



## **STUDENT / PARENT HANDBOOK**

**Carbon School District  
Board of Education**

251 West 400 North  
Price, Utah 84501

Phone: 435-637-1732

Fax: 435-637-9417 or 435-637-2547

Revised July 2021

# Welcome to Carbon School District!

This handbook provides students and parents with critical information on policies and practices.

Educating our children requires a team: teachers and administrators working with students and families and the district working with the community. We are all committed to the best possible education of our children.

Please see <http://www.carbonschools.org> for each school's website for more information.

**The Student/Parent Handbook will be updated on the Carbon School District Website.**



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## **Mission Statement**

Carbon School District, through its educational alliances, will empower all students to become successful, productive, life-long learners.

## **School Board Members and Districts**

District # 1 – Keith Cox – Election Year: 2020

Includes areas: 2 Scofield, 7 East Helper, 10 Kenilworth, 21 West Helper,  
37 Spring Glen

District #2 – Gwen Callahan – Election Year: 2020

Includes areas: 36 South County, 38 Carbonville, 39 Westwood,  
40 Miller Creek Special

District #3 – Jeff Richens – Election Year 2016

Includes areas: 17 East Price, 18 South Price, 31 Center Price

District #4 – Wayne Woodward – Election Year 2014

Includes areas: 30 Castle Heights North, 32 Northeast Price, 33 North Price,  
34 Castle Heights

District #5 – Lee McCourt – Election Year: 2014

Includes areas: 19 Wellington, 20 Sunnyside, 22 East Carbon

## **Board Meetings**

The Carbon School District Board of Education meets the second Wednesday of each month at 5:00 p.m. The public is welcome to attend. Anyone wishing to address the board is asked to complete a public comment sheet, which is available at the entrance and submit it to the board president prior to the commencement of the meeting. Each board agenda is available on the Carbon School District's homepage, <http://www.carbonschools.org>.



## Schools and Facilities

### **Bruin Point Elementary**

100 Viking Blvd  
PO Box 399  
Sunnyside, Utah 84539  
Phone: 435-888-4474  
Fax: 435-888-9938

### **Castle Heights Elementary**

750 North Homestead Blvd  
Price, Utah 84501  
Phone: 435-634-7177  
Fax: 435-634-4645

### **Creekview Elementary**

590 West 500 South  
Price, Utah 84501  
Phone: 435-637-0828  
Fax: 435-637-4902

### **Sally Mauro Elementary**

20 Second Avenue  
Helper, Utah 84526  
Phone: 435-472-5311  
Fax: 435-472-3687

### **Wellington Elementary**

250 West 200 North  
Wellington, Utah 84542  
Phone: 435-637-2570  
Fax: 435-637-5043

### **Helper Middle School**

151 Uintah Street  
Helper, Utah 84526  
Phone: 435-472-5441  
Fax: 435-472-3502

### **Mont Harmon Middle School**

60 West 400 North  
Price, Utah 84526  
Phone: 435-637-0510  
Fax: 435-637-6074

### **Carbon High School**

750 East 400 North  
Price, Utah 84501  
Phone: 435-637-2463  
Fax: 435-637-4019

### **Castle Valley Center**

755 North Cedar Hills Drive  
Price, Utah 84501  
Phone: 435-637-9150  
Fax: 435-637-0714

### **Adult Education**

251 West 400 North  
Price, Utah 84501  
Phone: 435-637-3136

### **Maintenance**

64 East 400 North  
Price, Utah 84501  
Phone: 435-637-1342  
Fax: 435-637-3230

### **District Technology Center**

251 West 400 North  
Price, Utah 84501  
Phone: 435-637-0343  
Fax: 435-637-0348

### **Bus Garage**

173 West 400 North  
Price, Utah 84501  
Phone: 435-637-3421  
Fax: 435-637-9338



## Enrolling/Withdrawing Your Child in Carbon School District

### Kindergarten

Children who are five (5) years of age on or before September 2 are eligible to enroll in Kindergarten. Please bring the child's birth certificate, proof of required immunizations in Utah, and social security number. (Utah Code 53A-3-402(6))

- Parents of children born in Utah may obtain their child's **birth certificate** from the Southeastern Utah Health District, 28 S. 100 E., Price, 637-3671. The certificates may be ordered online, by mail, or in person. Information is online at <http://health.utah.gov/vitalrecords/silver/birthinfosecure.htm>. Birth certificates for a child born outside of Utah may usually be obtained from the department of health in the state in which the child was born. Information is online at the National Center for Health Statistics website, <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>.

### New Students

Parents/guardians with students who are registering in Carbon School District for the first time, must present their children's birth certificate, immunization record, and social security number. See above for directions to obtain a birth certificate. See required immunizations from the [Utah Department of Health](#).

### Registering Students

Generally, elementary school offices reopen the first week of August each year. Please contact the school to register your child(ren).

The registration process for secondary programs begins in the spring of each school year when counselors visit classes, students, and parents to begin their class schedule. During the summer, students and parents receive registration packets and appointments to complete enrollment before the school year begins.

