

# Pleasant Creek School

## STUDENT HANDBOOK

### 2025-2026

*Learn, Grow, Change*

PRINCIPAL  
**Stephen Solen**

*INDIVIDUALIZE* the learning process for all students

*ADVOCATE* for student differences

*PROMOTE* a positive self-perception

*CONNECT* students to healthy life choices

*We believe that every effort made to develop a balanced individual with a strong work ethic, and a skilled graduate with an independent future will make a difference in society.*

### TELEPHONE DIRECTORY

Main Office .....435-462-2817  
Principal Solen.....435-462-2817  
Attendance Office .....435-462-2817  
Guidance Counselor:  
Mr. Peterson..... 435-462-2817

### Bell Schedule - Block Schedule A and B Days

Period 1.....	8:00 - 8:50 a.m.
Period 2 .....	8:55 - 9:45 a.m.
Long Break.....	9:45 - 10:00 a.m.
Period 3.....	10:00 - 10:50 a.m.
Period 4.....	10:55 - 11:45 a.m.
Lunch .....	11:45 - 12:15 p.m.
Period 5.....	12:15 - 1:05 p.m.
Period 6.....	1:10 - 2:00 p.m.
Academic Makeup.....	2:00 - 2:30 p.m.

### Grade Scale

92% - 100%	A	77% - 79.9%	C+
90% - 92.9%	A-	74% - 76.9%	C
87% - 89.9%	B+	70% - 73.9%	C-
84% - 86.9%	B	65% - 69%	D
80% - 83.9%	B-		

## ANNUAL NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Sanpete School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Sanpete School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Sanpete School District to include this type of information from your child's education records in certain school publications. Examples include:

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

**If you do not want North Sanpete School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 24, 2020.** North Sanpete School District has designated the following information as directory information: (Note: an LEA may, but does not have to, include all the information listed below.)

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video images
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

## Fee Waivers/Free and Reduced Lunch

Pleasant Creek School is a fee free school. We do not charge fees for required academic needs. Any fees charged for optional services are done so through the North Sanpete School District main office, not through Pleasant Creek School itself. If you are in need of a fee waiver form for students in other schools or for district fees, you may visit the following link:

<http://www.schools.utah.gov/law/School-Fee-Forms/Fee-Waiver-Application-K-6--03-12-14---REV.aspx>

## **ANTI-DISCRIMINATION POLICY**

No student or employee of the North Sanpete School District shall, on the basis of race, color, national origin, age, gender, disability, or religion, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.

## **STUDENT SERVICES**

Students are encouraged to visit with Ms. Allred for personal guidance and for information on grades, study help, and testing programs. Ms. Allred is available to discuss any home, school, or social concerns.

### **Telephones**

A phone is available in the front office and the SOAR room for use by students. All other phones are for official school use. Emergencies will be handled through proper school procedures.

### **Cell phones and Personal Devices**

Cell phones and personal electronic devices are not allowed on school property. Any phone or electronic device will be confiscated on site, and a parent/guardian is required to pick up the device during or after school hours and be taken off campus. Students that do not comply with this rule will be removed from the SOAR program.

### **Fees, Receipts, Textbooks, etc. . . .**

Pleasant Creek School does not charge any fees for credit recovery courses, and does not use textbooks for curriculum use.

### **Nuisance Items**

Students may listen to music as long as it is with headphones and does not become a distraction. The music must be on a device that does not have cellular and/or texting capabilities. Skateboards, toys, hacky sacks, playing cards, etc., distract the learning environment and are prohibited. These items will be removed immediately, and require a parent/guardian to pick them during or after school hours. The items can not be returned to the student until after school hours.

### **Student Parking**

Students of Pleasant Creek School must park in the west or across the south lots. This parking lot is the property of North Sanpete School District. Students who illegally park in the faculty reserved area, in the visitors parking area, in handicapped parking, and/or "no parking" zones will be ticketed and/or towed. Repeated offenses may result in the revocation of Pleasant Creek School parking privileges. Parking lots are not secure. North Sanpete School District and Pleasant Creek School are ***not*** responsible for damage to vehicles or theft. Go-karts, golf carts, 4-wheelers, or other non-licensed vehicles on school property will be reported to Mt. Pleasant City and will be ticketed.

### **Drop Off/Pick-Up Zone**

Any parents who bring their students to school in cars or car pools are asked to use the south parking lot for student drop-off in the morning and pick-up in the afternoon. Due to limited parking areas, we need to have total cooperation from all student drivers and their parents. **Please do not use the bus loading zone to drop off or pick up students!**

## Academic Standards

### Academic Standards for Athletics and Extra Curricular Participation

Academic standards for eligibility to participate in co-curricular activities are determined by the current Utah High School Activities Association by-laws and interpretations as printed in the handbook and by the additional following standards established by Pleasant Creek School.

