

Revised and Updated 6-15-26



Emery County School District

Elementary School Handbook

Castle Dale Elementary
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School Welcome

On behalf of the Faculty and Staff of Castle Dale Elementary we would like to welcome you. We hope the time you spend with us as a student or parent will be an enriching experience in your life. We look forward to working with you.

The information in this handbook has been designed to help you become acquainted with the policies and procedures at Castle Dale Elementary and hopefully to make you feel a part of our student body. These policies, procedures, and routines have been implemented for our students' education and safety. It takes everyone – faculty, staff, students, and parents – to make the school experience a rewarding one. We encourage parents to be involved in their child's education.

At Castle Dale Elementary School, we strive to provide a safe environment where students can learn and grow. We appreciate the time and effort that you as parents put into your child's educational welfare. We have created this handbook as a resource for you to refer to if questions arise about school policies or procedures.

We have a highly qualified staff of teachers and educational assistants who are here to provide students with the knowledge and experience they need to become successful citizens of our city, state, country, and world. We believe that students deserve a safe environment in which to learn, and will do all within our power to ensure such an environment exists in our school. It is for these reasons that the policies found in this handbook were chosen.

We believe in order for a child to fulfill his or her potential, it is vital for parents to be involved in the educational process. This includes working with your child at home, reading to and with your child and being read to by your child, volunteering in your child's classroom, attending parent meetings and conferences, and alerting the school of any issues or concerns that you may have.

With your help, we can create an environment where gaining knowledge is encouraged and learning is applauded. We also believe that your involvement can lead to a respectful, responsible student body that will treat one another with courtesy and compassion.

Once again, we thank you for your interest in your child's success, and encourage you to work closely with your child, your child's teacher, and the school. Together we can make a difference.

Sincerely,

Castle Dale Elementary Faculty and Staff

Motto, Vision, Mission, and Goals

Castle Dale Elementary is a school where students, staff, administration, and parents work together to create a safe, orderly, and dynamic environment.

Motto:

Cougars Conquering the Challenge

Vision:

Castle Dale Elementary's vision is to create a:

Community of *Learners*
Community of *Caring*
Community of *Collaboration & Teamwork*

- A community of learners is a community in which everyone is teaching and everyone is learning simultaneously under the same roof.
- A community of caring is a community in which adults and students alike protect and attend to each other's individual needs. It teaches character, service, and universal values. Standards of conduct are outlined, taught, practiced, and then expected to be demonstrated by all.
- A community of teamwork and collaboration is a community that realizes goals cannot be achieved by working alone. In such a community flexibility is practiced. It is a place where teachers, principals, and students talk with, observe, share their knowledge, and actively help one another become more successful.

Community of *Risk Takers*
Community of *Commitment*
Community that *Celebrates Diversity*

- A community of risk takers is a community that provides a safety net for adventuresome learners. It is a community in which students, teachers, and principals feel comfortable to ask for support.
- A community of commitment is a community in which every student and every adult commits themselves to their work of teaching and learning and deliberately chooses each day to be in school in order to learn and teach.
- A community that celebrates diversity is a community that looks for differences of all kinds in students and teachers, attends to these differences, and further celebrates the differences as good news and as opportunities for learning.

Mission:

Our mission is to work as partners with families to provide skills and tools that empower all of us to ***learn, dream, care, and believe*** we can determine our future.

Goals:

We strive to:

- Establish a learning environment that is effective and promotes positive self-esteem for students both as learners and as individuals;
- Implement effective research, teaching methods, and technology so students leave our school as lifelong learners with higher-level thinking skills;
- Develop personal responsibility and accountability through increasing individual and group skills in decision making, problem-solving, communication, and creativity;
- and -
- Develop respect and concern for self and others.

Enrollment/Withdrawal Information

Registering for Kindergarten

To be eligible to enter Kindergarten, a child must be at least five (5) years of age on or before September 1 of the particular year during which admission is sought.

The following documents are required **before** a child can be registered in school:

1. Health Exam (Not Required) – This is strongly suggested. Make an appointment as early as possible with your healthcare provider or clinic.

2. Birth Certificate– Parents of *children born in Utah* may obtain their child's birth certificate from the Southeast Utah Health Department, 25 West Main, Castle Dale, Utah 84513. Phone number (435) 381-2252. The certificates may be ordered online, by mail, or in person. *Appropriate identification is required. The cost is \$15.* Information is online at <http://www.utahcountyonline.org/Dept2/Health/Vital%20Records/home.asp>. Birth certificates for a *child born outside of Utah* may usually be obtained from the department of health in the state in which the child was born. Information is online at National Center for Health Statistics website, —Where to Write for Vital Records: <http://www.cdc.gov/nchs/howto/w2w/w2welcom.htm>. Please note that birth certificates must be state certified and not a hospital copy.

3. Immunizations—These are required by law for a child entering school:

5 DTP (**Only 4 doses required** if 4th DTP was given on or before the fourth birthday)

4 Polio (**Only 3 doses required** if the 3rd Polio was given on or before the fourth birthday)

2 Measles, Mumps, Rubella (MMR) (One must have been given **after** the child's first birthday)

3 Hepatitis B

2 Hepatitis A (First dose **MUST** be after one year of age. Second dose **must** be administered a minimum of six months **after** first dose.)

2 Varicella (Chicken Pox) (First dose **MUST** be after one year of age. History of the disease is acceptable. A parent **MUST** sign a verification statement that is kept on school record.)

4. Dental Examination (Not Required) - This is strongly suggested. – Make the appointment early to allow time for needed corrections to be made.

Withdrawing students: If you are moving and are withdrawing your child from school, please call, come by the school, or send a letter with your child a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork.

Parental Custody:

To be enrolled at an Elementary School in the Emery County School District, a student must be living with his/her parent/guardian, or in the case of divorced parents – living with the parent who has legal custody. If this is not the case, then a legal document must be provided to the school establishing who has legal custody of the student. This must be completed **before** the student may be enrolled. The Division of Family Services or the Division of Social Services will be accepted as legal guardians in special cases.

Attendance

Student Attendance and Exemption from School Summary of Policies JE & JHB

Emery County School District Policy States:

Regular school attendance is required by Utah State Law, 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 a must and we encourage that children not be allowed to stay home unless they are ill.

Utah Compulsory Attendance Laws ([53G-6-202](#))

Attendance at school is a critical element for student achievement and success. Excessive student absence from school leaves learning gaps that are difficult to fill. Compulsory Education laws of the State of Utah require students who are at least 6 years of age and not more than 18 years of age, shall attend school unless properly exempted by the Board of Education. Parents or legal guardians of a student between 6 and 18 years of age are responsible for sending the student to school.

A note or call to the school explaining your student's absence is expected for each day your student misses school.

In the Emery County School District:

Local school administrators are designated by the Board to administer the District Truancy Prevention Policy ([Policy JE](#))

When a student becomes truant, the individual school will notify the student's parent(s) by telephone, mail, or personal communication and use the following procedures for a school-age student who is in grades 1-6:

a) The Notice of Compulsory Education Violation shall:

- 1) Direct the parent(s) of the school-age child to meet with school authorities to discuss the child's school attendance problem.
- 2) Direct the parent(s) to cooperate with the school in securing regular school attendance by the school-age child.
- 3) Designate the place, time, and with whom the parent(s) will meet.
- 4) State that it is a Class B misdemeanor for the parent of the school-age child to intentionally or recklessly fail to meet with the school authorities, or fail to prevent the school-age child from being absent without a valid excuse five or more times for the remainder of the year.
- 5) Be served on the school-age child's parent(s) by personal delivery or certified mail.