### Withdrawing Students

Parents are asked to inform school personnel when withdrawing students. Each school has established check-out procedures to ensure the student's current grades are provided for parents and the receiving school, all books and other materials are properly returned to the school, and any outstanding fines or fees have been paid.

Students who have not formally checked-out are recorded on the system as chronically absent, which may generate truancy referral procedures. Please notify the receiving school to request student records.

### Retention

Carbon School District administrators and teachers will work with parents as a team to determine if retention is the best option for a student.



## **Out-of-Boundary and Out-of-District Requests**

Carbon School District is an open-enrollment district, and students may attend schools outside of their neighborhood if the school of preference has sufficient space at the desired grade level and the required paperwork is properly completed. Requests are granted whenever possible, but parents must provide transportation to and from the school of preference. Please complete each of the following steps.

- Complete a “Boundary Change Request,” from the Carbon School District website, <http://www.carbonschools.org>

Students residing outside of the school district boundaries and wish to attend school in CSD, must comply with the following requirements:

- Obtain and complete “Consent Guardianship Form, FBA-1” and “Application for Student to Attend School Out-of-District Boundaries, FBA-2.”
- The Consent Guardianship Form must have notarized signatures of the legal guardian and the appointed guardian (petitioner) of the minor child
- The appointed guardian and minor child must be interviewed by the designated official
- Any safe school violation or other noncompliant behavior should be disclosed to the person interviewing
- The designated official will recommend the minor child for regular enrollment, provisional enrollment, or refuse to enroll to the Board of Education
- As soon as possible, the youth and appointed guardian will be informed of the Board’s decision

## **Homeless Students**

Any student meeting any of the definitions of “homeless children and youth” who wish to enroll in school(s) in the district will be granted permission. The McKinney-Vento Homeless Act (Section 725) defines homeless youth as follows:

Children and youth who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, cars, public places, abandoned buildings, substandard housing, bus or train stations, camping grounds or similar settings due to the lack of alternative accommodation
- Living in emergency or transitional shelters, abandoned in hospitals, or awaiting foster placement
- In migratory families, children who qualify as homeless because they are living in circumstances described above
- Unaccompanied youth, including any youth not in the physical custody of a parent or guardian, such as runaways, school-age unwed mothers living in homes for unwed mothers who have no other housing available Homeless youth receive free lunch upon enrollment.



## Child Find

Child Find is a process to “find” children who may have a delay in development or a disability. Carbon School District along with other local agencies can provide help for children with disabilities from birth through 21 years of age. Personnel provide early intervention, special education services and Section 504/ADA accommodations for eligible children. Child Find services are at no cost to the family.

If your child is under three (3) years old, Early Intervention staff, a home-based program, will arrange to discuss your concerns with you and evaluate your child.

For children ages three (3) through five (5), local school personnel use a screening tool to check your child’s development or performance in the following areas that affect development and learning in school:

- Personal-Social
- Adaptive
- Motor
- Communication
- Cognitive

If you know of a student in Kindergarten through the age of 21 who has major difficulty with attendance, organizational skills, learning or understanding, speaking or writing, getting along with others, making adjustments in different situations or completing tasks, this difficulty may be a result of a disability. Carbon School District is looking for any students who might have difficulties resulting from a disability who might need special education services in order to succeed in school.

- For children age birth through three (3), call the Director of Early Intervention Program at 435-381-2667
- For children age three (3) to five (5), call the Preschool Specialist, at 637-9150 and ask for preschool screening information
- For children age five (5) to 21 call, Special Education Supervisor, at 637-1732 or your principal as your 504 Specialist.

If you have a child or know of a child who you believe may be eligible for early intervention, special education services or 504 accommodations, please contact us now to have his/her progress checked.

## Student Rights

When a student is accused of violating district and school policies, a school administrator will meet with the student(s), inform him/her of the allegations, and provide the student with the opportunity to explain his/her version of the incident. If the school administrator determines that sufficient evidence exists to impose disciplinary sanctions, the administrator will identify the description(s) of the violation(s) in the *Carbon School District Code of Conduct*, write a disciplinary referral that includes the numerical description(s) of the violation, appropriate consequences, and notify parents of the incident. If the discipline includes suspension for more than ten days or expulsion, parents will be individually contacted by telephone. Students will be released to parents or parent designee.





If you are a student with a qualified disability, your school administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Parents may contact the Department of Special Education Services for more information, 637-1732 and ask for the Special Education Director.

If students and/or parents disagree with allegations or disciplinary consequences of an incident that has been directed by school personnel, they may appeal this decision. The appeal shall be to the appropriate district administrator and must include the names, dates, time, and place of all individuals included in the behavioral referral. If the decision is unsatisfactory to parents and students, the appeal process may be pursued with the Utah State Board of Education's equity officer, 801-538-7500.

