

# **Student / Parent Handbook**

**(Please keep this information readily available to assist in answering  
any questions you may have)**

## **WELCOME!**



**Grand County Middle  
School**

**439 South 100 East  
Moab, Utah**

**(435) 259-7158**

## Attendance & Bell Schedules

School at Grand County Middle School is in session 180 days/ 990 hours on a traditional nine-month calendar.

### School Hours

Monday – Thursday 7:45 – 2:35 p.m.

Friday (early release every Friday) 7:45 – 1:50 p.m.

- The first bell rings at 7:45 a.m. to enter the building. **Students should not arrive on the school grounds before 7:30 a.m.** During cold or wet weather the students will be permitted to enter the building before the bell rings.
- The building is secured 30 minutes after school ends. If you need assistance please make prior arrangements or call into the building.

*Breakfast* is served in the cafeteria beginning at 7:30 a.m. Cost is \$1.75

7<sup>th</sup> grade *lunch* is served 11:30 – 12:00 / 8<sup>th</sup> grade *lunch* is served 12:24 – 12:54 Cost is \$3.00

### **Absences (additional information can be found on pages 12-14)**

Regular school attendance (**180 days / 990 hours**) is required by Utah State Law Compulsory Attendance Laws (Utah Code Section 53A-11-101), but more importantly, it should be remembered that learning is an on-going process with each concept solidly attached to those that precede and those that follow. Therefore, to ensure that concepts and skills are consistently learned, ***regular school attendance is necessary.***

In the event of an absence, parents are requested to notify the school and indicate the reason for the absence. Whenever the school is not notified, ***parents may be contacted*** to determine why the student has not arrived at school. Following an absence, **a written excuse** explaining the reason for the absence should be addressed to the office. Absences are **not excused by telephone**. All information will be kept on record for future reference. The information /note of excuse can be located on the Grand County School District website.

### **Please try to schedule appointments, lessons, haircuts, etc. after school hours.**

We discourage students from staying out of school for pleasure outings or babysitting activities. Habitual absences will cause the school to report such absences to Utah Juvenile Court System as outlined in Utah Code 53A-11-101.

## School Profile

**Grand County Middle School is located in the beautiful Moab Valley, incorporated in 1902. Nestled in the southeastern area of Utah, the long-established community radiates security. It is quiet and safe here.**

- The school is in close proximity of Grand County High School and a short distance from the K-6 elementary school. Its boundaries extend throughout the entire county.
- Grand County Middle School serves seventh and eighth grade students, which currently has an enrollment of approximately 250 students.
- The original structure was built in 1964, with the addition of the computer labs, media center and additional classrooms in the late sixties.
- The current pupil/teacher ratio is 25:1, but actual class size varies.
- The faculty of Grand County Middle School is comprised of a blend of new and experienced “Veteran” teachers. Each teacher is state certified and holds a minimum of a bachelor degree in education. Many faculty members have acquired or are in programs seeking advanced degrees.
- Students are expected to treat teachers, other students, personnel, and school property with the utmost respect. Teachers within the classroom utilize our school motto, **“Respect”, the Core of our Curriculum**, as the means of monitoring student’s behavior.
- Parents are encouraged to become involved with their children in school. Parents are afforded the opportunity to become involved with the School Community Council, as volunteers within the classrooms, and at certain school programs, activities, and presentations as outlined in our “Parent Involvement Plan”.

**Grand County Middle School has many traditions that help to make it unique with a focus on being a good human-being and promoting school spirit.**

**SCHOOL MASCOT:** GCMS's mascot is a THUNDERBIRD. The legend of the Thunderbird is known throughout many ancient cultures. It speaks of bravery, honor, persistence, and faith. The legendary Thunderbird is described as a huge, bird-shaped creature larger than any other. Its wings, from tip to tip are twice as long as a war canoe. Its feathers are as long as a canoe paddle. When he flaps his wings, he makes thunder and the great winds. It has a huge, curved beak, and its eyes glow like fire. When he opens and shuts his eyes, he makes lightning. It is believed that the "Thunderbird" comes from the place of the setting sun, the hunting grounds of the Great Spirit. This legendary creature is respected for helping those who help themselves.