If the school cannot resolve the attendance issue due to the failure of the school-age child's parent(s) to work with school authorities, the school shall report the violation to the County Attorney. Utah Code 53A-11-101.5(7)

If students with disabilities under the Individuals with Disabilities Education Act (IDEA), or students protected under Section 504/ADA of the Rehabilitation Act, have excessive absences

and fall within the criteria of this rule, the student's IEP team, (IDEA), or school team (Section 504) shall ensure that the procedures of this rule apply consistent with State and Federal Law and Regulations.

Tardies:

Students are expected to be in class by the time the tardy bell rings. If a student is excessively tardy a conference may be called by the child's teacher and may include the teacher, child, parent or guardian, and - if deemed necessary – the school principal.

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school. Your support and cooperation are appreciated.

Scheduling Appointments:

Please schedule medical, dental, and other appointments outside of school hours. Private lessons should not be scheduled during school hours. If your child must leave during school hours, a parent or authorized individual who has been listed on the student registration form must check him/her out at the school office.

Travel and Vacations:

Periodically students travel with their parents on business trips or vacations during the school year. To capitalize on the learning opportunities such trips provide, parents are encouraged to make prior arrangements with the teachers regarding the possibility of the student keeping a journal, or maintaining some other account of their trip. Provisions should also be made to complete assignments that will be missed. To obtain these assignments in advance teachers and the school office should be notified one week prior to departure in order that proper preparations can be made.

Class Assignments:

Since learning is progressive, it is important that all assignments are completed. Teachers will provide the opportunity for students to make up assignments missed, but *it is each student's responsibility to find out what assignments were given* and the date by which they are to be finished.

After school pickup:

An attempt will be made to contact parents of students who are not picked up after school. If, within 30 minutes of the final bell, students still remain at school – to meet safety, supervision and legal requirements – the Emery County Sheriff's Department will be notified.

Student Health

Illness:

Please follow these guidelines if your child is ill:

- 1- Take time to notify the school.
- 2- Before sending your child to school, be sure that she/he is well enough to be in school.
- 3- Do not assume your child will get better at school.
- 4- Understand that we have no provisions to care for sick children.
- 5- Understand that our teachers are entitled to a duty-free lunch and cannot attend to children whose parents have requested they be kept inside.
- 6- Do not send your child back to school until they have been fever free for 24 hours without medication.

****If your child is absent for an extended period of time due to illness, a doctor's statement may be requested upon returning to school.***

Illness at school:

If a child becomes ill at school, every effort will be made to contact the parents who should be available to check the child out at the office and take her/him home. It is very distressing, not only to school personnel but also the child, to have a sick child at school and not be able to contact a person responsible for the child. ***Please notify the office of any updated emergency numbers.*** An ill child may not walk home alone. You, or someone you designate, must pick up your child.

Chronic or serious conditions:

Diabetes, epilepsy, asthma, and similar conditions, which could require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration information sheet. A health plan should be made with the District Nurse.

This information is important for the safety of your child.

Infections and illnesses:

If you suspect your child has any of the illnesses listed below, please do not send him/her to school. We urge you to seek medical attention for diagnosis and treatment as needed.

- | | |
|--|--|
| • fever of 100 degrees or above | • unusual drowsiness or tiredness |
| • abdominal pain | • sore throat |
| • diarrhea or frequent, loose, watery stools | • persistent cough |
| • acute colds | • red, inflamed, discharging eyes (non-allergenic) |
| • runny nose (non-allergenic) | • suspected head or body lice |
| • swollen glands around jaws, ears or neck | • skin rash of unknown origin |
| • suspected impetigo | • any skin sore oozing fluid |
| • yellow, green or odorous pus in blister | |
| • nausea or vomiting | |

Please keep your child at home if s/he has any other symptoms suggestive of acute illness such as:

- | | |
|----------------------------|-------------------|
| • Diphtheria | • Strep infection |
| • Infectious mononucleosis | • Ringworm |
| • Pink eye | • Measles |
| • Mumps | • Whooping cough |

Note: Children who have chicken pox will be referred to the school nurse or local health department.

Head Lice Policy [JLCEF](#):

Children will be referred for treatment at the end of the school day. Until the end of the day, they are to avoid activity that involves head-to-head contact or sharing of head gear (i.e. headphones, headbands, combs, etc.)

The nurses or trained personnel will check a child and any siblings suspected of having head lice. If lice are confirmed, parents, guardian, or the designated emergency person will be notified. Children **may return to school after treatment. A second treatment should be done 7-10 days after 1st treatment if an over-the-counter product is used.** When a case of lice has been confirmed, a letter, appropriately marked, may be sent home to the parents/guardians of the affected student. Parents are encouraged to check their children's heads for lice regularly.

Accidents and Injuries:

On your student's registration card, please indicate the names, addresses and phone numbers of individuals who should be contacted in an emergency. ***Update this information promptly if it changes.*** Students and parents may expect that these procedures will be followed in the event of an accident at school:

1. The student should report to the teacher her/his injury and what happened.
2. If minor medical attention is needed, the teacher will bring the student to the office.
3. In a more serious situation, the parents will be called immediately.
4. School personnel cannot take a child to a health care provider unless it is an absolute emergency.
5. We do not diagnose ailments or administer any medications in connection with an accident.

Concussion/Head Injury Protocol:

Any student who sustains an injury to the head should be evaluated by staff. The ideal person to evaluate the student is the school nurse. If the school nurse is not present, the student should be evaluated by the school's first responder using the flowchart. Each student who experiences an injury to the head should be monitored using the checklist for a minimum of 30 minutes, and parent or guardian must always be called. A copy of the parent notification form and the checklist should be sent home every time a student has an injury to the head. (See Appendix B.)

Medications:

Medication can be administered at school under the following conditions:

1. Students who need to take any kind of medication must have written authorization from a parent/guardian **and** the student's health care provider.
 2. Prescription medication should be brought to the school office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
 3. It is the parent's responsibility to keep medication in adequate supply.
 4. For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
 5. If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
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Vision Screening:

The State of Utah mandates yearly vision screening and a reporting of those screenings on the K, 1st, 2nd, 3rd, 5th, and 7th graders. The Emery County School District routinely screens students and upon teacher or parent request in other grades. A parent at any time may request that their child be exempt from the screening by completing and submitting an opt out form. These forms are available in your school office or website.

Hearing Screening:

The State of Utah mandates yearly hearing screening and a reporting of those screenings on preschool, kindergarten, 1st graders and all new students. The Emery County School District routinely screens students and upon teacher or parent request in other grades. A parent at any time may request that their child be exempt from the screening by completing and submitting an opt out form. These forms are available in your school office or website.

Emergency Plan

Drills:

Fire, earthquake, and other emergency drills are held at regular intervals as required by law and to ensure student safety. Instruction in safety procedures is given by the teachers in all classrooms at the beginning of the school year and reviewed periodically. It is essential that, when the signal is given, ***everyone in the building obeys orders promptly and clears the building by the required routes as quickly as possible.***

School Closure, Delayed Start or Early Dismissal, Reunification Plan:

Schools will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force a school closure, delayed start, or early release. Parents and employees will be notified via a Parent Link phone call, as well as other media types about any school closures, delayed starts, or early dismissal of students. All school closures, delayed starts or early dismissals are for one day only. No Parent Link phone call means that the school is open and regular schedules will be followed. In the event that reunification is required, the plan in Appendix C will be followed.