### **Free Speech/Expression**

Because citizens in the United States are guaranteed self-expression in the First and Fourteenth Amendments of the Constitution, public education prepares students for responsible self-expression. School provides opportunities for students to express themselves on a wide range of subjects. Students may express disagreement in a manner that does not infringe on the rights of others and does not interfere with the educational process. Students may plan, have approved, and conduct activities consistent with the policies of the school, express viewpoints, through speaking and writing, which are not obscene, slanderous or libelous, assemble peacefully on school grounds, or in school buildings in compliance with applicable federal, state and local regulations, and develop and distribute publications that have been deemed to be part of the educational process.

### **Section 504 of the Rehabilitation Act of 1973, Carbon School District**

Section 504 is an act, which prohibits ***discrimination against persons with a disability*** in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- Has a mental or physical impairment which sets substantial limits on one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working).
- Has a record of such impairment
- Is regarded as having such impairment

Carbon School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs or practices of the school system. School district responsibilities under Subsection 504 include the obligation to notify, to evaluate and, if the student is determined to be eligible under 504, to afford access to appropriate services. Any parent or teacher may contact their school's 504 coordinator to request that a student's need be reviewed and accommodations considered. The school's 504 coordinator will convene a Student Services/504 Committee Meeting at which parents and teachers will present data on the student's disability, the disability's impact on a major life activity, and possible accommodations that might be implemented at the school to meet the student's needs. Eligibility for a 504



plan will be determined. If a student is found eligible, a 504 plan will be created that identifies the agreed upon accommodations specific to each student. This plan will then be put into effect. If the parent or guardian disagrees with the determination made by the professional staff of the school, he or she has the right to initiate an appeal process through the District 504/ADA Office. If you have questions, please feel free to contact the 504 Coordinator at your school or the district 504/ADA Officer at the Carbon School District: 613-3177.

**Filing a Complaint of Discrimination**

Complaints of discrimination will be filed with the individual’s principal, principal designee, supervisor and/or with the appropriate district officer. If the complaint is against the principal, principal’s designee, or supervisor, the complaint may be filed directly with the individuals listed here or with the superintendent.

<b>Human Rights/Title IX</b>	Complaints of sexual harassment, sexual discrimination, or racial discrimination.
<b>Food Service</b>	Complaints associated with food service.
<b>Title I</b>	Title I, Part A provides Utah with federal funds each year to provide supplemental educational services to meet the needs of educationally disadvantaged students.
<b>IDEA/ADA</b>	These laws protect students and adults against discrimination because of a disability.

- Individuals who feel that they have been discriminated against because of race, national origin, gender, sexual orientation, religion, disability, or age are encouraged to report complaints to school or other building officials as a first step in resolving their issue. Every effort should be made to handle complaints at the building level or site where incident(s) occurred. Complaints may be reported verbally or in writing to the principal, supervisor, designee, or individuals listed on the school district website at <http://www.carbonschools.org>.
- Individuals who are not satisfied with initial efforts to resolve their complaint of discrimination may address their complaints, preferably in writing, to the appropriate district compliance officers listed and on anti-discrimination posters. If the complaint involves site administrators or compliance officers, the complaint may be filed directly with the superintendent.
- Complaints shall contain the name, address, and telephone number(s) of the complainant. They shall also contain a brief description of the alleged discrimination, which includes the date of the incident, time and place, and name(s) of perpetrators, and any other relevant information. Complaint forms are available in Carbon District Board policy and may be found at <http://www.carbonschools.org>.
- Any persons needing special accommodations to complete this process may contact the appropriate compliance officer as listed above.
- Complaints will be handled in as timely a way as possible. Anyone filing a complaint will receive written notification of the disposition of the complaint.



## Student Attendance

Regular school attendance helps children succeed in school and promotes good future employment habits. The staff of the school district is committed to assisting students and their parents support attendance. Regular school attendance increases learning and sustains productive work habits.

Student attendance will be tracked daily. When students fall below 90% attendance, the school will begin to follow their Three-Tiered Plan for attendance intervention.

## Ten-Day Rule

Carbon School District complies with the Utah State Office's ten-day attendance guideline. Please be advised that your child's enrollment will be dropped if he/she misses ten or more consecutive days. The staff will re-enroll your child upon returning to school. Please be aware that dropping enrollment is not intended to be punitive; it is a legal accounting procedure the district is required to observe.

## Child Nutrition Program

All Carbon schools participate in the Federal School Breakfast and Lunch Program. Under this program, some students are eligible to receive meals free or at a reduced price. Applications for these benefits are provided with each student registration at all schools in the district. They are also available in the school cafeteria and office. All information provided in your application will remain confidential.

Please note the following details about meals eaten at school:

- If your child is not allowed to eat certain foods, please contact the school cafeteria manager for information and assistance.
- Meal money may be paid yearly, quarterly, monthly, or weekly.
- Milk may be purchased separately. Balances may be checked online using your SSID number
- Parents may write one check for all the students in one family who attend the same school. Please include students' names and student identification numbers. If paying by check, please make payable to **Carbon School District Food Services**
- Students using the cafeteria must comply with the behavior standards of the school.
- For further information regarding child nutrition, please contact the Child Nutrition Supervisor, 435-637-1732

## Student Wellness

### Emergency Card

Please maintain current telephone numbers, addresses and email addresses on your child's Aspire emergency contacts.