**SCHOOL MOTTO:** "RESPECT", the Core of our Curriculum!

### **CODE OF CONDUCT**

**"Respect for yourselves and for others,  
In all places, at all times"**

**SCHOOL COLORS:** GCMS's colors are red, white, and black. Students are encouraged to wear the school colors, especially on designated Spirit Days.

**ADVISORY:** Every student is assigned to an "Advisor". Advisors are the students first hour teachers who work with students within their grade level assignment. Every other Friday afternoon, for one hour, is Reward Activity or Assistance time. Students who have maintained C- or above in all classes are invited to celebrate during the Reward Activity. Students who are struggling academically with below C- grades are assigned to work with teachers during Academic Assistance time to bring their grades to a better standing. The Reward Activities vary; school-wide barbecues/picnics, movies, athletic competitions, competitions between students and staff, dances, etc.

**STUDENT COUNCIL:** Student Body officers are elected within the group of student council representatives chosen from each classroom. The President, Vice President, Secretary, and Historian are selected among seventh and eighth graders. The council meets on an average of once a month.

**NATIONAL JUNIOR HONOR SOCIETY:** Identification of qualifying students begins at the end of each school year. A specific criterion is set and all areas must be met in

## Promotion Requirements

In accordance with the Utah State Board of Education #R277-700-5, students in grades 7-8 shall earn a minimum of 12 units of credit to be properly prepared for instruction in grades 9-12. To ensure greater preparation in Science, Health, and Physical Education GCSD requires additional credit.

### General Core (10.5 units of credit) + Electives (1.5)

- (a) Language Arts (2.0 units of credit);
- (b) Mathematics (2.0 units of credit);
- (c) Science (1.5 units of credit); (GCSD 2.0 units)
- (d) Social Studies (1.5 units of credit);
- (e) The Arts (1.0 units of credit):
  - (i) Visual Arts;
  - (ii) Music;
  - (iii) Dance;
  - (iv) Theatre.
- (f) Physical Education (1.0 units of credit);
- (g) Health Education (0.5 units of credit); (GCSD 1.0 units)
- (h) Career and Technical Education, Life, and Careers (1.0 units of credit);
- (i) Electives vary (1.5 units of credit)

### **“Helping Students to Help Themselves” Remediation Opportunities Offered for Grand County Middle School Students**

*The following information outlines a variety of opportunities for students to receive additional academic assistance if they are struggling in any content area. Most of these opportunities are free of charge. Grand County Middle School teachers and staff are working very hard to help students be successful at little or no expense to the families.*

**Library Study Options:** 7:30 – 7:45 Students who need additional time to complete assignments or have other last minute needs may be in the library 15 minutes before school Monday - Friday. They will have the opportunity to access research materials, computers, and ask the librarian or teachers available for assistance.

**Teachers are available before and after school:** Several teachers spend additional time (beyond contract time) at the school to specifically assist students.

***Students can ask the individual teachers when they are available.***

6. Hours are from 8:00 a.m. to 12:00 p.m., Monday – Thursday.
7. Students will be excused from the class when they finish their assigned coursework at 100% accuracy.
8. If a student does not attend summer school they will maintain the failing grade for the course failed and will not be promoted to the next grade.

**Instructor: Dina Lance**

**Grand County School District Policy 5410 - STUDENTS - SATISFACTORY COMPLETION - MIDDLE SCHOOL D. Retention** - Based on current educational research, this option is the last supported by the School District. Should a student be unsuccessful in completing his/her credits by August of the new school year, he/she shall be re-enrolled as a full time student at the grade level in which the student lacks credit. All unexcused absences are considered trancies.

- ☛ Please note that because of the seven additional invitations and options to acquire and maintain passing grades, we will enforce consequences for non-compliance of attendance in accordance with Utah State Compulsory Attendance Laws and the Grand County Juvenile Court System.