***Parents/Guardians: Make sure that the school has correct contact information, including a current telephone or cell phone number and email or you will not receive these notifications.**

Family Plan:

It is advisable for each family to have a predetermined plan, which children can follow should it be necessary for school to be dismissed early for emergency reasons.

Emergency Procedures:

Your children will be given the following instructions for each of these specified emergencies:

- ☐ **Bomb threat:** Search by personnel for suspicious packages, evacuation if deemed necessary by the person in charge.
- ☐ **Earthquake:** Drop, cover, and hold; evacuate when instructed. Out-of-doors, move to open space away from power lines; drop, cover neck and head.
- ☐ **Fire:** Students exit in an orderly way, via assigned routes, and remain at the school boundary awaiting further instructions.
- ☐ **Flood:** Students evacuate to the highest level of the school building.
- ☐ **Hazardous spill:** Close windows and await instructions in the event of a chemical or other hazardous materials spill.
- ☐ **Inclement weather:** The superintendent will make all final decisions regarding actions taken. Parents will receive a ParentLink call if notification is required.
- ☐ **Gas Leak:** A brass bell will be used to notify teachers. Students will be evacuated in an orderly manner from the building and taken to the designated evacuation point.
- ☐ **Lockdown :** Students will follow the instructions of the school staff for the type of lockdown that is called.
- ☐ **Reunification:** Students will be sheltered in the gym until reunified with their parent/guardian following the plan in Appendix C.

For questions about the emergency, contact the school office.

Transportation Eligibility and Rules

Riding the bus is a **privilege**. Improper conduct on the bus will result in loss of bus riding privileges. It will then become the parent's responsibility to get his/her child/children to and from school.

The following rules will be followed at all elementary schools:

- 1- Students living farther than 1.5 miles from the school are eligible for transportation services.
- 2- All students who ride the bus are expected to behave in a courteous and respectful manner while waiting to board the bus.
- 3- Students are to be on time at the designated bus stops and are to wait until the bus comes to a complete stop before attempting to board.
- 4- Students are to arrive at the bus stop not more than five (5) minutes before pick-up time.
- 5- Students are expected to conduct themselves in a courteous and cooperative manner on the bus at all times.
- 6- While on the bus, the students are under the authority of, and directly responsible to, the bus driver. Loud and boisterous talking or laughing is prohibited on the bus while students are being transported.
- 7- Students are to be properly seated while the bus is in motion and are prohibited from waving hands out of the windows of the bus.
- 8- Students who come to school on the bus should go home on the bus unless parent permission is given in the form of a signed note.
- 9- Non-bus students are discouraged from requesting permission to ride the school bus, and should go directly home after school. Students are not to remain in or around the school without permission.
- 10 - Notes to ride to other stops are not acceptable. Students will only be dropped off at their regularly designated bus stop.

Copies of the bus rules are included in registration materials for the parent to sign and return to the school. Parents are requested to discuss the bus policy with their child/children. During the school year, all students will ride the bus, (i.e. field trips, school events, etc), therefore students are required to have a signed form on file even if they are not regular bus riders.

If you would like a copy of the bus rules – please inquire at the school office or website.

Questions regarding transportation of students should be directed to the district transportation department at 435-381-2611.

School Meals Program

Emery School District participates in the Federal School Breakfast and Lunch Program. Under this program, some students are eligible to receive meals free or at a reduced price.

Applications for these benefits are provided with each student registration packet. We encourage all families to apply for assistance. All information provided in your application will be kept confidential.

Please note the following details about meals eaten at school:

If your child is not allowed to eat certain foods, please contact the school office for information and assistance.

Meal money should be paid yearly, quarterly, monthly, or weekly. One additional milk may be purchased separately at the price of \$0.50.

***Please Note:** Pricing is set at the beginning of each school year. Please contact the district office for current pricing.

You may write one check for all the students in one family who attend the same school. Please include students' names and student identification numbers.

Accounting is done on a computer with a terminal located in the school office. Lunch money is deposited into a unique account assigned to each individual student. Each student is also assigned an identification number. He/she enters the number on a keypad each time a meal is obtained. The appropriate amount is then deducted from his/her individual account.

Students not buying school lunch are expected to bring lunch from home. ***No glass containers are allowed. We also discourage sending carbonated and caffeinated beverages including energy drinks*** in home-packed lunches. Home lunches should come in a ready to eat state. Students do not have access to microwaves or refrigerators. A student may purchase milk with a home lunch for \$0.50. Any student who purchases a drink to go with a lunch brought from home will be charged \$0.50 regardless of whether they qualify for free or reduced lunch. Cash for the drink must be paid at time of purchase.

Although we encourage students to eat their meals and provide ample time for them to do so, no effort will be made to make students eat all of their meals.

For health reasons and according to regulations, trading food is not permitted between students, whether it is a school lunch or a lunch from home. **Food is not to be taken out of the lunchroom area unless permission has been given by the supervising staff members.**

We ask students to display proper manners, talk quietly, and refrain from derogatory comments or actions in an attempt to provide a pleasant atmosphere in the lunchroom for all students.

***Please Note:** Menus may change without prior notice due to circumstances beyond the lunchroom manager's control.

Dress Code

Students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment (see Policy JICA, and Appendix A).

Clothing should be neat, clean, and appropriate for learning and weather conditions. The school administrator and/or staff will determine whether or not a student is in violation of the dress code. Parents will be called to bring the student a suitable change of clothing.

Parents are also expected to observe the dress code whenever they are in the building.

The following items would be considered **in violation** of the dress code:

- Garments that are low enough to reveal a student's underwear
- Clothing advertising drugs, alcohol, tobacco, acts of violence or lawlessness
- Clothing associated with gangs, illicit drugs, or illegal substances
- Swimsuits (except for scheduled swim days)
 - One piece suits are recommended
- Clothing with offensive and/or vulgar language and/or designs
- Crop tops showing midriffs, tube or tank tops with spaghetti straps or halters
- Heelies/shoes with wheels
- Hats or caps worn in the building (except for school spirit days)
- Sunglasses during class time

While not in violation of the dress code, the following items are **NOT** recommended at school. These items are highly discouraged.

- Clothing which calls attention to the body, including bike pants, spandex, unitard knit tights, bodysuits, sheer clothing or skin tight clothing, spaghetti straps, or low necklines
- Clothing with intentional cuts, slashes, fraying, or holes above the finger-tips when arms are held loosely at the side.
- Short shorts, running shorts, or miniskirts (as a rule of measurement, short/skirt hems should reach the fingertips when arms are held loosely at the side)
- Visible body piercing (except ears)
- Hairstyles and colors that are distracting
- Flip-flops
- Open toed shoes
- High heels
- Slippers

Please Note: Due to safety issues during PE and/or recess, sturdy shoes are recommended. Your child will be allowed to change shoes if needed during these times if the parent provides alternate shoes.

Student Discipline

Emery County School District Elementary Schools believe that children want, and feel more secure in, a setting that has rules and limitations. Our main purpose for having a student discipline policy is to maintain order and provide for the well being of the students and staff while at school. Any student damaging or defacing school property or equipment will be expected to pay for the repair, replacement, and/or cleanup. This includes books, desks, or any other item for which the student may be responsible.

