



BONNEVILLE ACADEMY

Family Handbook 2021-2022 School Year

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Bonneville Academy

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Note: This document is subject to change without notice. Refer to hard copy in office and/or website for most current version.

Mission

“Bonneville Academy will foster critical thinking and problem solving skills in a challenging, student centered environment; by encouraging exploration in Science, Technology, Engineering and Math (STEM). We are preparing students for success in our ever changing, dynamic world.”

Vision

Preparing students for the waves of tomorrow.

Mascot – Mariner

Bonneville Academy’s mascot is a mariner-one who navigates scientific treasure troves, preparing for the waves of tomorrow.

Logo-Compass

Bonneville Academy’s logo is a compass-with its four directional points signifying the four STEM areas.

School Colors

Gray, Orange, and Blue

School Schedule

First Day of School – August 16, 2021 Last Day of School – May 27, 2022

Daily School Schedule	<p><u>“Early Bird” Track:</u> 8:00am-2:15pm</p> <p><u>“Later Gator” Track:</u> 8:55 am - 3:10 pm</p> <p><u>Kindergarten:</u> AM: 8:00 am - 10:50 am PM: 12:20 pm – 3:10 pm</p>
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Bonneville Academy provides Free Appropriate Public Education for all students. Teachers implement research-based and /or peer reviewed interventions for students. The school’s team reviews student progress, identifies recommendation for instructional and/or behavioral interventions as needed.

The following Information is in Alphabetical Order

Address Changes & Parent Contact Information

Bonneville Academy must have correct home and work addresses, phone numbers, and email addresses for all students’ guardians. You may update your personal information within the school’s ASPIRE system by calling the main office and requesting the change. It is the parent’s responsibility to keep email information current. If there is a change to emergency information, parents must contact the office immediately so that the school has the most current information.

All emails and calls will utilize the ASPIRE information to update parents on school events and during emergencies. Parents can also watch out social media sites for additional information.

Admissions/Lottery Policy

Please view our school website at www.bonnevilleacademy for our admission/lottery policy.

Arrival and Dismissal

Early Start:

Parents may drop off students for the school day beginning at 7:40 am for grades 1-8 for class/club/activity. Students are not allowed in the classroom prior to the start of the school day. The school start bell will ring at 8:00 am Students who are not in the classroom by the tardy bell (8:05 am) are considered tardy and must retrieve a tardy slip from the office prior to entering class.

Late Start:

Parents may drop off students for the school day beginning at 8:30 am for grades 1-8. Students will be asked to sit in the hallway quietly until invited in by their teacher. Students are not allowed in the classroom prior to the start of their school day. The school start bell will ring at 8:55 am. Students who are not in the classroom by the tardy bell (9:00 am) are considered tardy and must retrieve a tardy slip from the office prior to entering class.

Kindergarten:

Kindergarteners may arrive 15 minutes prior to their start time. They will be allowed to enter their classroom upon arrival.

Dismissal:

After school is dismissed parents must pick up their student(s) no later than 15 minutes after a class/club/activity is dismissed, or when the last car in the carpool line finishes picking up students. If a parent knows they will be later than the above times, due to extraordinary circumstances, they must call the office to inform the school no later than 15 minutes after school is dismissed. Students who have not been picked up by these designated times will be required to wait in the office. Parents of unattended students will be contacted. Students need to sit quietly and may talk or read, do homework, etc. Parents who arrive to pick up students after carpool is over must come into the school and sign their student(s) out. These sign out sheets will be forwarded to school administration. If parents fail to pick up their students three times after carpool operational hours they will be contacted by administration for a conference. If the late pickups continue for a total of five times it will be considered a violation of this policy. Please be respectful of teachers and school employees and promptly pick up your students.

Attendance

It is very important for students to be in class consistently. Bonneville Academy believes that consistent attendance teaches responsibility and helps students form good habits. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity in instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. If you know your student is going to be absent, please notify the front office, otherwise, oral or written communication from the student's parent/guardian is requested within one business day of the absence in order for the absence to be excused. All written communication should be turned in to the teacher who will then turn it into the front office. In the event of multiple consecutive absences, written communication must be received within one business day of the student's return to school.

Expectations: In order for students to increase their chances of academic success and to stay in good standing with the school, students should exhibit the following behaviors:

- Be in class on time and ready to learn.
- Be checked out by a parent/ guardian in the front office when leaving school during the school day. Students who are returning to school must be checked back in at the front office.
- Be responsible for meeting with teachers to obtain any assignments missed during excused absences.
- Be in attendance at school if they are participating in an after school athletic game, dance, or activity. If students are not in attendance during the day, they may not participate in the after school activity.

Definitions

1. **"Absence"** means a student's non-attendance at school for one school day or part of one school day. **"Valid excuse"** or "excused absence" means an absence resulting from:
 - a) An illness;
 - b) A death of a family member or close friend; A documented medical appointment;
 - c) A family emergency;
 - d) An approved school activity;
 - e) A preapproved extended absence for a family activity or travel, consistent with school policy;
 - f) An absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.

The Principal has the discretion to consider other absences as "valid excuses." Absences not approved may result in students not being able to make up missed work. After three days of absence due to illness, a doctor's note is to be provided to school and turned in at the front office. For any extended absence, a parent must obtain a doctor's note stating the reason for the absence and the anticipated return date.

2. **"Truant"** means absent from school without a valid excuse. Therefore, a student is considered "truant" when he or she is absent from school without a valid excuse. With this in mind, absences due to hunting, shopping, babysitting, skiing, sleeping in, working, skipping (sluffing) school, etc., are not valid excuses for being absent from school. When this occurs, a student is truant.