**Attendance II  
Pre-arranged Absence  
& Tardy Policies**

**Pre-Arranged Absence**

**Grand County School District Policy 5310** allows a parent/guardian to gain permission from the Principal for a “pre-arranged absence” for his/her student. Pre-arranged absences may be approved for educational trips or extenuating family need. The parent/guardian may obtain a pre-arranged absence request form (sample below) from the school office.

The pre-arranged notification protects the student and parent from being subject to consequences set forth by the Compulsory Attendance Laws. It does not excuse students from completing and turning in required assignments during their days of absence.

**Below is a “Sample” of form that must be filled out at least two days prior to planned absence:**

**Grand County School District  
Secondary Schools  
Parent/Guardian Notification of Absence  
(This notification allows the student to complete assignments missed during the absence)**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Date(s) of Absence: \_\_\_\_\_

tardies are recorded. ***Excessive absences and tardies may be reported as truancy or considered educational neglect.*** Parents will be notified regarding excessive tardies and / or absences before further action is taken.

### **Tardy Policy**

- Students are tardy if not seated in class at the 7:50 a.m. bell
- A written note from parent/guardian explaining **legitimate** reason for tardy required to count as an excused tardy. All notes must be checked in at the office.
- Sleeping in late, couldn't get child to leave for school, babysitting, missed the bus, etc. **are not** considered legitimate excuses for being tardy. Doctor's appointments are an example of an excused tardy.
- Any student who is tardy (not in his/her seat when the bell rings (for each class), unless he/she is excused by parent note, teacher or an administrator) **will be required to stay in In-School Suspension for up to fifteen minutes during lunch on the day of the tardy to complete an "Accountability Assignment"**. If the student does not stay as required, he / she will be considered **truant**.
  - We realize that special occasions such as a doctor or dentist appointment must be considered. Special arrangements can be made to meet specific problems.
- Accountability for **unexcused** tardy:
  - First tardy: 15 minutes minimum to complete an "Accountability" assignment
  - Second tardy: 15 minutes minimum to complete an "Accountability" assignment + Write "I will not be tardy for class" 100 times
  - Third tardy: 15 minutes minimum to complete an "Accountability" assignment + Write "I will not be tardy for class" 200 times + Truancy Citation – Three (3) truancy citations = Saturday school

### **Staying After School**

- Students who are tardy will notify their parents if they are required to remain in school more than 15 minutes (after school) and /or they are bus students.

### **Release During School Hours**

It is imperative that students stay on the school grounds from the time of their arrival until dismissed. No child is to leave the school grounds during regular school hours for any reason unless he/she has written permission from his/her parents.

When it is necessary for a student to be dismissed early from school, parents are requested to write a note to the office informing the school of the student's departure time. The student will remain in their classroom until parent's arrival. Parents are required to come into the office and sign a release form.

## Conduct Expectations

- ▶ **There is an overall expectation that all staff and students will conduct themselves with pride, respect, and compassion.**

*R277-613-4 LEA Responsibility to Create Bullying, Cyber-bullying, Hazing and Harassment Policies and Training: The purpose of the rule is to require LEAs to implement bullying, cyber-bullying, hazing and harassment policies district and school wide; to provide for the regular and meaningful training of school employees and students; to provide for enforcement of the policies in schools, at the state level and in public school athletic programs; to require LEAs to notify parent of specific bullying, cyber-bullying, hazing, harassment and suicide threat incident; and to require LEAs to maintain documentation as required by law consistent with Section 53A-11a-301.*

- ▶ In the hallways
  - Walk – it is neither necessary nor appropriate to run, skip, etc.
  - Stay on the right side of the hall unless crossing over to go to class – it helps with the flow of traffic
  - Keep your hands, feet, etc. to yourself - this is a maturity effort
- ▶ In the classrooms
  - Enter and seat yourself quickly & quietly
  - Follow your teachers / teacher's assistant's instructions
  - Complete all assigned work to the best of your ability
  - Maintain appropriate behavior at all times
  - **Never show disrespect to a teacher or other staff member!**
- ▶ In the bathrooms
  - You are old enough to know what vandalism is. Please maintain a clean environment.
- ▶ In the lunchroom/cafeteria
  - Follow the protocol = enter, line-up (do not save places in line), get your meal, eat, clean up after yourself, raise your hand to be excused, enjoy the few minutes you have left outside visiting with friends or making new friends.
- ▶ On the grounds
  - Stay within the boundaries of the soccer field where we can see that you are safe
  - Sports equipment is to be used appropriately.
  - No tackle sports or any other physical contact are allowed on the