Students are expected to use language suitable for a public place. Senate Bill 33 states “A student may be suspended from a public school for any of the following reasons: frequent or flagrant willful disobedience; defiance of proper authority, or disruptive behavior including the use of foul, profane or abusive language and gestures

Discipline Policy:

Discipline problems will be classified into two categories:

CATEGORY #1	
If a student commits an offense such as but not limited to the following: disrespect, insubordination, disobedience, and profanity, failure to follow a teacher or staff member’s request then the following steps will be followed at the discretion of the school:	
Grades K-5 (including Grade 6 at Book Cliff Elementary)	
1 st Offense	A written referral may be completed by the teacher. A warning may be issued and parents are informed.
2 nd Offense	A written referral may be completed by the teacher. A second warning may be issued. The student may be assigned in-school suspension and parents are informed by the principal.
3 rd Offense	A written referral may be completed by the teacher or principal. The student may be assigned in-school suspension and a parent meeting held.
4 th Offense	Moved to Category 2: An uncorrected series of negative behavior. Category 2 steps are followed.

Category #2

If a student commits an offense such as but not limited to the following: possession of tobacco, alcohol, or drugs, bullying, theft, fighting, destroying property, possession of weapons or look- alike, willful disobedience, harassment, or uncorrected series of negative behavior the following steps will be followed at the discretion of the school:

	Grades K-3	Grades 4-6
1 st Offense	A written referral may be completed by the teacher. Incident may be recorded in Aspire. The student may be assigned in-school suspension and/or suspended for up to three days. Parents are contacted.	A written referral may be completed by the teacher. Incident may be recorded in Aspire. The student may be assigned in-school suspension and/or suspended for up to three days. Parents are contacted.
2 nd Offense	A written referral may be completed by the teacher or principal and recorded in Aspire. The student may be assigned in-school suspension and may be suspended for up to three days. A parent meeting may be held to discuss how to best resolve the issue.	A written referral may be completed by the teacher or principal and recorded in Aspire. The student may be assigned in-school suspension and may be suspended for up to three days and referred to Juvenile Court, if appropriate. A parent meeting may be held to discuss how to best resolve the issue.
3 rd Offense	A written referral may be completed and recorded in Aspire. Student may be suspended for up to three days. A parent meeting may be held to discuss the issue.	A written referral may be completed and recorded in Aspire. The student may be suspended for three days and may be referred to Juvenile Court, if appropriate. Parents must accompany the student to get him/her back into school. *If appropriate, further offenses may result in referral to the School Board.

Note: Students who are suspended and/or placed on citizenship probation will not be eligible to participate in school sponsored activities during that period of time. Any offense which involves possession of firearms, explosives or other weapons (real or imitations) may be suspended 10 days.

Please Note: Students that are on IEP (individual education plans) and/or behavior plans may have alternate policies in place to maintain and correct their behavior, therefore parts of the above policy may not be applicable.

BULLYING

The Emery School District supports a secure and safe school climate that is conducive to learning and is free from threat, harassment and any type of bullying behavior. As defined in Utah Code "Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

- a. Creates an environment that a reasonable person would find hostile and
- b. Interferes with a student's educational performance, opportunities, or benefits.

It does not mean instances of (1) ordinary teasing, horseplay, argument, or peer conflict, (2) reasonable correction of behavior by a school employee, or (3) reasonable coaching strategies and techniques by a school employee who is a coach.

Utah Code § 53G-9-601(15)

A student who engages in any act of bullying is subject to appropriate disciplinary action. The severity and pattern, if any, of the bullying behavior shall be taken into consideration when disciplinary decisions are made.

Bullying

The three types of bullying are indirect, verbal, and physical.

Bullying behaviors include (but are not limited to) the following:

- Hurting someone physically by hitting, kicking, tripping or pushing, spitting, invasion of personal space
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way, including name calling sexual remarks, taunting and /or threatening
- Emotional harassment such as using put-downs, insulting someone's, race, gender, and/or beliefs
- Spreading rumors or untruths about someone, slander, and/or improper comments
- Exclusion from social activities
- Improper gestures

Citizenship Plan

Rights and Responsibilities

All students and staff have a right to learn and teach in a safe, caring and respectful environment in order to achieve their maximum potential academically, socially, emotionally, and ethically. Any behavior that is demeaning, lessens self-respect and esteem, or limits a student's ability to learn or a teacher's ability to teach will be considered a violation of personal rights.

It is inappropriate to improperly touch, pinch, write offensive messages, make obscene gestures or bring inappropriate print/pictures to school.

Personal Responsibility and Respect for self and others is central to good citizenship:

- *You have the **right** to personal respect and a safe environment in this school and on its grounds.*
- *You have the **right** to be protected from offensive or demeaning comments or behavior.*
- *You have the **right** to report any type of harassment or bullying immediately to school authorities.*
- *You have the **right** to learn in a quiet, cooperative place where you can work and think.*
- *You have the **responsibility** to treat others in a kind, understanding, and caring way.*
- *You have the **responsibility** to conduct yourself in a way that will enable others to learn.*

Manners

An understanding of good manners is an important step toward success in life. Good manners here, as everywhere, are based on kindness and consideration toward others. A student's background and training are revealed in their day-by-day contacts with other students and teachers. Thus, a student should ask himself/herself the following questions:

- Do I show proper consideration toward my teachers?
- Is my behavior appropriate when among other students?
- Do I have proper regard for school property?

In order to acquire an appreciation and understanding of correct classroom conduct, the following modes of behavior should be considered carefully by all students. Students should show respect for the teacher by being on time, listening attentively, and sitting quietly. Students should not reach or touch anything on a teacher's desk. Students with good manners will not laugh or ridicule another student's statement made in a classroom discussion, he will listen attentively to his classmate's remarks, and when he disagrees, he will state his point in a polite, matter-of-fact manner and avoid rude interruptions.

The primary goal of education is the development of individuals who possess the knowledge, skills, and human characteristics necessary to enable them to live meaningful lives and to make positive contributions to society.

To support this educational concept, schools and parents should expect students to be in regular attendance, punctual in arriving to class, appropriate in their conduct at school, and responsible for their behavior.

School Rules and Expectations

Classroom expectations

- Respect school property.
- Use school materials and equipment appropriately.
- Keep hands, feet, and objects to self.
- Follow directions the first time given.
- Walk and talk quietly inside the school building.
- Use school appropriate language.
- Dress appropriately.
- Attend classes, be on time, and follow classroom rules.
- Be good citizens.
- No cellphones or smart watches (refer to District Policy JICJ)

Lunchroom rules

- Enter and exit quietly.
- Wait quietly in line.
- Sit at assigned tables and eat politely (no trading or throwing of food).
- Clean up your area and clear your tray properly.
- All food is to remain in the lunchroom.

Hall rules

- Respect personal space.
- Walk quietly in the halls at all times.
- No climbing on or jumping from hallway fixtures and furniture.
- Do not vandalize bulletin boards or decorations.
- Carry playground equipment quietly.
- No jumping and hitting door frames, light fixtures, or hanging items.
- No sitting on or sliding down handrails.

Bus rules

- Act in a safe, courteous manner while waiting for the bus.
- Always remain seated while the bus is in motion.
- Obey the bus driver or you will lose the privilege of riding the bus.
- Do not disturb the bus driver.