Coming to school and participating in the classroom is the basis of our school. A student who is truant from either a class or for the entire day must see the Administration. Truancy may not be excused by parents/ guardians.

3. **"Habitual Truant"** means a school-age minor who: (1) is at least 12 years old; (2) is subject to the requirements of Section 53A-11-101.5; and (3)(a) is truant at least ten times during one school year; and (b) fails to cooperate with efforts on the part of school authorities to resolve the minor's attendance problem as required under

Section 53A-11-103. "

Notice of compulsory Education Violation (Utah Code 53-A-11-101.5)

The School may issue a "notice of compulsory education violation" to a parent/guardian of a student who is under the age of fourteen (14) if the student is truant at least five (5) times during the school year. This notice shall:

- Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the principal and Board to secure regular attendance by the student;
- Designate the School authorities with whom the parent is required to meet;
- State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and
- Be served on the parent/guardian by personal service of certified mail.
- Students with 10 or more absences have been determined by the state to be chronically absent.

Notice of Truancy (Utah Code 53-A-11-101.7)

A designated school administrator may issue a "Notice of Truancy" to a student, 12 years of age or older, who has been truant (absent without a valid excuse) 5 times during the school year. This "Notice of Truancy" shall include the following:

- Direct the student and his/her parents/guardian to meet with a designated school administrator and cooperate with the school in securing regular attendance.
- Establish a procedure for the student and/or parent to appeal the absences which have resulted in the "notice of Truancy."
- Students with ten (10) consecutive unexcused absences will be withdrawn from the School.

Habitual Truant Citation (Utah Code 53-A 11-101.7)

Consistent with Section 53A-11-101.7, a habitual truancy citation may be issued to a student who is a habitually truant.

Habitual truancy citations will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

Habitual truancy citations will be served on the parent/guardian by personal service or certified mail. The parent/guardian will have the right to appeal a truancy citation in writing to the principal within ten (10) days of being issued.

The School will refer a student to whom a habitual truancy citation has been issued to juvenile court. A court referral will include a recommended disposition containing the following: [a] documentation of attendance and academic achievement; [b] documentation of school efforts to improve attendance;

[c] copies of truancy citations, including all mailing certificates; and [d] student background as requested by the prosecuting agency.

Vacations: Please take your vacations during the calendared school vacation days. If you are planning a vacation, you must complete a vacation release form a minimum of one week before the student(s) will be gone. This will allow teachers to compile the work that is missed.

Tardies: Students are marked tardy if they are late to class between the beginning of class, and up to 20 minutes after the start of class. After that the tardy is considered an absence. Parents must get their children to school on time. While students' tardiest are not always their fault it is reflected in their attendance and will affect academic performance. During snowy weather, please leave home earlier. Middle school students must be prepared and in their seats ready to learn at the beginning of each class period.

Middle School Tardy Policy (Grades 6-8)

In the middle school, a student will be marked absent when they are not in their assigned place during an established time. Examples may include but are not limited to: the beginning of each class period, assemblies, library, and lunch.

Tardies will affect a student's citizenship grade in the class in which the tardies are accrued. Students will face the following consequences for tardiness:

- A student may accrue three tardies without a consequence.
- After the third tardy students will be referred to Student Support for Code of Conduct infraction.

Checking Out of School Early: We encourage parents not to take their child out of school early as it disrupts the learning process that can only take place in the classroom. In an emergency, parents are welcome to check-out students from school. If a student is going to leave early, we ask that parents write a note and have the student give it to his/her teacher in the morning. Parents are required to come into the building and sign their children out at the front desk. Parents will need an ID in order to check out students. This is for student safety. Once a parent arrives, the front office will call the classroom and ask that the students come down and meet his/her parent. Due to our pick-up procedures, **we request that parents not check out students during the last 30 minutes of the school day.**

Behavior

- *Assembly Behavior:* Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the assembly and sit with their classes. Students who disrupt assemblies will be given a warning, and if behavior continues, students will be removed and may not be permitted to attend future

assemblies. Further disruptions in future assemblies may result in students forfeiting their opportunity to attend assemblies for the remainder of the school year.

- *Bus Behavior:* We may have field trips that involve transportation on a bus. The bus is an extension of the classroom; therefore, all school policies concerning student behavior will apply on the bus. Student safety and respect for others are our main concern while riding on a bus. The following are bus rules and regulations: remain seated and quiet while the bus is in motion, only use appropriate physical contact, be respectful, keep arms, legs, and other objects inside the bus. Students who do not obey these rules may forfeit their opportunity to ride any more trips on buses.
- *Cafeteria Behavior:* Students must maintain an orderly behavior for the cafeteria. Students are responsible for cleaning the area where they eat. Throwing food, dripping items on the floor, and making messes are not appropriate behaviors in the cafeteria, and may result in administrative consequences. Students must sit at tables to eat and drink. Food is to be eaten in the cafeteria. No food or drink may be eaten in school hallways, on the playgrounds, or in teachers' room other than for approved activities. Upon finishing lunch, each student will pick up his/her area, properly dispose of all refuse, and exit the cafeteria doors. Students are not allowed in the school halls during lunch.
- *Classroom Time:* Students are to be in class on time each day. Students must be prepared for class with necessary supplies and completed assignments. In middle school, repeated failure to come prepared will result in disciplinary action. Students will be active participants in class. Students will respect the learning environment and activities of the classroom. A student will be removed from class for being uncooperative, disrespectful, or disruptive, and will receive an office referral. The consequence for removal from class will result in disciplinary action by administrators.
- *Field Trip Behavior:* Field trips are an opportunity to help students make connections between the classroom and the wider community. Since field trips take place during the school day, it is the expectation that students follow all school policies concerning student behavior, while on a field trip. In addition, student safety and respect for our community are the utmost concern; therefore, students who violate the outlined rules may have their field trip privileges suspended or terminated and may face further consequences. Improper behavior may also result in the cancellation of all future field trips. The following are general field trip expectations and guidelines, although each individual field trip has unique hazards and will therefore constitute varying expectations.
 - Students must stay with their assigned group throughout the field trip.
 - Students shall respect personal and public property.
 - Inappropriate physical contact is not permitted. Loud and/or profane language is not permitted.
 - A student may be denied participation on a field trip if past behavior has given reasonable grounds to expect that the student may not behave appropriately during the trip or if the student has not participated in class or is missing excessive assignments in any class.