**Student dress and grooming will be the responsibility of the individual and his parents/guardian.**

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- Dress and grooming will not be disruptive to the teaching-learning process.
- Parents may be contacted to bring appropriate clothing to the school for their child.
- Students who are continuously dressed in soiled clothing or clothes that are too small may be referred for assistance through state programs.

**General questions/concerns:**

▶ **Backpacks**

- Must be kept in your lockers. This is (1) a safety precaution (2) backpacks are bulky and take up a lot of space in our small classrooms.

▶ **Hats**

- Hats, visors, bandanas, etc. are not allowed to be worn in the building (1) safety reasons (2) matters of respect. Hats and visors are allowed outside to protect your head and eyes. Bandanas are considered gang-like attire – so are prohibited.

▶ **Gum**

- Gum may be allowed at school. At any time gum becomes an issue; chewed gum spit onto the sidewalks, on the carpet, in textbooks, under desks & chairs, smeared on lockers, etc. We will move to a “No gum in school rule”. So, please make sure that you dispose of your gum in a mature and sanitary fashion.

▶ **Cell Phones (see other electronics on next page)**

- You may carry your cell phone. However, it **must be turned (powered) off** before you enter the building and before 7:45 a.m. It must remain off until after the last bell 2:35 p.m. **First offense:** the phone is confiscated, must be picked up by a parent/guardian, and a fee of \$25.00 must be paid to receive the phone; **Second offense** is \$50.00.

## Safety

### **Visitors**

For safety and liability reasons **ALL visitors MUST check-in in the office** after they enter the school prior to visiting students or teachers. This will allow us to acknowledge who is in the building. Parents are welcome and encouraged to visit the school. If you wish to do so, please contact your child's teacher(s) in advance, as visits or interruptions during school hours without prior arrangements can be disruptive to classroom activities. Your cooperation is greatly appreciated.

Students may not attend classes unless they are enrolled as full-time students in Grand County Middle School. Occasionally a student asks to bring a cousin or friend to spend the day with him/her. We are unable to grant permission to visit due to school liability reasons.

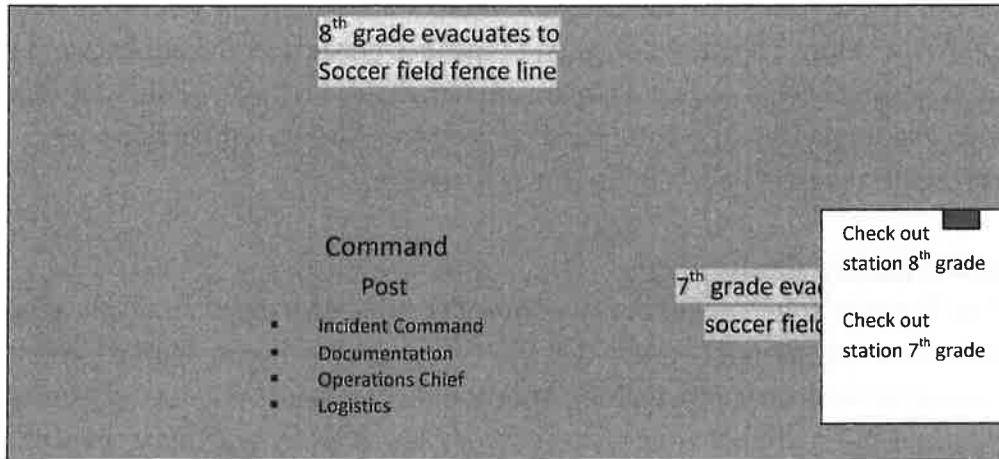
### **Emergency Drills and Information**