Playground rules

- Respect yourself and others.
- Be concerned with safety always—for yourself and others.
- No fighting and no contact sports (including tackling or wrestling).
- Use school appropriate language.
- Stay in the assigned playground areas.
- Use equipment properly.
 - No climbing up the slides
 - One person in a swing at a time
 - No jumping from or twisting in swings
 - No running behind, in front of, or between swings
 - No dodge ball
 - No throwing balls against undesignated walls
 - No hard bats, baseballs, or softballs
 - No sliding on ice
- Remain outside during recess.
- Report problems to an adult on duty.
- If it looks too rough, it is too rough!
- Do not pick up or throw pinecones, sticks, rocks, or other objects. This includes ice and/or snowballs.

Assembly rules

- Enter and exit quietly with your class.
- Keep hands and feet to yourself.
- Sit flat and quietly in assigned places.
- Listen with respect.
- Applaud when appropriate.

Restroom rules

- Use proper bathroom manners.
- Keep walls and floors clean.
- Use quiet voices.
- Use supplies wisely.
- When finished, wash hands, and leave quickly.

Office rules

- Use the office phone for school business.
 - Wait at the office window for help.
 - Make arrangements with parents before school for activities with friends.
-

Cell Phone and Electronic Device Policy

- **District Policy JICJ- Electronic Communication Device Used by Students (Revised 2026)**
- **District Policy IJNDB- Bring Your Own Technology (Revised 2026)**

Emery School District policy for Cell Phone/Communication Device Use by Students:

Student Device Use

To support learning and minimize distractions, students may not use personal cell phones, smart watches, or similar electronic devices during school hours.

Students may use these devices only when permitted by the school for:

- Health or safety emergencies
- School-wide emergencies
- Medical needs
- Accommodations provided through an IEP or Section 504 Plan
- Other school-approved purposes

Students should keep personal devices turned off or stored as directed by school staff during the school day. Failure to follow this policy may result in school disciplinary action and/or temporary confiscation of the device in accordance with school procedures.

Discipline:

1st Offense - Phone Confiscated and kept in the office until the end of the day

All Following Offenses - Phone Confiscated and kept in the office until a Parent or Guardian arrives to retrieve the device.

Report Cards and Progress Reports

Curriculum Standards

Standards are statements about what students should know and be able to do within each content area. Elementary content areas include language arts (reading and writing); mathematics; science; social studies; fine arts (visual, drama, dance, music); physical education and health; and information technology.

Curriculum standards for all grade levels and subjects may be found at the Utah State Office of Education website at <https://www.uen.org/core/>

Report Cards

As parents/guardians, you can expect to see your child's report card within one week after the end of each term. For further information about your child's report card, please see his/her teacher.

Progress Reports

If you have questions regarding your child's current levels of mastery and/or missing assignments, please arrange to meet with your child's teacher or the school administrator. Our teachers use Aspire which provides 24-hour access to your student's current levels of mastery and will be updated weekly. For help in accessing your child's log-in information, please contact the school office or your child's teacher.

Shared Governance

School Community Council

The School Community Council (SCC) is comprised of:

The school administration and parent/community representatives

Anyone is welcome to attend any meeting of the SCC. If you wish to place an item on the agenda, please contact the principal prior to the meeting. If you are interested in becoming a member of this council, please contact the principal or current chair.

SCC voting members are elected in a manner determined by the individual councils.

Representation from minority groups and all geographic areas of the school shall be considered in the selection of members. The term of service for any member must not exceed three successive two-year terms. Parents will comprise at least one more than half of the members in this council. The SCC meets as often as necessary.

With guidance from state law and Emery County Board of Education policies, the **SCC makes policy decisions for the school.** It has the following specific responsibilities:

- Develop and approve the annual school improvement plan.
- Approve the school's plan for spending state LAND Trust monies.
- Evaluate and recommend improvements to the education programs and school environment.
- Develop and review the school discipline policy.
- Develop and monitor safe walking routes and general school safety plans.
- Monitor the implementation of the district's wellness policy and anti-bullying plan.
- Address community concerns.

In the decision-making process, **employees and patrons have parity** (equality of status or position). One group may not impose a decision upon the other.

Special Services

The following general and special services are available through Emery County School District.

Alternative Language Services. Emery County School District identifies potential English language learners through the registration process. A home language survey is required for new and/or transfer students. This will be part of the registration process. Additionally, the registration card asks:

- What language is used most by the student?
- What is the language used most often at home?

If *English* is the answer for both questions, the student does not qualify for Alternative Language Services. If a language other than English is listed on either question, the student will be assessed for English proficiency. If a student's test results indicate that s/he is a non- or limited-English speaker, reader or writer, s/he qualifies for Alternative Language Services. If a student qualifies for Alternative Language Services, the school will notify parents in the parents' primary language. Parents have the right to decline Alternative Language Services for their students.

Counselor

A counselor is available at least once a week during specified hours to help students with personal, social or academic issues or concerns. Our counselor also presents classroom guidance curriculum in the areas of student wellness, anti-bullying, truancy prevention, and drug, alcohol and violence prevention. She or he also offers developmentally appropriate classroom and small group opportunities for students to learn more about themselves and others.

Library Services

Weekly visits to the school library/media center are scheduled for every grade level. Other times are available as needed by teachers/students.

Nurse

The district nurse develops programs to meet student's basic health-related needs. When available, the nurse offers emergency medical advice to school staff and limited medical attention to students. The nurse consults with parents, school personnel and health care providers by implementing healthcare plans (Individualized Health Care Plans and Emergency Action Plans) for students with specific health needs that interfere with learning. The nurse works with Emery School District students and parents to ensure that all state immunization requirements are met. The nurse directs the periodic vision-screening program mandated by the state of Utah. Emery School District routinely screens children in all grades, and upon teacher or parent request in other grades. Parents may request that their student be exempted from the screening.

Preschool Program

Serving children three to five years old, the district's preschool curriculum is developmentally appropriate with an emphasis on social skills and language. Eligible children with a developmental delay may attend at no cost. Neighborhood children may attend for a fee if space is available.

Resource/Special Education

Students whose academic performance is below grade level and who need one-on-one or small group instruction in English, mathematics, and reading may benefit from working with a Resource/Special Education teacher. Potential participants must be tested to qualify under federal and state guidelines. An Individualized Education Plan (IEP) is developed for each student involved in Resource and Special Education. For more information about Resource services in the elementary schools or about self-contained Special Education classes in ECSD, please call 435.687.9846 or visit the district website at:

<https://www.emeryschools.org/StudentServices>

Title I

Students whose academic performance is below grade level may require intervention in small groups or one on one instruction in Language Arts and Mathematics. They may benefit from working with a Title 1 paraprofessional and/or interventionist.

Individualized Reading Plan (IRP)

An "Individualized reading plan" (IRP) [Section 53G-10-802](#) is a collaborative, targeted roadmap designed for any student in Kindergarten through Grade 3 who is scoring below benchmark levels on mandatory state reading assessments. The plan is not a label or a punishment—it is a proactive safety net built to give your child the exact tools they need to catch up.

Speech Services

During specified hours, a speech and language specialist is available to meet the needs of qualifying hearing-impaired or speech-delayed students. Speech services assist students with articulation, language, fluency, and voice disorders.

Technology

Every elementary school has a computer lab with access to software designed to help students develop skills in math, reading, writing, keyboarding, computer science, and digital citizenship.