- *Hallway Behavior:* Hallway behavior includes the time before school, between classes, during class, and after school. Behavior that is appropriate for the hallways includes but is not limited to: walking, quiet and calm voices, appropriate physical behavior, and demonstrating respect for you, others, and school property at all times. All school rules are to be followed whenever students are in hallways.
- *Recess:* During recess and lunch, students must remain within the fenced playground. Bonneville Academy is a closed campus, and therefore, students are not allowed to leave campus during school hours. Students are to listen to, and respect all adult supervisors and staff as well as parents. Students may not leave the assigned playground or indoor recess area without permission from the supervisor that is on duty at the time. Students are responsible for any sports equipment taken outside. Such equipment is to be returned when recess time is over. If a ball or equipment goes onto a roof or off the playground, the teacher or adult on duty will inform the office to arrange for retrieval. Tackle football, "keep away", or similarly aggressive games that involve physical contact are not allowed on school grounds. No snowballs are to be made or thrown on or near school property, and will result in discipline. Safety rules for the playground and playground equipment are based on the following, which are prohibited: fence climbing, walking on the slide, throwing rocks/stones/mulch/wood chips, and shoving or pushing at any time. CONSEQUENCES: For minor infractions, students will receive a warning and verbal correction and can return to play; physical aggression will result in the loss of recess for a designated period of time and detention. Recess with other students is a privilege rather than a right. Students who frequently choose to ignore playground/recess expectations or commit more serious infractions may lose the privilege of having recess with other students.

Board Responsibilities

The responsibility of the board is to act as one governing body in order to determine the mission of the school, articulate and implementing the mission statement; select, support and evaluate the Principal/Director; ensure effective organizational planning, adequate resources, effective management of resources; enhance the school's public standing; ensure legal and ethical integrity and maintain accountability; and recruit and orient new board members and assess Board performance. The Board is not responsible for the daily management of the school.

Canceled/Bounced Checks

Checks sent for payment of expenses are subject to a returned check fee.

Cafeteria/Food Service

Hot and Cold lunch will be available. Information will be available at the beginning of the school year. All lunches must be eaten in the supervised area. There is no eating food in the halls or outside on the playground. Students are expected to dispose of all refuse in available garbage cans to help keep the area clean.

Parents who qualify for Free or Reduced lunches will be invited to apply once our application for the National School Lunch Program is reviewed by the Federal government. (60-90 days after the start of school.)

Calendar

The school calendar is posted on the Bonneville Academy website. This calendar lists all vacations and special events.

Cell Phones

See “electronic devices”.

Children (siblings) at School

Children who accompany a parent to school must be under direct supervision at all times. Parents are responsible for supervising their children during parent meetings, book fairs, assemblies, weekends or any school activity. Parents may not have a sibling go to another sibling’s class.

Child Abuse and Neglect Policy

Any person who has cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law.

Citizenship

End of term citizenship grades are based upon the following criteria:

- H (Honors) = Student shows maximum cooperation in school rules and contributes to the growth of our school.
- S (Satisfactory) = Student follows school and classroom rules. Student shows signs of contributing to the school.
- N (Needs Improvement) = Student makes little effort to observe rules or to contribute to the school.
- U (Unsatisfactory) = Student ignores responsibilities and class rules.

Closing of School

If the school is to be closed due to storms, road conditions, etc., information will be available on our website. As a general rule, we follow the same closures as Tooele County School District.

Code of Conduct/Academic Honesty

Honesty is expected in all academic endeavors. The honest academic work of a student reflects his/her unique, independent thoughts while also crediting other people who helped shape the development and expression of his/her ideas.

Cheating is academic dishonesty and includes copying other’s work on tests or homework. Plagiarism is a form of cheating and includes taking another person’s work or ideas and using them as your own.

Students must fully understand the concepts of cheating and plagiarism. When in doubt, ASK. Some examples of plagiarism:

- Paraphrasing text from a book or web site without citing
- Cutting and pasting or copying text without quoting
- Copying and using an image without saying what it is and where it was found
- Using an online translator instead of completing your own required translation
- Submitting a paper written by a parent or tutor without acknowledgement

Middle and Elementary School is a time to learn proper procedures for academic behavior, writing, and research. Bonneville Academy teachers will help students learn and apply the rules.

Students involved in cheating, as determined by their classroom teacher, will automatically receive a "0" grade for the assignment. The Administration will be notified with a referral from the teacher.

Additional disciplinary action may occur at the discretion of the classroom teacher or administration.

Such consequences may include but are not limited to: missing class parties, field trips, or extra-curricular activities. Repeated offenses may result in suspension.

Cold Weather

Since fresh air and exercise are two very important aspects of a healthy lifestyle, students are given time outside each day. If the administration determines that the weather is inclement, students may have indoor recess. In addition, all student's K through 8th grade will have outside physical education activities at the teacher's discretion. Students must dress appropriately which includes a coat, hat and gloves on cold days.