- Fire and disaster drill rules and procedures are reviewed with students each August/September. At least 9 drills are conducted each year.
- In case of an imminent storm or tornado forecast occurring around dismissal time, students are not released until the danger is passed. Parents may come to school to pick up their own children at such times. Students will not be released unless their parents / guardians are listed on the student's enrollment form.
- Every student should know the steps they would need to take in case the school had to be closed. **EVERY STUDENT SHOULD:**
  1. Know that we cannot count on telephone service in any emergency that would involve closing the school.
  2. They should know the prearranged family member or neighbor's name that is authorized (on the emergency/registration card) who may come for them.
  3. Know their responsibility with regard to brothers or sisters. It is suggested the oldest child in the family be responsible for picking up younger brothers and sisters from the designated pick up areas.
  4. Know the most direct route home.
  5. Know the location of an extra key to the house.
  6. Know what your family's instructions and policies are that apply when a child is in the house alone.
  7. Know their parents'/guardians' phone numbers and address.
- In the event of an evacuation a "Family Reunification Plan" is located below:

### **Family reunification plan:**

***In case of a situation in which the local authorities and district office find it inadvisable to re-enter the building or dismiss the students, teachers will escort***

- 4 – Be prepared to introduce yourself and present identification.
- 5 – Remember that only those names listed on the registration parent/guardian or emergency contacts will be allowed to check out the student.
- 6 - **Once your child joins you please evacuate the premises as quickly as possible.**



**Student Medication**

If a student should require medication during school hours, **parents must complete a medication release** from the school office. No medications of any kind can be administered without the parent previously completing this form. All medications must be prescribed by a doctor and be in the original prescribed container.

**Contagious Diseases**

Contagious diseases should be reported as soon as possible to the school to provide for timely notification to health authorities and to parents of classmates. Exclusion from school is necessary for the period of contagion.

**Vision Screening**

Students in middle school are tested annually for vision. If difficulties are discovered, parents are notified via a notice from the district office. This notice may be taken to a doctor to complete a more extensive eye examination.

**Insurance**

As independent sources for accident insurance are made available to the school, forms and information are available in the school office or at the district office.

compiled and the school trust lands plan is developed based on the overall academic needs of the student population.

**Educational Talent Search - A Career & College Planning Program / TRIO**

Educational Talent Search (ETS) is an educational program funded by the U.S. Department of Education. It is designed to motivate and support students in grades 6-12 to graduate from high school and pursue the post-secondary school of their choice. ETS will cover costs for your ACTs in high school and allow you the opportunity to tour different colleges.

You may be eligible if:

- You are a U.S. Citizen; and
- You are in 6th-12th grade; and
- You meet the federal income guidelines established by the U.S. Department of Education; and/or you are a potential first-generation college student (meaning neither parent nor legal guardian has received a Bachelor's degree); and/or you are considered to be an at-risk student.

To join, you must fill out a TRIO In-Take application. Contact your ETS Advisor (Cindy Brewer) at your school for more information and an application.

**Equal Education Opportunities**

*It is the policy of the Grand County School District Board of Education to not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation or disability, in its educational programs, activities, or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination in Employment Act of 1974, and the Americans with Disabilities Act of 1990. Equal Opportunity is a priority of the GCSB. Persons alleging educational program discrimination or other related violation of civil rights, including discrimination carried out by employees, students, or third parties, are directed to review and utilize Board Policy 1700 Equal Education and Civil Rights Grievance Procedures.*

**Reasonable Accommodation of Parent/Guardian Rights**

*A student's parent or guardian is the primary person responsible for the education their student. A parent or guardian has the right to request reasonable student accommodations, in writing, as delineated by Utah Code 53A-15-1503*

### **100% Attendance Awards**

Students who attend school every day without an absence for the school year will be recognized for their dedication and perfect attendance.

### **Presidential Awards**

Awards signed by the President of the United States are presented to students for both Academic Excellence and Academic Improvement.

### **Specific Curriculum Awards**

Certificates are awarded to those students who go above and beyond the normal expectations of performance in each grade-level content area.