- **Remediation for technology violations includes:**
 - A Canvas course on digital citizenship to be completed by the Parent/Guardian and student before technology privileges are reinstated.

Just So You Know

- **Books.** Students are responsible for books taken home from school. When students damage or lose books or other school property, parents will be expected to pay to replace the item.
 - **Clothing Labels.** Each year many items of clothing are left at school and cannot be returned because there are no owners' names on the items. Please protect the investment you make in your children's clothing by labeling each item clearly with a laundry marker.
 - **Closed Campus.** We operate a closed campus. Students are required to stay on the school grounds during school hours. They are not to go to their own home, a friend's home, the store, etc. during the time they are required to be in school- including recess. Student may leave for the lunch periods if written permission has been submitted to the office.
 - **Concerns.** The majority of problems arising in a school can be solved through consultation between the student, teacher, parents, and/or principal. Concerns should be brought to the attention of school personnel, beginning with your child's teacher.
 - **Curriculum.** Emery School District follows the Utah Core Standards. All textbooks used are from the State textbook adoption list. ([Utah Core Standards - UEN](#))
 - **Field trips.** Field trips are planned by teachers and designed to enrich the curriculum. Parents will be informed in advance of any scheduled field trip and provided with details such as place, departure and return times, and other special information. As needed, teachers will ask for the participation of parents on field trips. Chaperones are **not** to bring younger/older children on field trips. Students must have **written permission** to go on field trips with their classmates. Verbal permission (such as a phone call) is not considered sufficient. Students without written permission will remain at school. If a student misbehaves during a field trip, the teacher may call the principal and have the student brought back to school. Students may not be allowed to participate in future field trips unless assurances are given that similar misbehavior will not occur. If misbehavior continues, the student will only be able to participate in field trips if accompanied by a parent or parent designee. School buses are used for most field trips.
 - **Fundraisers.** Schools may hold one fundraiser a year. While participation is encouraged, it is NOT mandatory. District policy prohibits door-to-door sales by elementary age students.
 - **Gifts, Treats and Outside Activities.** Invitations to birthday parties and other activities not related to school functions **are to be delivered outside of school hours**. This will protect uninvited students from hurt feelings. Treats (for birthdays, special days, etc.) may be brought to school with advance permission of the teacher, but must include enough for the entire class. It is also required that treats be store bought and individually wrapped. **Please DO NOT send/bring balloons** to the school for birthdays, holidays, etc. If balloons or gifts are sent to the school, they will be kept in the office. The student can pick them up when school is out.
 - **Insurance.** All students are eligible for accident insurance. If you desire coverage for the school year, information is provided through the office.
 - **Language.** Students are expected to use school appropriate language while at school. Profanity and the use of obscene gestures are inappropriate, whether directed toward the staff or other students. Students who fail to observe these rules may be subject to disciplinary action.
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- **Playground Use.** If your children would like to use the playground after school hours, parents/guardians are responsible for their supervision.
 - **Recess.** Unless otherwise informed, all students will be expected to go out for all recesses unless inclement weather requires all students to remain indoors. Under normal weather conditions, if a parent wishes to have a student remain indoors more than one day, notification from a parent/guardian will be requested.
 - **Respect for Property.** Students are responsible for the proper care of all equipment, supplies and furniture supplied by the school. Students are also expected to show respect for school and community property and for the personal property of others.
 - **Special Accommodations.** In compliance with the law, Americans with Disabilities Act, individuals needing special but reasonable physical or language accommodations, such as interpreters, during a meeting should notify the school secretary at least three working days prior to the meeting.
 - **Student Supervision.** Adult supervision will be provided when students are (1) in school; (2) traveling under school auspices; (3) at school for necessary intervals before (especially between the time bused students are brought to the school and the time school begins) and after school; or (4) engaging in school-sponsored activities. During school hours, or while engaging in school-sponsored activities, students will be released only pursuant to directions of custodial parents/guardians or other authorized persons.
 - **Student Visitors.** We request that students from the middle schools and high schools not be at the elementary school during regular school hours, unless prior arrangements have been made (i.e. tutoring). This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. This behavior will be reported to the police as trespassing. In addition, elementary age students visiting family in the district will not be allowed to attend school.
 - **Telephone.** Children should use the telephone only in cases of emergency. To reduce confusion and interruptions, please make arrangements for unusual situations. Students are not to use the phone for social reasons. Asking to go to a friend's house or anyplace else after school is not an emergency and the student will not be allowed to use the telephone. Missing the bus is not an emergency unless you are not a courtesy rider (live more than 1.5 miles from the school).
 - **Visitors.** Parents, you are welcome to visit. However, it is expected that any person entering a school will sign-in at the office and get a visitor's badge. If you desire more than a visit, such as a conference with your child's teacher or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect a teacher's time prior to school each day as teachers are preparing for students' arrival. All other individuals-- brothers, sisters, relatives or ex-students - are not to visit in the classrooms.
 - **Walking to School.** Students are responsible for their conduct going to and from school and should treat each other with respect. Students are to show respect for school and community property.
 - **Wheels.** Non-motorized transportation to school is encouraged. Students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, heellies, roller blades, etc.) on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. The school is not responsible for lost or stolen items. Students who violate the rules may be prohibited from bringing wheeled equipment to the school in the future at the discretion of the school.
-

Leave Me Home

Emery School District is not responsible for lost or stolen personal belongings brought to school. The following items, if brought to school by students, will be confiscated and returned only to the parents upon request. Some items may occasionally be brought for show-and-tell or classroom activities. Parents will be notified in advance, after the principal has approved the activity. If students are allowed to bring any of these items, and how they are to be removed from school property. The following should **not** be brought to school:

- **Sports equipment:** Hard balls or bats should not be brought to school. Other equipment such as basketballs or footballs that are brought will be at the discretion of parents and is at their own risk.
 - **Electronics:** such as cell phones, gaming systems, etc. Unless the teacher has requested the items be brought, these items should not be brought to school.
Consequences for not following the rules are listed in the district policy.
 - **Toys:** such as trading cards, any board game, card game, or toy weapons. This includes makeup, perfume, and nail polish.
 - **Pets:** *Animal Control will have to be called* if pets follow students to school and remain at the school.
 - **Weapons:** Items such as knives, firearms, matches, guns, darts, bullets, arrows, caps, firecrackers, stars. Please see Appendix A- Policy JIC1: Dangerous Weapons in the Schools
 - **Food:** such as gum, candy, snacks (unless required for health purposes), soda pop, energy drinks
 - **Money:** except for lunch money, book orders, fundraiser payments, and donations.
 - **Inappropriate reading material:** including adult magazines or books
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Appendix A

Select Emery County School District

Board Policies

Policy JICA Student Dress Code

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good school environment. Those standards generally acceptable to the community as appropriate in a formal school setting ordinarily will be the reference criteria.

A student's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational process or constitute a threat to health or safety. When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications. In partial attainment of the foregoing, a student must use footwear and wear clothing that is not disruptive.

JICI Dangerous Weapons in the Schools

The Emery County School District strongly supports efforts to eliminate and prevent violence in our schools. Schools should be places where students, staff, community members, and visitors experience a safe environment that is conducive to learning and free from disruption and violence.