Communication/ Newsletter

Bonneville Academy will e-mail bi-weekly updates and other correspondences directly to the parent/guardian. E-mails given in the lottery system and entered into Gradebook will be used for this communication. It is critical that parents maintain a current email address through the ASPIRE system. The school will also send a monthly newsletter, as well as posting updates and information to our social media accounts.

Teachers will send home communication at their own discretion, though it should be done on at least a weekly basis.

All general communication will be on our website. Additionally, the school can be found on both **Instagram**, **Twitter** and **Facebook** (@Bonneville stem). The school also invites you to use and explore the hashtag #Bonneville stem.

Computer Usage

Computers may be available for student use in each classroom and in the library. There are also computer labs available to students. Students should only be on a computer when supervised by faculty, and must follow school policies regarding computer usage. Students must have a teacher's permission to use classroom computers. All students must sign the Internet User Agreement form before accessing the internet. Student use of Bonneville Academy computers is a privilege. All use of computers must have educational objectives.

It is not appropriate to use school computers for online gaming, chat rooms, instant messaging, and etc. Any use that violates federal or state laws or school policy may result in detention and/or suspension. Students who vandalize or use computers for any inappropriate activities will receive consequences that correlate with the degree of their behavior.

Confiscated Items

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and may pick up the item from the front office. Any item confiscated more than once during the school year, may be kept by the Administration until the end of the school year and picked up by a parent at that time.

Dances (Middle School)

- Middle School students choosing to attend the dances must remain in the designated area within the school. Students must not leave the building except to be picked up by a parent and with permission from an adult chaperon. Parents will be required to pick up their student(s) who have left the dance and/or school grounds before the dance has concluded.

Discipline/General Expectations

- The teacher will create a classroom environment that establishes clear, consistent expectations for students.
- Teachers will have POSTED Classroom expectations in their classroom which:
 - Are developed collaboratively between students and teachers
 - Define behavioral expectations

Discipline Plan (Leveled Consequence Chart)

These expectations apply in the classroom, gym, cafeteria, playground, hallway, bathroom, assembly, before/after school, on school grounds, and school sponsored activities.

Level Descriptors	<p style="text-align: center;">Level 1</p> <p>Level 1 behaviors are <u>minor expectation</u> violations that are brief, non-serious, low in intensity, yet inappropriate.</p> <p>Consequences are mild, given by the teacher and are carried out within the classroom or another classroom.</p>	<p style="text-align: center;">Level 2</p> <p>Level II behaviors are <u>more serious</u> and deliberate in nature based upon the frequency and intensity of the behavior.</p> <p>Consequences are given by the teacher and are carried out within the classroom or another classroom or as after school detention.</p>	<p style="text-align: center;">Level 3</p> <p>Level III behaviors include serious fighting, harassment and verbal abuse that violate the dignity, wellbeing, and safety of another person.</p> <p>These behaviors will not be tolerated and will result in an immediate referral to the Administration</p> <p>Students who engage in Level III behavior will be referred to the Administration for immediate corrective action.</p>	<p style="text-align: center;">Level 4</p> <p>Level IV behaviors are extreme behaviors that result in immediate removal from the school by the Administration.</p> <p>Students who engage in Level IV behavior will be referred to the Administration for immediate corrective action.</p>
<p style="text-align: center;">Possible Consequences may include but not limited to:</p>	<ul style="list-style-type: none"> • Verbal correction • Apology • Loss of privileges 	<ul style="list-style-type: none"> • Verbal correction • Communication with parent/guardian • Reflection Time • Clean-up duty • Restricted Privilege (lunch in lobby, restricted recess activities, 	<ul style="list-style-type: none"> • Verbal correction • Reflection Time • Communication with parent/guardian • Loss of Privileges • Suspension (in or out of school) • After school detention • Restitution 	<ul style="list-style-type: none"> • Verbal correction • Meeting with parent/guardian • Loss of Privileges • Suspension/Expulsion • Referral to School Counselor • Restitution • Police Referral or proper authority • Behavior plan

Discipline (Positive) and Disciplinary Procedures

Bonneville Academy embraces the philosophy of positive discipline as our primary source of guidance in the classroom. Kind words, encouragement and affirmation motivate children much better than embarrassment and harsh words.

This method of discipline nurtures and empowers students to behave positively in the classroom. We want to teach students to be motivated by the successful outcome from being part of the solution rather than being part of the problem. It is our goal to teach students how to resolve conflict in a constructive way and to grow into responsible, contributing adults.

Donations/Annual Giving

Bonneville Academy greatly appreciates donations from parents, extended family and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles, and equipment for our office and classrooms. Donations may be tax deductible. Check with your tax advisor as appropriate.

Dress Code

All Bonneville Academy students in both the elementary and middle school must wear their clothing as defined in the dress code. There will be occasional dress down days to be announced at the discretion of the Principal. The full dress code can be found on the school website.

Drop-off & Pick-up Procedures

- All vehicles MUST follow the directional and coned areas when entering and exiting the parking lot.
- For safety reasons, you must drop-off and pick-up your students in the designated drop-off and pick-up zones. You may not have your children exit a vehicle before the designated zone.
- For the safety of all our students it is vital that you are aware of your surroundings.*
- In the mornings please pull as far forward as possible and follow all directions given by the school officials before having your student(s) exit the car.
- All students must be accompanied by an adult if walking to a parked car in the parking lot.
- Administrators, Teachers, and Teacher's Aides will oversee the Drop-off and Pick-up each day, serving as safety officers.
- These Safety officers will ensure that cars move efficiently and safely through the zone. They will ensure all cars pull all the way forward, stop and stay stopped until all students are safely in/out of their vehicles.
- Please also be considerate and courteous to our neighbors.