## **Illness at School**

When children become ill during school, the office will contact parents/guardians. Please pick up your child in the office and check him/her out of school. We cannot allow children (students under the age of 18) to walk home or leave the school with an unauthorized individual.

## **Chronic Illness**

If your child has a chronic illness that may require emergency treatment, please notify school personnel and list the condition on the Emergency Card, which is completed at registration.

## **Chicken Pox**

Children may return to school when all their chicken pox lesions are healed.

## **COVID**

Students who are quarantined or isolated as directed by the Southeast Utah Health Department will be excluded from school until the release date provided.

## **Medication Distribution at School**

To access information regarding administration of medication in school, please refer to the [Student Health and Wellness](#) page on the Carbon School District website.

- All arrangements are to be made only with the school principal or designated personnel
- A signed authorization form is required from the parent/guardian requesting that school personnel administer the medication. Please ask your school secretary for the appropriate form
- The authorization form must be filled out and signed by the student's doctor including the time, date, dosage, name of medication, method of administration and a statement of necessity
- A parent/guardian or an authorized adult (not a student) must bring the medication to school in a container properly labeled by the pharmacist. The label must include name of student, doctor, date, dosage, name of medication and method of administration to the student. Students in violation of the medication procedure may be subject to disciplinary action under the Safe School Policy
- All over the counter medications require a prescribing practitioner's statement and parental/guardian consent before administration
  - All medication must be in the original container
  - These drugs will follow the same protocol as prescription medications
  - Use the authorization form for over the counter medications which do not require health care providers' signatures.
- Students in kindergarten through grade 6 may not self-administer medications except for asthma inhalers or insulin
- Inhalers may be carried on the person. Inhalers and insulin may be administered by the student in elementary school if the parents and medical provider sign and return the forms to self-administer inhalers and insulin



## **Accidents and Injuries**

If a child is injured at school, a parent/guardian will be notified.

## **Emergency Preparedness**

Fire, earthquake, and other emergency drills are practiced regularly as required by law and to ensure student safety. Teachers in all classrooms provide instruction in safety procedures throughout the school year. When drills are in progress, all occupants of the building must observe and respond to the signals by the required routes.

## **School Closure, Delayed Start or Early Dismissal**

Schools are open according to the district calendar unless special circumstances such as severe weather conditions cause closure. The district will alert parents, staff, and students using its notification system and social media.

## **Emergency Procedures**

In the event of an emergency, school personnel follow specified plans for school evacuations or lock-downs. Parents will be notified of any serious emergency as in any school closure. The district notification system will notify parents of any emergency as well as procedures for returning students to their homes. Student safety is the highest priority for all staff at all times and during any emergency. Please leave school phone lines free for emergency communication.

## **Transportation Eligibility**

Carbon School District provides bus transportation for elementary students who live 1.5 miles or farther from their school and for secondary students who live two (2) miles or farther from their school. The Department staff is committed to the safe and orderly transportation of students to and from school and other activities. The following rules and guidelines direct the use of district transportation services:

### **Activity Bus**

The activity bus provides transportation for secondary students who participate in authorized after school activities

### **Loading/Unloading**

- All students who ride the bus are expected to behave in a courteous and respectful manner while waiting to board the bus
- Please be respectful and follow all bus driver instructions the first time they are given
- Please arrive at the bus stop five (5) minutes before the bus arrives. The bus may arrive five (5) minutes early at its stops during inclement weather. Parents please supervise children at the bus stop



- Students must go to their seats promptly and remain seated, feet on the floor, facing forward at all times
- When crossing the street, students must ensure the red loading lights on the school bus are flashing and await the bus driver's signal before crossing the street. Students should also look for traffic in both directions and only cross the street when they have ensured their own safety. Cross the street immediately and cautiously
- Students may load and unload only at their designated stops. Any exceptions must be approved by the principal or transportation department
- Only eligible riders may ride the bus

### **Behavior on the Bus**

- Students who are riding the bus are under the authority of the bus driver and/or teachers
- Students must obtain permission from the bus driver to lower windows. If windows are lowered, students must not extend any part of their body out of the bus window or throw anything in or out of the window
- Students may speak quietly while riding buses; no talking is permitted when the bus stops at designated stops, stop signs, stop lights, and railroad crossings
- Seating assignments may be made by the bus driver to improve student behavior and improve safety
- All students must keep their hands, feet, and other objects to themselves
- Students may not eat or drink while riding the bus; keep seats clean and free from ink, gum, and other damage
- Students must refrain from yelling, screaming, pushing, hitting, tripping, or kicking
- Students must treat others with respect and refrain from using vulgar language, making sexual comments and obscene gestures
- Inappropriate public displays of affection are strictly prohibited
- Students are not permitted to bring large items such as skateboards on the bus
- Buses are equipped with video cameras.
- Disciplinary consequences will comply with the Carbon School District's Student Code of Conduct including violations of safe school guidelines, which are referred to appropriate law enforcement agencies