Definitions:

"Dangerous weapon" - means any weapon, device, instrument, material or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury;

"Firearm" - means any weapon (including a starter gun) that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other propellant;

"Destructive device" - means any explosive, incendiary, or poison gas.
Policy:

It is the policy of the Emery County School District that a student who is found to have brought a dangerous weapon, including a firearm or destructive device, 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-sponsored activity, shall be expelled from school for a period of not less than one year. The one-year expulsion also applies to any violation of this policy involving the use or threatened use of a look alike dangerous weapon, firearm, or destructive device with the intent to intimidate or threaten another person. (Utah Code 53A-11-904(2)(a-b))

The superintendent, or the superintendent's designee, may modify the expulsion requirement for a student on a case-by-case basis as outlined in Utah Code 53A-11-904(2)(b).
Expulsion from school under this policy shall be subject to applicable Utah Code and Federal Civil Rights Laws.

Appendix B

Emery County School District

Policy: JLCEB - Concussion and Head Injury

Date Adopted: 20 July 2011
Current Review / Revision: 11 February 2026

Introduction—

The District, in compliance with Utah State Board of Education Rule R277-614 and based on the model policy issued by the State Board of Education, has established this protocol to provide education about concussion for coaches, school personnel, parents, and students. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a traumatic head injury or concussion.

Utah Admin. Rules R277-614-4 (November 7, 2022)

The District seeks to provide a safe return to activity for all students following any injury, but particularly after a traumatic head injury or concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, and are fully recovered prior to returning to activity.

District leadership shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related traumatic head injuries and concussions are discussed.

All athletic coaches shall annually receive training on responding to concussions and head injuries as provided in this policy.

Utah Admin. Rules R277-605-6(2) (July 22, 2022)

Definitions—

1. “Traumatic head injury” means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:

- a. Transient confusion, disorientation, or impaired consciousness;
- b. dysfunction of memory;
- c. loss of consciousness; or
- d. signs of other neurological or neuropsychological dysfunction, including:
 - i. seizures;
 - ii. irritability;
 - iii. lethargy;
 - iv. vomiting;
 - v. headache;
 - vi. dizziness; or
 - vii. fatigue.

Utah Code § 26B-4-401(25)

2. “Head injury” means any injury to the head that is NOT a “traumatic head injury” as defined above, including a mild bump.

Utah Admin. Rules R277-614-2(3)

3. “Sporting event” means any of the following athletic activities that is organized, managed, or sponsored by a District school: a game, a practice, a sports camp, a physical education class, a competition, or a tryout. It does NOT include:

- a. Free play or recess taking place during school hours; or
- b. The District or a District school merely making available a District-owned or controlled field, facility, or other location to a child or to an amateur sports organization, regardless of whether a fee is being charged by the District for the use; or

Utah Code § 26B-4-401(23)

4. “Physical education class” means a structured school class that includes an adult supervisor.

Utah Admin. Rules R277-614-2(6)

5. “Free play” means unstructured student play, games, and field days during school hours.

Utah Admin. Rules R277-614-2(2)

6. “Qualified health care provider” means a health care provider who:

- a. is licensed under Utah Code Title 58, Occupations and Professions; and
- b. may evaluate and manage a concussion within the health care provider’s scope of practice.

Utah Code § 26B-4-401(21)

7. “Written statement of a qualified health care provider” means a written statement from a qualified health care provider which states that:

- a. The health care provider has, within three years before the date of the statement, successfully completed a continuing education course in the evaluation and management of a concussion; and
- b. That the student to whom the statement relates is cleared to resume participation in the District sporting event.

Utah Code § 26B-4-404(1)(b)(ii)

8. “Agent of the District” means a coach, teacher, employee, representative, or volunteer of the District.

Utah Code § 26B-4-401(1)

Requirements—

As described in more detail below, any student who is suspected to have sustained a concussion or traumatic head injury shall be immediately removed from participation in a District sporting event and may not resume participation until the student has been evaluated by a qualified health care provider who is trained in the management and evaluation of a concussion and the student provides the District with a written statement from the qualified health care provider. Notice of the concussion or traumatic head injury shall be provided to the student’s parent. Each agent of the District shall be familiar with this policy and shall be provided a copy of this policy. Before a student may participate in any District sporting event, the student’s parent must be provided a written copy of this policy and the student’s parent must sign an acknowledgment that the parent has read, understands, and agrees to abide by this policy.

Utah Code § 26B-4-403(2), (3)

Utah Code § 26B-4-404(1)

Evaluation by School Nurse—

A school nurse may assess a child who is suspected of having sustained a concussion or traumatic head injury during school hours on school property regardless of whether the nurse has received specialized training in the evaluation and management of concussion or traumatic head injury. If the nurse evaluating the student has not been trained in the evaluation and management of concussion and has not completed a continuing education course in that area in the prior three years, the nurse shall refer the student to a qualified health care provider who is trained in the evaluation and

management of a concussion and the nurse may not provide the written statement of a qualified health care provider for the student. School nurses shall be trained in the evaluation and management of a concussion as funding allows.

Utah Code § 26B-4-405

Notice to Parent of Head Injury—

The District shall notify a parent if District staff become aware that a student is reported or suspected to have experienced a head injury during school hours or during a school-sanctioned activity, including free play.

Utah Admin. Rules R277-614-4(5)

Documentation of Head Injury—

Any head injuries reported to District staff or agents should be documented in the student health record and entered on the Student Injury Report website. Documentation of injury is important for determining treatment, initiating possible academic accommodations, and mitigating potential legal liability.

Annual Notice to Students and Parents —

Notice and a written copy of this policy shall be provided at least annually to parents of students who participate in District sporting events and students may not participate in such events until the District receives a signed written acknowledgement that the parent has read, understands, and agrees to abide by this policy.

Utah Code § 26B-4-403(3)

Posting of Policy on Website—

This policy shall be posted on the District's website in a location readily accessible to parents and members of the public.

Utah Admin. Rules R277-614-4(4)

Recognition of Concussion—

A concussion is type of traumatic brain injury that interferes with normal function of the brain and is clinically referred to as mild Traumatic Brain Injury (mild TBI). It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a student does not lose consciousness from the head injury. (NFHS "Suggested Guidelines for Management of Concussion in Sports.")

Common signs and symptoms of a concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)
- Vomiting

Symptoms (reported by student):

- Headache or pressure in the head
- Balance problems or dizziness
- Fatigue or feeling tired
- Does not “feel right”
- More emotional than usual
- Irritable or sad
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. A student who has suffered a concussion (mild TBI) may have one or many of these signs/symptoms. Symptoms may progress or change in the days and weeks following an injury, including trouble sleeping, emotional distress, and academic difficulty. Any student is suspected of having sustained a concussion or traumatic brain injury shall be immediately removed from the District sporting event and shall not return to participation until cleared by an appropriate health care professional (provides the District with a written statement of a qualified health care provider as defined in this policy).