Drugs/Alcohol/Tobacco

Any student, who possesses, controls, uses, sells or arranges the sale of real, look-alike or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, expelled, referred for police investigation, and/or prosecuted.

The following may result in mandatory suspension or expulsion and be reported to authorities;

- Possession or use of an alcoholic beverage within 1,000 feet of school property or school sponsored event or during school hours.
- Selling, giving or delivering or distributing tobacco products within 1,000 feet of school property or school sponsored event or during school hours.
- Being under the influence of alcohol within 1,000 feet of school property or school sponsored event or during school hours.
- Sale, control or distribution of a drug or controlled substance within 1,000 feet of school property or school sponsored event or during school hours.
- Sale, control or distribution of drug paraphernalia within 1,000 feet of school property or school sponsored event or during school hours.

Elevator

The elevator is available for physically challenged individuals. Students in need of the elevator must give a \$5 deposit to the front office and obtain an elevator key for the duration of the handicap and will be given a note by the front office. Students who misuse the elevator will be sent to the office including allowing other students to ride in the elevator with them. When the student no longer requires the use of the elevator, the key is to be returned to the office and the deposit refunded.

Emergency Contact

The school uses the emergency contact information you provided for us when you registered. If your child becomes ill or is injured at school, or if there is an emergency evacuation, this is the information we use as our reference. It is the responsibility of the parent/guardian to notify the school of any changes to home phone numbers, emails or contact names and phone numbers. If a child is in need of immediate medical assistance, 911 will be called and if necessary, they will be transported by ambulance to the nearest medical facility.

Emergency Procedures/Disaster Plan

As an important safety precaution, fire, earthquake and other emergency drills are held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. Also, a campus exit route map is posted in each classroom.

Extra-Curricular Participation Policy

A student needs to be present for 2 hours of a school day to participate in extra-curricular activities. Any student who has been suspended from Bonneville Academy for any reason shall also be suspended from attendance at or involvement in any extra-curricular activity during the full period of the suspension.

FERPA

Bonneville Academy has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. Teachers implement research-based and/or peer-reviewed interventions and provide documentation of the results on the Documentation of Response to Intervention Form which is then reviewed by the school's problem-solving team:

The Child Find Team (CFT). The CFT includes an administrator, at least one special and general education teacher, and others as necessary. The CFT reviews student progress, identifies recommendations for instructional and/or behavioral interventions as needed and considers the need for a referral. The team must determine whether interventions have been implemented with fidelity and for a sufficient amount of time. A referral is completed if an evaluation for special education is recommended. The referral form should document parent contacts regarding concerns about the student's educational performance. The review of existing data and evaluation determination is conducted in collaboration with the problem-solving team. If the action taken is to conduct a full evaluation, the Special Education Director is assigned to coordinate all areas to be assessed as part of the full evaluation. If the referral is not going to result in a full evaluation, the school's administrator in collaboration with the Special Education Director should send the parents a Written Prior Notice of Refusal to take the action of conducting a full evaluation and existing data; information should be placed in an inactive special education folder.

Fitness Class & Outdoor Recess

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor's or parent's note for not participating.

Food/Drink

Food and drink are permitted only in designated areas. Students are encouraged to bring a water bottle with them so they can hydrate continually during the day. Teachers will be encouraged to identify their students' allergies and dietary restrictions and work with parents to address individual needs. Students will be discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other dietary restrictions.

Energy drinks are not allowed for students at school.

Classes who have a student with a food allergy will have a sign posted on their doors: Allergy Aware Classroom. A letter will be sent home to parents of all students in that class so that they will be aware that certain foods are restricted in that setting and for classroom activities.

Forget Something

If your student forgets something from home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.

Grade Book

Students' grades and upcoming assignments will be posted to ASPIRE. ASPIRE will be updated weekly. You can request your student's access code from the front office.

Grading and reporting will be based on clearly defined criteria that represents the attainment of content knowledge and skills as defined in the state content curriculum standards and are consistent across grade levels and courses.

A minimum of 80% of the grade will be based on a student's mastery level of grade and/or content standards and a maximum of 20% will be based on participation, etc.

All teachers will consistently use common grading and exporting policies, processes, and procedures based on clearly defined criteria that represents each student's attainment of content knowledge and skills.

All stakeholders – teachers, admin, students and parents – will be made beware of how students are being assessed.

Gum

No gum is allowed on campus at any time (this includes before and after school hours). Middle School students chewing gum will be assigned after school detention.

Harassment, Hazing, Bullying and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment is how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of harassment of any type; threats, hazing, intimidation or initiations, may be suspended and/or referred to law enforcement for disciplinary action. The school shall act to investigate all complaints of discriminatory or other harassment, verbal or written, and to discipline or take other appropriate action against anyone who is found to have violated this policy.

Bullying Prohibition and Prevention: All students should feel safe at school. Bonneville Academy has no tolerance for bullying. Bullying is a form of harassment and is defined as: The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, and extortion of money or possessions. Such conduct is disruptive to the educational process and therefore, bullying is unacceptable behavior. Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Consequences will depend on age, situation, and child's previous behavioral issues. Law enforcement officials shall be notified of bullying incidents, as required by law. This policy also applies to students who, by their indirect behavior, condone or support another student's act of bullying.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. Since Utah is a NO BULLYING state, bullying will result in severe consequences.

Health and Related Issues

If your child has had a fever, has vomited or had diarrhea, or has had any rash that may be disease related or if you do not know the cause, the child should stay home until you have been able to check with your family physician.