Questions regarding transportation of students should be directed to the district transportation department at **435-637-3421**

### **Academic Dishonesty/Plagiarism**

The district promotes students doing their own work. School staff teach a variety of writing activities which often require students to research information and use it in their writing. Students must submit work for credit which is not their own. District educators have developed the following guidelines and definitions. Plagiarism is not just about stealing someone else's words, but also about stealing ideas. Plagiarism, in any form, is unacceptable. Plagiarism occurs when an individual knowingly submits someone else's words or ideas as if they were his/her own. This also includes a lack of or imprecision in documentation and/or inattention to format issues.



## Consequences for Plagiarism and/or Cheating

Graded Assignments (Projects, Research, Presentations, Tests, Quizzes, Exams, Essays)

- 1st Offense: The student receives a warning and an alternate assignment. The student may earn 50% of the credit for the original assignment. The teacher notifies parents and provides documentation of plagiarism/cheating to the administrator(s).
- 2nd Offense: The student receives no credit for the assignment or an alternate assignment. The teacher notifies the parents and schedules a conference with the department chairperson, the teacher, the guidance counselor, the parents, and the student.
- 3rd Offense: The student receives no credit for the assignment or an alternate assignment. All third and subsequent offenses are referred to a district administrator for appropriate consequences.

## Dress and Grooming

Student dress and grooming are the responsibility of the student and his/her parents. Appropriate clothing promotes a more positive learning environment in schools.

All students are required to adhere to the following guidelines:

- No see-through clothing or excessive exposure of bare skin and/or underwear
- No bare feet or wheeled shoes
- No pajama pants or slippers
- No profane, vulgar, or suggestive images or slogans
- No gang related clothing

Absolutely nothing will be allowed at school that is intended, recognized, or acknowledged to signify affiliation with, participation in, or approval of a gang, or promotes alcohol, tobacco or drug use. This includes any article of clothing, badge, symbol/emblem, sign/lettering, hairdo, jewelry, eight-ball design, tattoo (including those drawn with a pen), body paint, or excessive make-up or face glitter.

Parents and other adults who enter or use school buildings or attend school functions are requested to comply with the same standards of dress and grooming as students. Please be aware that you may be asked to leave the building or function if this request is not observed.

## Safe and Orderly Schools

YOU ARE HEREBY NOTIFIED that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school district for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in Schedules I through V of § 202 of Controlled Substance Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during, or after school hours, at school or in any other school district location as defined below.



“School district location” means in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of school district personnel or otherwise engaged in a school district activity.

Any student who violates the terms of the school district’s Drug and Alcohol Policy is subject to the discipline outlined in the school district’s policies including all disciplinary sanctions consistent with local, state, and federal law, up to and including expulsion and referral for prosecution and/or completion of an appropriate rehabilitation program. YOU ARE FURTHER NOTIFIED that compliance with this policy is mandatory. §5145 of the Drug Free Schools and Community Act (Public Law 101-226)

### **Other Serious Violations**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: threatening or causing harm to the school, school property, or persons associated with the school, regardless of where the conduct occurs, and committing any criminal act, including, but limited to, assault, harassment, hazing, rape, trespass, arson, theft, and vandalism.

### **Student Searches/Automobile Searches**

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 officials have reason to believe that the search will reveal evidence that the student has violated or is violating a state law or school rule. Students have no right or expectation of privacy in school lockers. School lockers are the property of the Carbon School District. School authorities conduct periodic locker checks. The searches may include drug-detecting canines and will be conducted without notice, without student consent, and without search warrants.

To assure that the rights of the individual are balanced with the total needs of the school community, the following guidelines will be observed:

- Searches of a student’s person and/or property shall be limited to situations where there is reasonable suspicion to believe that the particular student has evidence of an illegal act or violation of school board policy
- School officials may seize illegal items or possessions that are reasonable threats to safety or are disruptive to the educational process
- A general search of school properties including, but not limited to, lockers or desks may occur at any time, and items belonging to the school may be seized
- Whenever feasible, the student shall be present when his/her property which he/she uses is being searched
- The school has no ownership interest in a student’s vehicle and the expectation of privacy is greater. Therefore, warrantless searches and seizures of cars shall be conducted when the school administrator believes that reasonable cause exists
- If a student is to be questioned by law enforcement personnel, other than the school resource officer, administrators shall ensure that the activity takes place within a school office, preferably in the presence of the





school administrator or designee, and have made reasonable effort to arrange for the parent or guardian to be present if the student is under the age of 14.

The Carbon School District and its schools promote safe and orderly school environments for all students and employees. Positive school environments promote learning and increase social competence and allow teachers to teach and students to learn. Criminal acts or disruptive behavior will not be tolerated. Individuals who engage in these activities will be subject to disciplinary actions as described in the Carbon School District Code of Conduct.