Management and Referral Guidelines for All Staff —

The following situations indicate a medical emergency and require activation of the Emergency Medical System:

1. Any student with a witnessed loss of consciousness of any duration shall be transported immediately to the nearest emergency department via emergency vehicle. Staff shall remain in contact with 911 and stabilize the student while waiting for EMS to arrive.
2. Any student who has symptoms of a concussion and who is not stable (i.e., whose condition is worsening) is to be transported immediately to the nearest emergency department via emergency vehicle.
3. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department via emergency vehicle:
 - a. Deterioration of neurological function (i.e., pupil changes or responses, muscle weakness, increased difficulty with response to questions)
 - b. Decreasing level of consciousness
 - c. Decrease or irregularity in respirations
 - d. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - e. Mental status changes: lethargy, difficulty staying awake or alert, confusion or agitation
 - f. Seizure activity

A student who is symptomatic but stable may be transported by his or her parent. The parent should be advised to contact the student’s health care provider or seek care at the nearest emergency department on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Physical Education Classes, Athletic Contests and Games—

1. Recognize concussion
-

- a. All educators and agents of the District should become familiar with the signs and symptoms of concussion that are described above.
 - b. Educators and agents of District shall have appropriate training about recognizing and responding to traumatic head injuries consistent with the employees' responsibilities for supervising students and athletes.
 - c. Training can be found through the CDC website.
 2. Remove from activity
 - a. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the activity and shall not return to play until cleared by an appropriate health care provider.
 3. Refer the athlete/student for medical evaluation
 - a. The District agent is responsible for notifying the student's parent(s) of the injury. Contact the parent(s) to inform a parent of the injury. Depending on the injury, transport can be provided by either an emergency vehicle or parent(s).
 - b. A medical evaluation by and a written statement from an appropriate health care provider is required before returning to play.
 - c. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to a health care provider):
 - i. The District's agent should ensure that the student will be with a responsible individual capable of monitoring the student and understanding the home care instructions before allowing the student to go home.
 - ii. The District's agent should continue efforts to reach a parent.
 - d. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A District agent should accompany the student and remain with the student until a parent arrives.
 - e. A District agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.
 - f. Students with a suspected concussion should not be permitted to drive home.
- A District agent should seek assistance from the host site's certified athletic trainer (ATC) or team physician, if available, if the injury occurs during an athletic event.

Free-Play Concussion and Head Injury Management—

While many head injuries that happen at school are minor, school staff shall follow these steps when a student has a bump, blow, or jolt to the head or body:

1. Observe the student for signs and symptoms of concussion for at least 30 minutes.
2. Ask people who saw the injury occur about how the injury happened and any concussion signs they observed.
3. Complete the Concussion: Signs and Symptoms Checklist.
4. Notify the student's parent that their child had a head injury and give the parent the Parent Notification of Head Injury During School Hours document.

If the student has concussion signs or symptoms:

1. Tell the parent that the student needs to see a health care provider experienced in concussion management.
 2. Give the parent a copy of the completed Concussion: Signs and Symptoms Checklist for the health care provider to review.
 3. Ask for written guidance from the student's health care provider about when the student can return to school and physical activity.
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If the student does not have concussion signs or symptoms:

1. Have the student return to class, but do not allow the student to return to sports or recreational activities on the same day of the injury.
2. Send a copy of the completed Concussion: Signs and Symptoms Checklist and the Parent Notification of Head Injury During School Hours document home with the student for the parent to review.
3. Ask the parent to continue to observe the student for any changes.
4. Tell the parent that if concussion signs or symptoms appear, the student should be seen right away by a health care provider with experience in concussion management.

Return to Learn (RTL) Procedures After Concussion—

Medical and school-based teams should counsel the student and family about the process of gradually increasing the duration and intensity of academic activities as tolerated, with the goal of increasing participation without significantly exacerbating symptoms.

The student, family, health care provider, and school teams should monitor symptoms and academic progress to decide together the modifications that are needed to maintain an academic workload without making symptoms worse.

School teams should monitor and adjust educational supports until the student's academic performance has returned to pre-injury levels.

Return to Play (RTP) Procedures After Concussion—

Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:

1. Asymptomatic at rest and with exertion (including mental exertion in school)
2. Have successfully returned to regular academic activities, AND
3. Have written clearance from an appropriate health care provider (a written statement from a qualified health care provider as defined above).

Once the above criteria are met, the student will be progressed to full activity while following the stepwise process detailed below. (This progression must be closely supervised by a District agent. If the school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the appropriate health-care provider).

Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly.

Stepwise progression as described below:

1. Step 1. Cognitive rest, which may include staying home from school or limiting school hours (and studying) for a few days. Any period longer than this should be under the supervision of a qualified healthcare provider. Activities requiring concentration and attention immediately after the injury may worsen symptoms and delay recovery. Light activity including walks may be encouraged at this level, provided the activity is tolerated by the student without significant exacerbation of the symptoms.
 2. Step 2. Return to school, during which the District will follow the health care provider's protocol on return to learn.
 3. Step 3. Light exercise. At this point the athlete may engage in brisk walking, riding an exercise bike or other light exertional exercises with supervision. No weight lifting.
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4. Step 4. Running in the gym or on the field may be engaged in but with no helmet or other equipment.
5. Step 5. Non-contact training drills in full equipment or weight training can begin.
6. Step 6. Full contact practice or training may be engaged in.
7. Step 7. Play in game. Must be cleared by an appropriate health care provider before returning to play.

The student should spend at least 1 to 2 days at each step before advancing to the next unless prescribed differently by the health care provider. If post-concussion symptoms occur at any step, the student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

If athletic staff or other school staff conclude that a student continues to display significant symptoms of concussion after being cleared to return to play based on a written statement from a qualified health care provider, the student may not return to play until the student's parents have obtained and provided to the school a written statement from a different qualified health care provider selected by the District. The District shall confirm that the health care provider is qualified (as defined above) and that the provider specializes in concussion evaluation and treatment. If the different qualified health care provider clears the student to return to play, then the student may return to play.

Previous Revision - 12 February 2025

Appendix C -

Excerpt from CDE Reunification Plan

An essential component of school crisis response is the reunification of students with their primary caregivers. This plan describes reunification services to be provided by Castle Dale Elementary to assist children in their custody and to re-establish contact with their families under strictly controlled circumstances. The sooner the students are reunited with their caregivers, the less likely they are to exhibit traumatic stress. In addition, the school is accountable for maintaining the chain of custody for every student during and after a crisis.

Reunification Drills are conducted to practice the procedures for reuniting parents and students after an emergency. Please note the instructions given herein for information on what to do during a drill or an actual emergency. We appreciate your willingness to participate and your patience as we make sure things are in place to keep our students safe.

- 1) A call/text/email will be sent out notifying you of the drill or emergency. You will need to come (or send another authorized emergency contact) to be reunified with your child(ren).
 - 2) Anyone who is sent to pick up a child HAS to be on your **Emergency Contact List** or the student will not be released to them.
 - 3) Those picking students up will be required to show a **Government issued Photo ID**. This would include a Driver's License, Non-Driver Photo ID, U.S. Passport or Passport Card. Please make sure you or your **authorized emergency contact** bring this Government Issued Photo ID which includes both First and Last names with them. The name on the ID needs to match the contact information on your child(ren)'s profile.
 - 4) The road(s) around the school will be closed by Law Enforcement personnel. We ask that you approach the school by turning east on 200 North from Center Street. Proceed up the twirly hill onto 200 East and head north toward the elementary. Law enforcement will be directing cars at the intersection of 200 East and 600 North. A map has been attached to show you how traffic will be directed and the areas that you should avoid parking.
 - 5) Those picking students up will be asked to stay in their cars. They will be asked to verify their identity. They will then proceed to a second station and personnel at designated tables will make sure that the person is on the Emergency Contact List.
 - 6) If information is verified, school personnel will retrieve the child(ren) needed and escort them to their parent or designated emergency contact.
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