Becoming Ill at School

If a student becomes ill at school, every effort will be made to contact the parents who should be available to come check the student out at the office and take the student home. We require that you, or someone you designate, pick up your child.

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration forms. The parent should also inform the child's teacher of any medical conditions.

Homework and Daily Planner

Students will be provided a planner in order to record homework assignments. If a student loses their planner or folder they may purchase a replacement one from the main office.

Students also have homework folders that are sent home. Teachers are directed that homework assignments should be intentional and thoughtful, and not merely sent as busy work. It is likely that your child **will not** have homework each night. Please use this time to engage in family activities and provide time for your child to enjoy being a child. Should you have a concern regarding homework, please visit with your child's teacher, and then a member of the school administrative team, should you be unable to reach a resolution.

All students are encouraged to read at least 20 minutes each night.

Items from Home

The school cannot assume responsibility for any items brought to school. We ask parents to be observant in making sure that when valuables are brought to school, they are brought to the teacher for safe keeping. Valuables should never be left in the students' desk. If you feel your property has been stolen, contact an administrator; however, there is no guarantee your property will be recovered.

Language

One of the core values at Bonneville Academy is respect. If students respect others, themselves, and their environment, then Bonneville Academy becomes a great place for learning.

Respectful language must be used at all times. We expect that no foul, vulgar or offensive language is used on school property. This language may be, but is not limited to, cursing, vulgarity, and dangerous threats. Any threats may be reported to law enforcement in order to create a safe environment for learning. Offensive language is considered anything of the sexual nature. Sexual harassment can involve any verbal language or physical contact that is unwanted. Language that is used in a threatening manner is language which makes a personal threat to any individual—students, teachers, school employees, etc.

Library /Media Center

Library Access: Elementary students may check out books during class time in the Library, at lunch time, or any recess time when the librarian is not teaching a class in the library. Secondary students may check out a book during a class visit or at lunch time. If students leave class in order to come to the library, they must bring with them a note indicating that they have their teacher's permission to be there. All students may return books any time when the Library is open.

Book Check-out: Books are checked out for two weeks. Library books are also available to be put on hold. Each hold remains active for one year while waiting for the book requested to become available. Once the book has become available, it will remain on In-Stock Hold for 40 days before it is either returned to the shelves or moved on to the next person waiting for the book. Kindergarten students may have only one book out at any one time and up to two books on hold. All other elementary students may have up to two books out at any one time and up to four books on hold. Secondary students may have up to three books out at any one time and up to five books on hold. Library books may be renewed up to three times as long as there are no holds on the book. Each renewal is for an additional two weeks from the date of renewal.

Overdue Books & Fines: After the two-week check-out period, if a book is not renewed, it becomes overdue. There is a 10 school-day grace period after a book is overdue during which fines do not accrue. After the 10 school-day grace period there is a 5 cent fine per school-day for each book until the books are returned. The overdue fines will not exceed \$2 per book. If a student has any overdue books or any fines, that student may not check out any additional books until their fines are taken care of and/or their books are returned or renewed (this is to try and help minimize fines). If a book is overdue and has not been returned by the end of inventory (at the end of the school year), it is considered lost. If a book is reported as lost, the student will be charged any late fees accrued up to the date it was reported as lost (not to exceed the maximum \$2 per book overdue fine). The student whose name the book is checked out under is responsible for paying any fines for the book, including the replacement cost if the book is lost. If the book is returned after it is considered lost students will be charged any late fees between when it was reported as lost and when it was found (not to exceed the maximum \$2 per book overdue fine).

Paying Library Fines: Fines are paid to the front office. Once the fines are paid, *verification of payment needs to be brought to the librarian before the fines will be taken off of the student's library account.* Verification can take the form of either the receipt for payment or an office signature on the fine notice. Donated books can also be used to pay fines. Each book donated in good condition will be counted as \$0.25 toward payment of fines. However, if the fine is for a lost book and the book was a new book (if you're not sure you can ask the librarian), we ask that you replace the book. If you plan on paying for fines with donated books, please indicate so when you donate the books.

Damaged Books: If a book is damaged, the student to whom the book is checked out to is responsible for paying for the damages to the book. If a book is damaged beyond repair, then the student is responsible for paying the cost to replace the damaged book. Please do not try to repair the book at home or in class.

Library Donation Opportunity

The Bonneville Academy Library will gladly accept gifts of books and other materials.

Lice

Student will be sent home if there are any nits or lice found in a student's hair. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Bonneville Academy reserves the right to discretely check students' hair for evidence of lice. Students may not attend school until a doctor verifies that treatment has been effective.

Lockers

Lockers are available to students in grades 5- 8. Lockers are school property and should be treated with respect. They are made available for student use to store school supplies and personal items necessary for use at school and may be used with the following conditions:

- No food should be left in a locker overnight. Stickers are not allowed on the inside or outside of the locker.
- Students should keep their lockers locked at all times.
- Students are not allowed to share a locker.
- Students are responsible for locker damage and condition.
- Students may not write in or on lockers or decorate with anything that is difficult to remove.
- Students must keep their lockers clean.
- Students must use the locker and lock assigned to them and should not share their combination with friends.
- Any unauthorized locks may be removed without notice and destroyed.

Violation of locker usage will result in discipline. Bonneville Academy retains the right to inspect the locker and its contents to insure that the locker is being used for its' intended purpose, and to eliminate hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and prevent the storage of prohibited/ dangerous materials such as weapons, illegal drugs, alcohol, or tobacco. Lockers remain school property and students will have no expectation of privacy. Bonneville Academy assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.