## **Weapons and Explosives**

The Carbon School District and school administrators strictly prohibit the carrying or use of weapons, look-alike weapons, or explosives in any school building, vehicle on district property, or in conjunction with any school activity. Students or other unauthorized individuals may not possess, control, use, or threaten the use of an actual weapon, look-alike weapon, explosive, noxious or flammable material with the intent to intimidate another person or to disrupt normal school activities. For this violation, students could be expelled from all district schools, programs, and activities for a period of not less than one calendar year, see Carbon School District Code of Conduct. The terms “weapon,” “explosive,” and “noxious material” include but are not limited to: guns, starter pistols, cap guns, air soft guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters. During the period of expulsion, parents and students may develop an alternative educational plan to ensure student achievement and learning. Students violating this policy will be referred to appropriate law enforcement officials.

## **Student Information**

### **Parent Information Education Records**

The policy of Carbon School District is to protect the privacy rights of students and families in education records and to provide access to those records pursuant to the provisions of The Family Educational Rights and Privacy Act (FERPA). Parents and eligible students (students over 18 years of age) have the right to inspect and review all of the student’s education records maintained by the school. Parents and eligible students have the right to request that a school correct records believed to be inaccurate or misleading. The request must be made in writing and given to the principal clearly identifying the request and why the information is inaccurate or misleading. If the record is not amended, the requesting party has a right to request a hearing. Schools must have written permission from the parent or eligible student before releasing any information from a student’s record. However, schools may disclose records, without consent, to the following parties:

1. School employees who have a need to know
2. Other schools to which a student is transferring
3. Certain government officials in order to carry out lawful functions
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain studies for the school



6. Accrediting organizations
7. Individuals who have obtained court orders or subpoenas

A parent or eligible student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 400 Maryland Avenue, SW Washington, DC 20202-5901. This entire policy may be reviewed at <http://www.carbonschools.org> under menu, Board, Board Policies.

## Directory Information

FERPA requires that Carbon School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Carbon School District may disclose appropriately designated "directory information" without written consent, unless you have advised Carbon School District to the contrary in accordance with Carbon School District procedures. The primary purpose of directory information is to allow Carbon School District to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Carbon School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify Carbon School District in writing. Carbon School District has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph



- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **Student Code of Conduct**

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulation. The board possesses discretion in promulgating regulations for the proper conduct of students.

Students may be removed from regular classes or District premises for non-disciplinary health, safety, and welfare reasons when the Board or its designee determines that an emergency exists. Reasons that may be considered an emergency include, but are not limited to:

- Being under the influence of alcohol, drugs, or non-controlled substances such as over the counter medications.
- Being highly agitated.
- Suffering from any other condition that temporarily threatens the student's welfare, other individual's welfare, or the efficient operation of the school.

Any student removed from school for a reason shown above who is in a condition that threatens his or her own welfare or the welfare of others shall be released to the parent, the parent's representative, or other proper authority, including, but not limited to, law enforcement officers and medical personnel.

The District shall make reasonable efforts to notify the parent prior to removing a student from school premises for emergency reasons. If the parent cannot be notified prior to the removal, the parent shall be notified as soon as possible after the removal and the reasons for it.

Removal of a student with disabilities for any of these reasons shall be used only in emergency situations and shall not exceed ten school days. Consecutive ten-day removals are prohibited, unless the student's IEP team determines that the student poses an immediate threat to the safety of himself or others, or disrupts the safety of the learning environment. If the parents appeal the IEP team's decision and refuse to



permit a change in placement, the District may seek a court injunction to remove a dangerous student with disabilities for more than ten consecutive days.

If emergency removals, suspensions, or removals to alternative education total 10 school days in a year, the IEP team shall review the student's IEP, unless the discipline management portion of the IEP specifies otherwise.

A teacher may send a student to the principal's office in order to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques.

A teacher may remove from class a student who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class. Not later than the third class day after the day on which the student is removed from the class, the principal shall schedule a hearing among the principal or the principal's designee, a parent or guardian of the student, the teacher, and the student.

### **Maintain Discipline**

The use of appropriate force against a student is justified if the teacher or administrator is entrusted with the care, supervision, or administration of the student when, and to the degree the teacher or administrator reasonably believes the force is necessary, to further the purpose of education or to maintain discipline in a group.

### **Appropriate Conduct**

This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to:

- (1) obtain possession of a weapon or other dangerous object in the possession or under the control of a child;
- (2) protect the child or another person from physical injury;
- (3) remove from a situation a child who is violent or disruptive; or (4) protect property from being damaged.

Policy 523 regarding Child Abuse Reporting and Investigation shall apply to complaints made to the district regarding improper or unauthorized use of corporal punishment.