### **Student of the Month Award**

Students are selected for their "Perseverance and Citizenship" in school based on recommendations from their teachers every month. The students selected receive a certificate, an invitation to lunch with the Principal, recognition in the local newspaper, and presented an award by the Mayor during City Council meetings each month.

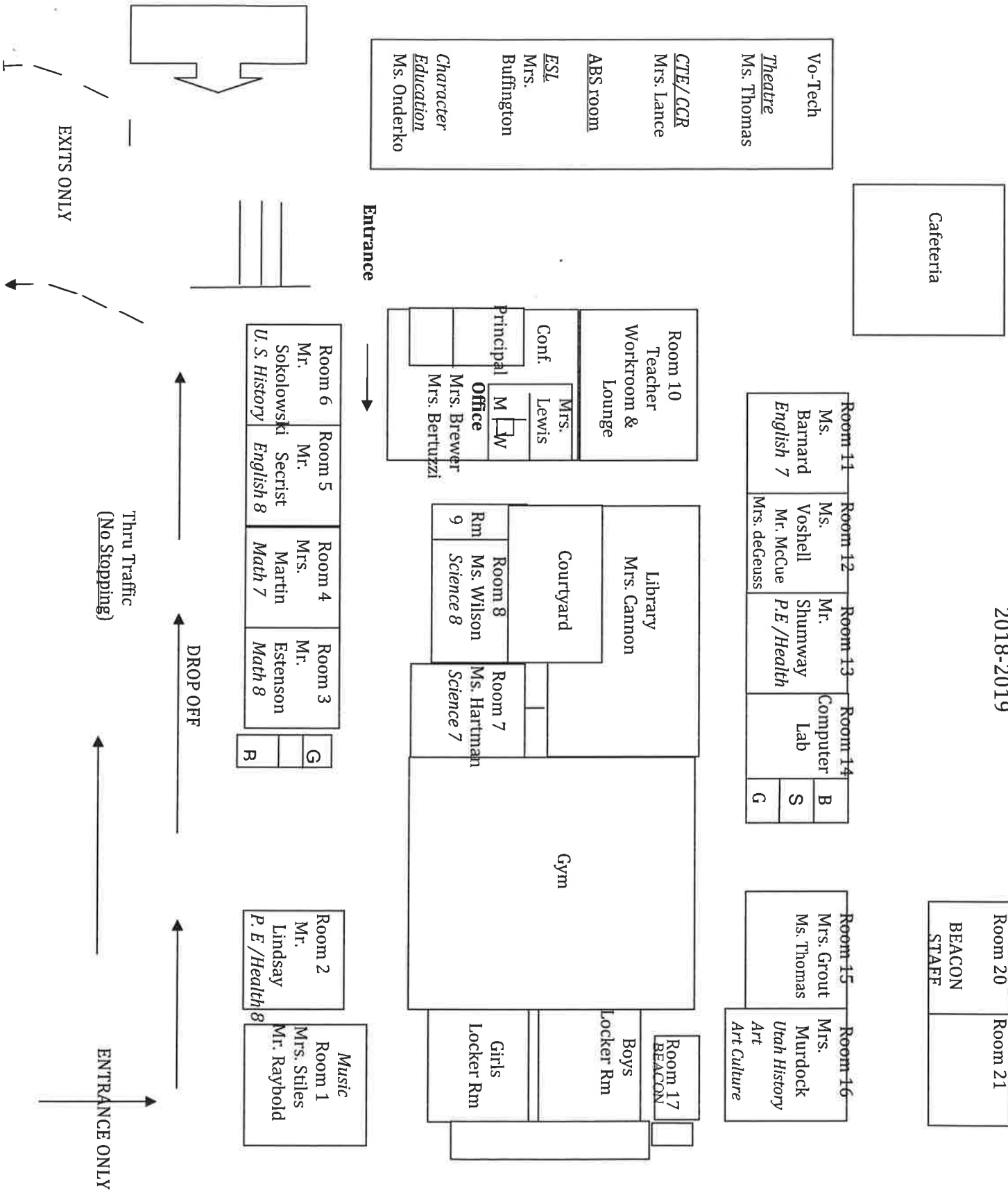
### **No Tardy Party**

All students who arrived to school and to their classes on time every day are invited to celebrate with each other at the end-of-term "*No Tardy Party*". The last hour of the last day of each term is arranged with music, snacks, and free social time as a "thank you for being responsible by being on-time" celebration.