Any damages should be reported immediately to the office and any damage caused by misuse will be charged to the student occupying the locker. These lockers are not to be used to store items which cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules. Repeated infractions may result in termination of the use of lockers in which the locker fee will be forfeited. Restitution will be made for any damage to lockers.

Lost and Found

Parents/guardians are encouraged to write their student's name on any personal belongings coming to school. Unclaimed lost and found items will be donated to charitable organizations every other month.

Medications

- Teachers are not allowed to administer any medication, including aspirin. Medication can be administered from the front office under the following conditions:
- Students who need to take any kind of on-going medication must have written

- authorization from a parent/guardian AND the student's physician.
- Prescription medication should be brought to the front office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
 - It is the parents' responsibility to keep medication in adequate supply.
 - For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
 - If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
 - Students with Epi Pens or rescue asthma medications are allowed to keep the medication with them, easily accessible. Their forms should indicate that the doctor/practitioner and the parents request that this type of medication be kept with the child and the teacher should be notified of the situation.

Parent Concerns

Parents are always free to bring any problems or questions to the attention of the Administration. It is the policy of the school for parents to first discuss any classroom concerns with their child's teacher prior to involving the Administration. In almost every instance, frankness and consideration of all points of view can bring an equitable solution. Should questions still remain, the parents are invited to bring the concern to the Administration. Conversely, teachers will communicate with parents any concerns they may have about a student's progress or behavior. **Any concerns brought to the Administration from a parent will be shared with the teacher.** It is only through open and honest communication that issues may be resolved.

Physical Contact (Fighting and Inappropriate Displays of Affection)

Fighting will not be tolerated at school, any school function or school-sponsored activity. Students who fight or threaten to fight may be suspended.

People who promote, instigate or encourage fighting will likewise be held responsible. Consequences will be determined based on age and past behavior. Fighting is defined as any physical contact in aggression, which would include, but is not limited to: hitting, kicking, pushing, striking a person with any kind of object (i.e.: pencil, elastic band, etc.), or spanking.

Students who display inappropriate attention towards one another in and/or near school or at a school sponsored activity will be reminded to refrain from such behavior. It is distracting and will not be allowed. Examples of PDA (public display of affection) include but are not limited to: kissing, inappropriate hugging, etc. After one reminder, the students involved in inappropriate PDA will receive an office referral and will participate in a parent conference.

Pornography

Pornography consists of, but is not limited to (any image, whether still or video), story, or audio, that is sexually explicit in nature. Pornography is not permitted at school for any reason. Students who are found participating in any form of pornography will receive a referral to administrators, and may be reported to legal authorities for further actions. Students, who are participating in any form of pornography while using a computer, will lose computer privileges for the remainder of the school year.

Report Cards/Grading

Report cards will come out four times a year and will be available electronically each quarter.

Registration

Registration packets for the 2018-2019 school year will be available in January. Due Date will be posted on the school website under enrollment. Registration packets may be completed and submitted electronically. Middle School class requests are due by in February. Specific due dates will be sent home in an email to parents and posted on the school website. New students will be pulled from the lottery for open spots of students not declaring starting on the posted date on the website. This is usually the third or fourth week of January.

2021-2022 Student Fee Schedule

REQUIRED FEES (for fully and partially enrolled students). Required fees are eligible for fee waivers. The following student fees may be assessed to all middle school students grades sixth through eighth.

Required Fees

6th Grade: Fine Arts \$10, Activity Fee \$15, Computer/Technology Lab \$20, Locker Maintenance \$5, Science Lab \$15, TOTAL: \$65

7th Grade: Intro to CTE/CCA \$25, Fine Arts \$10, Activity Fee \$15, Computer/Technology Lab \$20, Locker Maintenance \$5, Science Lab \$15, TOTAL: \$90

8th Grade: Fine Arts \$10, Activity Fee \$15, Computer/Technology Lab \$20, Locker Maintenance \$5, Science Lab \$15, TOTAL: \$65

Note: Fees may be waived in accordance with state regulations. For information on fee waivers please review the School Fees Notice, Bonneville Academy Fee Waiver Policy or contact a school administrator. At the time of registration, parents who are seeking a fee waiver will need to bring the completed form, documentation and meet with an administrator.

Screenings

Parents must provide evidence that a student has had a vision screening if entering a Utah public school for the first time. Hearing Screenings will be done according to school procedures. Please contact the office if you have questions regarding these health screening programs.

Search and Seizure

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

Selling Products on Campus

Selling any products on campus not approved by the administration is prohibited.

Student Government

Starting in the 2021-22 school year students acting as SBO officers will enroll in a middle school elective class: Life's Leaders. Below are the requirements for enrollment. If you have any questions, contact Mrs. Van Cott (SBO Advisor) in the library or at the following email address: julie.vancott@bonnevilleacademy.org.

Student Government Officer Qualifications:

1. Be a 6th, 7th or 8th grade student
2. Have an incoming GPA of 3.0 or better
3. Students citizenship is in good standing
4. Willingness to behave as a positive role model at all times, especially while at school.

Class description:

Life's Leaders class will focus on characteristics of good leaders, and how to become one. Students will have many opportunities to take on leadership roles throughout the year. Students in the Life's Leaders class will serve both Middle School and Elementary students of Bonneville Academy. Good behavior will be the rule, not the exception for students in this class.

Throughout the year students responsibilities of this class will include the following, but are not limited to: school assemblies, middle school dances, fundraisers, service projects, PTO activities as needed, special events such as Spirit Week, School Choice Week, and others, attending school board meetings, and acting as voice for fellow students at appropriate times. Participation in this class can be revoked if an enrolled student's behavior fails to meet the requirements set above.