### **Formal Disciplinary Actions**

- In-School Suspension – provision of supervision on campus in a restricted environment which may include the receiving center
- School Bus Suspension – denial of the privilege of riding a school bus, based on misconduct occurring while the student is being transported at public expense
- Suspension – temporary removal of a student from his/her regular school program for a period not to exceed ten (10) school days without Board approval.
- Restitution – payment for property damaged, stolen or destroyed



- Expulsion – removal of the right and obligation of a student to attend a public school under conditions set by the School Board
- Administrative Hearing – a hearing conducted by an administrator appointed by the superintendent and/or School Board
- School Board Hearing – hearing by the School Board with the parent or guardian and school personnel; both parties are given the opportunity to speak before the Board.

## Classifications and Violations

Violations of the Student Code of Conduct are grouped into three classes: minor, intermediate, and major. Each classification is assigned a disciplinary procedure, which shall be followed by the administrator or designee, who shall hear the student’s explanation and consult further with school personnel, if necessary, before determining classification of the violation. Each teacher will deal with classroom disruption with in-class disciplinary action, following the school’s Three-Tiered Plan for behavior. Only when the action taken by the teacher is ineffective or the disruption is severe should the student be referred to the administrator or designee for formal disciplinary action and documentation in the Aspire Student Information System.

### Minor Offenses - Class I

#### 1.01 Disruptive Behavior

Disruptive behavior is an action or behavior that disrupts the orderly education process in the classroom or other school function. “Disruption” will be defined by the teacher and/or school.

#### 1.02 Intentionally Providing False Information

Intentionally providing false information to a District employee which includes but is not limited to student informational data, information directly related to school business, forged parent notes, etc.

#### 1.03 Using Profane or Obscene Language, Conduct, or Gestures

Using profane or obscene language, conduct or gestures of a non-sexual nature. Language, conduct, or gestures dealing with a sexual nature are a Class III offense (see 3.13).

#### 1.04 Electronic Device

Cellular phones and other devices must not be used during instructional time, unless otherwise directed by the teacher or administrator. A fine of \$25.00 for the first offense will be imposed. All subsequent confiscations will be subject to a \$50.00 fine.

#### 1.05 Theft

Taking another person’s property without permission

#### 1.06 Inappropriate Physical Contact



**1.07 Other**

Any other violation which the administrator or designee reasonably deems to fall within this category.

**Class I Disciplinary Actions: Elementary Students**

First Offense: Parental contact and possible conference. School will follow the Three-Tiered Plan for behavior

Subsequent Offenses: Parental contact, disciplinary action such as loss of privileges, in-school or out-of-school suspension. School will follow the Three-Tiered Plan for behavior.

**Class I Disciplinary Actions: Secondary Students**

First Offense: Parental contact and possible conference. School will follow the Three-Tiered Plan for behavior.

Subsequent Offenses: Parental contact, disciplinary action such as loss of privileges, in-school or out-of-school suspension. School will follow the Three-Tiered Plan for behavior.

**Intermediate Offenses - Class II**

**2.01 Bullying**

Carbon School District Policy 541.1.2 defines bullying as “aggressive behavior that is intended to cause distress and harm, exists in a relationship where there is an imbalance of power and strength, and is repeated over time”. Subsequent offenses will move from a Class II offense to a Class III.

**2.02 Harassment**

Carbon School District Policy 547.12: "Harassment" means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.

**2.03 Threats**

Verbal, written, or digital communication which maliciously threatens injury to the person, property or reputation of any other person.

**2.04 Trespassing**

Willfully entering or remaining in any structure, conveyance, or property without being authorized, licensed or invited, or having been warned by an authorized person to stay off property or structure, depart, or refusing to do so. Failing to comply will result in a referral to law enforcement.



**2.05 Possession of Non-Lethal or Look-Alike Weapons**

Students in possession or using any non-lethal or look-alike weapon which could be used to provoke fear, intimidation, or harm to others.

**2.06 Imitation Controlled Substances**

Policy 547.3.2 “includes imitation controlled substance, defined as “Imitation controlled substance” means a substance designed or packaged to substantially resemble any legally or illegally manufactured controlled substance, but that is not a controlled substance; or represented to be any legally or illegally manufactured controlled substance.

**2.07 Inciting to Riot or Unapproved Assembly**

Inciting to riot or unapproved assembly including students who are observing or promoting such a gathering.

**2.08 Recording Student Altercations or Illegal Acts**

Students recording student altercations or illegal acts on a personal device.

**2.09 Possession of Tobacco Products**

The use, possession and/or distribution of tobacco products.

**2.10 Fighting**

Any physical conflict between two or more individuals.

**2.11 Other**

Any other violation which the administrator or designee reasonably deems to fall within this category.

**Class II Disciplinary Actions**

When behavior is a violation of the law whether the student is elementary or secondary, the appropriate administrator or designee shall report the offense to the appropriate law enforcement.

**Class II Disciplinary Actions: Elementary Students**

First Offense:	Parental contact and disciplinary action such as in-school suspension, behavioral conference, restitution, etc. School will follow the Three-Tiered Plan for behavior.
Subsequent Offenses:	Parental conference, disciplinary action such as in-school suspension, behavioral conference, out-of-school suspension for 1-10 days. School will follow the Three-Tiered Plan for behavior.

