by written consent of the parent/guardian and current written orders (directions and prescriptions) from the student's health care provider (physician, dentist, nurse practitioner, or physician's assistant). Orders shall indicate the student's name, medication, dose, route, time of administration, medication's purpose, a statement from the health care provider that the medication is necessary during school hours, and any possible side effects and procedures to follow if a severe reaction should occur.
- Medications shall be current and delivered to the school in a pharmacy or manufacturer's labeled container only. The pharmacy label shall include the student name, name of medication, dose, time, and route. Students using more than one medication (or requiring different dosages of the same medication) shall provide separate pharmacy or manufacturer labeled containers for each medication.
- All medication shall be stored by the school in a locked cabinet or drawer along with information for that medication.

For more information, please visit Granite School District Policy on Medication Procedures.

### **School Activities and Programs      \*Subject to Change\***

- |  |   |                        |
|--|---|------------------------|
| • Intramural activities before and after school  | Leadership (student officers, class officers)     | • Stage Crew           |
| • Competitive sports (volleyball, track, basketball, wrestling, soccer, cross country, golf) | • Ballroom Dance                                  | • Theatre              |
| • Dance Company  | • Instrumental Music (Jazz Band, Band, Orchestra) | • Choir                |
|  | • MESA Club                                       | • Peer Leadership Team |
|  | • Memory Book Staff                               | • Robotics/Coding      |
|  | • Chess   | • Calm Crew            |

## **Sexual Harassment**

### **Granite District Policy on Sexual Harassment in Schools**

It is a policy of Granite School District to maintain a learning and working environment that is free from sexual harassment. Granite School District prohibits any form of sexual harassment. The District will train staff and students appropriately, and will take appropriate disciplinary action including warning, suspension, or termination, to prevent the occurrence or recurrence of sexual harassment. It shall be a violation of this policy for any student or employee of Granite School District to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy. Granite School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of Granite School District.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. The conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment.

Harassment & Discrimination can occur online or off campus and still require school and/or legal action to keep students safe.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or offensive public displays of affection, including kissing, inappropriate touching of oneself or others, massages, etc.
- Offensive communication, leers, stares, or gestures that are sexually suggestive, sexually degrading, or imply sexual motives or intentions, such as sexual remarks or innuendos about an individual's clothing, appearance, or activities; sexual gestures; public conversations about sexual activities; sexual rumors; catcalls or whistles; sexually graphic messages or games, etc.
- Offensive name-calling, slang, or profanity of a sexual nature.
- Offensive physical contact or closeness of a sexual nature such as spanking, pinching, hugging, following, etc.
- Offensive physical pranks as touching or pulling the clothes of another, bra-snapping, "panting," etc.
- Offensive exposure such as "mooning" or streaking.
- Offensive written or visual displays or distribution of pornographic or sexually explicit materials such as magazines, videos, films, posters, etc.

What to do if you feel you have been sexually harassed:

Any person who believes he or she has been sexually harassed by a student or an employee or other person under the control of Granite School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment, may submit a written report of the alleged acts immediately to an appropriate Grand School District official. In each school building, the principal is the person responsible for receiving such reports.

For more information, please visit the Granite School District Policy on Sexual Harassment.

### **Student Drop Off/Pick Up**

Student pick up and drop off should take place in parking lot to the west of the school. The north side of the school is a designated as a bus zone. The east faculty parking lot should not be used to drop off or pick up students. Students should use crosswalks where provided. After 7:45 AM, the west doors will be locked and students will have to enter the school through the main doors. **Please use the appropriate procedures as your child's safety is paramount at Churchill.**

### **Tardy Policy**

Students are expected to arrive at school on time and to be in class when the bell rings. Any student who arrives after 7:45 a.m. must check in at the attendance office. On rare occasions, a student may be tardy to school due to unforeseeable circumstances. When this occurs, parents may come to the Attendance Office with their child and have the tardy to school excused. The office will track first period excused tardies to make sure families are limiting its use to rare instances.

Churchill staff expect students to move from one class to the next without unnecessary delay. Being on time and punctual is important in our school. Teachers expect students to be in their assigned seats on time. Consequences for being tardy to class will be assigned as follows:

# Tardies Per Class	Grade	Consequence
0-1	4	Reminder of expectations from teacher.
2	3	In class consequence assigned by teacher - Expectation Sheet.
3	2	"Think time" worksheet and parent contact.
4	1	Behavior module/lesson on responsibility.
5+	0	Referral to Administration, parent contact, and lunch detention.

Tardies are cumulative in each class period, and they affect a student's Citizenship Grade for each class. Citizenship Grade disputes/concerns must be resolved with the issuing teacher within two weeks of the date report cards are issued.

### **Telephone Use**

A telephone is provided for student use and is located in the Counseling Center. Students are to use the school phone when they are sick or needing to contact parents during the school day.

### **Yearbook**

It is preferred that yearbooks be purchased at the beginning of the school year when registration fees are paid. The cost is \$20. The deadline for purchasing a yearbook is Friday, December 16, 2022. After this date, we can no longer take orders for yearbooks.