Student Led Conferences

Student Led Conferences will be held two times a year (September and March). This is a time when students, parents, and teachers talk about the students' progress in the school and their individual needs.

Attendance is crucial! Students should plan on being involved in the conference. This time is considered an official school day and the conference will mainly be led by the students, depending on age. If you need to meet with your teacher more than twice a year or if a problem arises please contact the teacher directly to set up an appointment. Parents may ask for a conference at any time.

Student Visitors

To provide for a safe environment, students are not allowed to have student visitors attend school with them at any time during school hours. This also applies to after school activities unless otherwise specified. A school administrator must approve all exceptions.

Successful School Year Tips

- Be positive about school.
- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Help your student set short-term and long-term goals.
- Help your student to follow through with homework assignments.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you," and "excuse me."
- Model and reinforce appropriate behavior.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work but do not expect more than your child is capable of doing. Praise your student's effort!
- Involve your child with reading and writing activities.
- Encourage your student to communicate with you and the teacher if there are particular difficulties with classmates or peers.

Supporting Student Success

Bonneville Academy recognizes and supports students as individuals, each with unique talents and interests. We are committed to helping students learn the skills and knowledge needed to understand their world by encouraging teaching that individualizes and personalizes challenges. Teachers will regularly assess students in order to adjust instruction, and appropriately remediate or enrich, maintaining highly rigorous expectations in alignment with the Utah State Core Standards.

Theft, Extortion, Vandalism, and Arson

Any student involved in stealing or extorting money, vandalizing school or personal property, or in causing fires of any nature may be suspended and/or expelled, and referred to law enforcement officers. Students found in possession of any incendiary device such as, but not limited to, matches and lighters are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement officers.

Telephone Use

Students may only use the office telephone if necessary for emergencies. Any student feeling sick and needing to call their parent/guardian must call from the front office phone.

Testing Policies

Bonneville Academy's aim for any test or assessment is to use the results as a tool to better understand the specific needs of the students.

The following are the required Utah Standardized Tests. The exact dates of the tests will be communicated in the school Newsletter. Please make sure that your student is in attendance during testing days.

- End of Year State Tests: Adaptive tests in Math, Language Arts and Science will

take place in April and May grades 3 - 8. This assessment is from the Utah State Office of Education. Students must be in attendance during these weeks.

- Interim Tests: The new state assessment system will include interim tests. More information will be provided as it is provided by the State Board of Education.

Parents and students need to be aware that changes were made in student accountability during the recent legislative session. Utah has now entered the era of what is referred to as "high stakes testing." Briefly stated, this means that students will be held accountable for their performance on the standardized testing required by the State.

Should a student have a planned absence at the time of these tests, they will be given an opportunity to take the tests at a specified time during the testing window. Please notify the teacher and front office as soon as possible if your child will be missing the testing. If a student is unable to take the test during that specified time, they will not be allowed to make up these tests.

Withdrawal/Transferring Students

If a student is transferring to another school, the parent/guardian must fill out the official withdrawal form (located at the front office). A withdrawal form (needing parent/guardian signature) will be generated, grades will be assigned, and textbooks and library materials collected. Student transcripts and health records will be forwarded, once requested from the new school. We cannot send official school records with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to June 30th.

Visitors and Volunteers

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. *All non-employee adults must sign in at the front office and pick up a visitor's badge upon entering the building.* Any parent who wishes the option to work with students on an individual level must first take and pass a background check. Information regarding this check is available from the Office.

Parents are not to stand outside of classroom doors at the end of the day and wait for class to end. All parents need to wait in the front lobby for children to come and meet them., All parents wishing to come into the school at ANYTIME between the hours of 8:00 and 4:00 must check in with the office and obtain a visitor badge. If you are wishing to meet with a teacher during these hours, you **MUST** have a visitor badge on. Visitors should also remember to sign out and return the visitor's badge prior to leaving the school. Upon signing back out of the school, the visitor's badge will be returned for one's keys. ALL PEOPLE ENTERING THE BUILDING MUST COME THROUGH THE FRONT DOORS.

Please leave small children at home if you plan to assist in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made.

Volunteer Hours

Studies show that parent participation is directly related to student success. Bonneville Academy recognizes that parents want to be actively involved in the education of their children. Volunteer hours can be hours worked on campus or hours worked at home. **To this end, Bonneville Academy requests all families to volunteer at least 20 hours of time during the school year.** Volunteer hours should be logged with the school (in conjunction with the Parent Teacher Organization) to assist with data collection for federal/state grant awarding.

Some families may wish to make a contribution in a monetary way. In this case, you may contact a member of the school administrative team.

Weapons

The School recognizes a responsibility to provide a safe environment where students and employees are free from unlawful and violent acts. A student may be suspended or expelled from school when the Administration has determined that he/she represents a threat to the health and/or safety of other students and/or school employees by:

- Possessing, using, threatening to use, selling or attempting to sell any firearm, facsimile of a weapon, knife, explosive, chemical/weapon/device, martial arts weapon or other dangerous object. A student who is found to have brought a weapon (as defined under section 921 of title 18, United States Code), to school or to a school-supervised activity or to be in possession of such a weapon while at school or when involved in any school supervised activity, or who has threatened the use of a weapon at school or in connection with any school-supervised activity, shall be expelled from school.
- Causing, attempting, or threatening to cause, personal harm, damage to personal or school property, and/or disrupting school activities or transportation. Such actions include, but are not limited to the following:
 - Arson - The willful and malicious burning of any part of a building or its contents.
 - Vandalism - The willful act of damaging or altering the physical appearance or property of the school, staff, or students.