### **Activities**

Every other Friday is Advisory Activity Day. All students who have maintained C- or higher grades in all of their classes are invited to celebrate together. A list of celebrations includes but is not limited to; ***barbecues, picnics, ice cream socials, athletic competitions, movies, field experiences, concerts, assemblies, etc.***

# Grand County Middle School 2018-2019



# Grand County School District

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## STUDENT Technology Acceptable Use Policy

The Grand County School District utilizes a Local Area Network (LAN) and the "Internet" for use by faculty and students in conjunction with Utah Education Network (UEN). The School District shall encourage students to use such tools by establishing individual Internet accounts, which may be used at the discretion of the schools. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of schools and consistent with acceptable use policies of the district.

Any person who is granted an Internet account shall be referred to herein as an "account holder". Unless transmitted to others by the account holder or with the account holder's permission, the information created by the Internet account holder shall be deemed confidential information of the account holder. However, the School District reserves the right to monitor the information contained in any user account.

Grand County School District or School District refers to the Building Administrators, Grand County School District Technology Office, the Superintendent, and the School Board.

Internet accounts are for educational purposes. Any use of an Internet account inconsistent with such educational purposes shall be grounds for terminating the account and/or confiscating the information saved in the account.

### CONDITIONS AND RULES FOR USE

#### 1. Privilege

- a) The use of Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. Grand County School District, under this agreement, is delegated the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holders or users.
- b) All students will be assigned a District issued email account to be used for school related purposes. Note that electronic mail (e-mail) is not guaranteed to be private.

#### 2. Acceptable Use

- a) The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as

## 6. Education

- a) Internet safety policy provides for the education of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This is done through state approved programs and will be presented every year in every school.

## 7. No Warranties

Grand County School District and UEN make no warranties of any kind, whether expressed or implied, for the services they provide. Grand County School District and UEN will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by the District or UEN's negligence or by the user's own risk. Grand County School District and UEN specifically deny any responsibility for the accuracy or quality of information obtained through this service. All users need to consider the source of any information they obtain, and evaluate how valid that information may be.

## 8. Security

- a) Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their password. Users should also protect their password to ensure system security and their own privilege and ability to continue to use the system. **All account activity is logged.**
- b) If you feel you can identify a security problem on the Internet, you must notify a system administrator.
- c) Do not demonstrate the problem to other users.
- d) Do not use another individual's account.
- e) Attempts to log on to the network as another user may result in cancellation of user privileges.
- f) Attempts to log on to the network as a system administrator may result in cancellation of user privileges.
- g) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by Grand County School District or UEN.
- h) Students will comply with all District security and technology policies.

## 9. Vandalism and Harassment

- a) Vandalism and harassment will not be tolerated.
- b) Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses or malware (malicious software).



## STUDENT Wireless Network Acceptable Use

# Purpose

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The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate education requirements to use a private mobile device that can access Grand County School District's electronic resources. This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop/notebook
- Tablet computers such as iPads
- Mobile/cellular phones
- Smartphones
- PDAs
- Any mobile device capable of storing District data and connecting to an unmanaged network.

This policy applies to all Grand County School District staff and students. Said mobile devices must be used in accordance with GCS D's Acceptable Use Policy, Procedures, and all applicable laws. Use of these mobile devices, as well as access to the network, the Internet, and email are a privilege, not a right. **Students must ask permission of each individual teacher to use the device during an academic class. Failure to do may result in confiscation of the student's device.**

# Acceptable Use

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1. The purpose of Internet use is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of your account must be in support of and consistent with the educational objectives of the District. Access to the Internet is made possible only through an appropriate provider as designated by Grand County School District. Grand County School District and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document, and are available from the District.
2. Transmission or reception of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
3. Use for commercial activities, product advertisement or political lobbying is prohibited.
4. Internet access will be filtered and logged as per Utah state law.