**Class II Disciplinary Actions: Secondary Students**

First Offense:	Parental conference and in-school or out-of-school suspension for 1-10 school days, possible enrollment in prevention and/or social skill program(s). School will follow the Three-Tiered Plan for behavior.
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Subsequent Offenses: Parent conference and suspension for 1-10 school days and/or other disciplinary action deemed appropriate by the administrator or designee. School will follow the Three-Tiered Plan for behavior.

### **Major Offenses - Class III**

Class III Offenses will result in an automatic referral which will be documented in the Aspire Student Information System as well as referral to law enforcement for possible criminal charges.

#### **3.01 Hazing**

Carbon School District Policy 547.13 defines hazing and includes but is not limited to: forced or coerced actions or activities of a sexual nature, physical obstruction a school employee's or student's freedom to move, initiating or admitting into any school or school sponsored team, organization, program, or event.

#### **3.02 Assault**

Carbon School District Policy 538.1 defines assault as intentionally, knowingly, or recklessly causing bodily injury to another, intentionally or knowingly threatening another with imminent bodily injury, and intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

#### **3.03 Extortion**

The practice of obtaining something from another by use of force, violence, fear, or damage of one's reputation

#### **3.04 Dangerous Weapon**

Carbon School District Policy 547.15: "Weapon" means "dangerous weapon," which includes any firearm or any object that is used for, or is readily capable of, causing death or serious bodily injury. "Firearm" means a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive. The following factors are used in determining whether an object other than a firearm is a dangerous weapon:

- a. the location and circumstances in which the object was used or possessed;
- b. the primary purpose for which the object was made;
- c. the character of the wound, if any, produced by the object's unlawful or improper use;
- d. the manner in which the object was unlawfully or improperly used;
- e. whether the manner in which the object is used or possessed constitutes a potential imminent threat to public safety; and
- f. the lawful purposes for which the object may be used

#### **3.05 Drugs and Alcohol**





Carbon School District Policy 535.3: “No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance”.

**3.06 Arson**

Carbon School District Code 549.1.6 describes arson as a cause of expulsion. It is the willful and malicious burning of any part of a building or its contents.

**3.07 Theft**

Carbon School District Code 547.17.c: theft means obtaining or exercising unauthorized control over the property of another with the purpose to deprive him or her thereof.

**3.08 Burglary**

Carbon School District Code 547.17.b: burglary means entering or remaining in a building or any portion of a building with the intent to commit an additional crime.

**3.09 Criminal Mischief**

Carbon School District Code 547.17.d: criminal mischief means intentionally damaging, defacing, or destroying the property of another; or recklessly or willfully shooting or propelling a missile or other object at or against a motor vehicle, bus, airplane, locomotive, train, railway car, or caboose, whether moving or standing, or intentionally and unlawfully tampering with the property of another so as to recklessly endanger human life, health, or safety or recklessly causes or threatens a substantial interruption or impairment of critical infrastructure.

**3.10 Threats of Violence**

Carbon School District Code 539.6: “A student commits a threat against life or property if he threatens to commit any offense involving violence with intent to: 1. Cause action of any nature by an official or volunteer agency organized to deal with emergencies. 2. Place a person in fear of imminent serious bodily injury or 3. Prevent or interrupt the occupation of a building or room, place of assembly, place to which the public has access, or aircraft, automobile, or other form of transportation”.

**3.11 Threats Against a School**

Carbon School District Code 547.21; “A student commits a terroristic threat if the student threatens to commit any offense involving bodily injury, death, or substantial property damage, and:

- a. Threatens to use a weapon of mass destruction or hoax weapon of mass destruction; or
- b. The student acts with intent to:
  - i. Influence or affect a government or unit of government or intimidate or coerce a civilian population; or



- ii. Cause action of any nature by an official or volunteer agency organized to deal with emergencies; or
- iii. Prevent or interrupt the occupation of a building or a portion of a building, a place to which the public has access, or a facility or vehicle of public transportation operated by a common carrier”.

**3.12 Sexual Harassment**

Carbon School District Policy 540 defines sexual harassment and includes school-related conduct that the District considers unacceptable including but not limited to: all sexual and gender-based activity of a criminal nature, unwelcome sexual invitations or requests, unwelcome and offensive groping, fondling, or inappropriate touching on oneself or others, offensive communication, etc.

**3.13 Sexual Misconduct**

Carbon School District Policy 547 defines “conduct warranting discipline” which includes clarification such as frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.

**3.14 Other**

Any other violation which the administrator or designee reasonably deems to fall within this category.

**Class III Disciplinary Actions (Elementary and Secondary Students)**

10-day suspension and possible recommendation of long term suspension or expulsion as authorized by the suspension and expulsion procedures. Pending final determination of the matter by the superintendent or designee, may authorize the school to extend the suspension. When behavior is a violation of the law, the appropriate administrator or designee shall report the offense to appropriate law enforcement. Restitution will be required for all property damage or loss. School will follow the Three-Tiered Plan for behavior.