Meeting academic requirements for high school graduation is the primary purpose of attending high school. Participation in co-curricular activities is an important aspect of the high school experience, but it is secondary to successful academic preparation. We hope that all students will put forth honest effort towards learning and that they will have the opportunity to participate in co-curricular activities.

The school expects that any student participating in school-sponsored activities will conduct themselves in a manner of responsible citizenship. Activity participation is a privilege extended to those who will represent the North Sanpete Associated Student body in a responsible manner.

An individual must be a full-time student (6 courses) to participate in any extra-curricular activity. Release time and/or home release will not count towards full-time status. Work-Based Learning, not to exceed 2 periods a day, does count toward full-time status.

Students who represent Pleasant Creek School in any activity will maintain the following standards:

1. Maintain an attitude of good sportsmanship.
2. Abstinence from alcohol, tobacco, and illegal drugs.
3. Maintain an acceptable performance in regular classes. This means maintaining no less than a 2.0 GPA in all classes.
4. May not have grade markings which indicate "not passing" ("F", "I" or "NC"), including a "U" in citizenship.
5. Regular school attendance with no truancy or unexcused tardiness. It is the responsibility of the activities coach or director and athletic director to determine attendance eligibility. All students utilizing Pleasant Creek School services are required to complete a specific number of assessments each week to remain eligible on a week by week basis.
  - a. A student must be in attendance in all classes on the day of competition or activity. Students may be pre-excused to miss classes for extenuating circumstances or doctor's visits if pre-cleared by the administration (Principal, or Attendance Officer). ***These must be cleared before the student misses. A student is considered absent if they are more than ten minutes late for any class.***
  - b. Dual enrolled online students will be required to complete a number of assessments while in SOAR, and will need to complete the online courses through a third-party provider in a timely manner for transcripts to be updated. Students failing to meet the SOAR and online requirements will be excluded from participating in extracurricular activities. Online enrollment refers to students utilizing resources outside of North Sanpete School District.
6. Adherence to such rules and policies that the team or organization sets for itself which may include high standards for academic performance, GPA, and behavior as outlined in this document.
7. Compliance to the laws of society and to the rules of Pleasant Creek School Associated Student body.

Failure to meet expectations will result in correctional and disciplinary procedures and may result in forfeiture of rights to participate in co-curricular activities.

Eligibility is established within five days following the last day of each quarter. Students have five school days after the quarter ends to make up an "I", "NC" or "U" in citizenship. After grades have been posted, grade changes must be cleared through administration. **If the student is ineligible at the quarter's end, they will remain ineligible until and if eligibility is**

**reestablished at the end of the next quarter grading period.** Students that have failed a class may become eligible for activities if they complete the same class from an accredited institution. Eligibility becomes reestablished when the next grading period is completed at Pleasant Creek School. Students must have a GPA of no less than 2.0 at the end of each grading period to be eligible for next quarter's activities.

An ineligible student cannot represent his or her school, travel with the team or miss school to attend games or contests.

Year-end grading deficiencies must be made up prior to and cleared with administration before the first scheduled competition of the following school year. This applies to students continuing at Pleasant Creek School or entering from another school, including Jr. High or Middle School.

Students who are suspended from school for violation of school rules are ineligible to practice or participate until readmitted to school.

### **Junior Prom**

The Junior Prom is intended to be a formal social/dance experience of North Sanpete high school students who meet the academic and behavior criteria set by the school. Pleasant Creek students may go to the dance only if invited by a North Sanpete High School student, but it will not be permitted to participate in the Promenade.

### **Basic Graduation Requirements**

In order to graduate from Pleasant Creek School, a student must earn twenty-four credits:

Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	2.5
Fine Arts	1.5
Healthy Lifestyles/P.E.	2.0
Computer Tech	0.5
Government/Citizenship	0.5
Financial Literacy	0.5
Vocational	1.0
<b>Total Credits:</b>	<b>24.0</b>

**Electives: See Counselor**

Pleasant Creek School offers to students, meeting all state and district graduation requirements, the opportunity to participate in a **formal** commencement ceremony at Pleasant Creek School. The ceremony is meant to honor only students from our school that have met the requirements to graduate.

Students wishing to participate in the graduation ceremony must comply with the following requirements:

Completion of all State and District credit and course requirements.

1. Compliance with all rehearsal requirements as set by the administration
2. Adherence to behavior and dress standards of the school during graduation rehearsal time and during graduation.
3. A minimum of 24 credits and core classes being completed in order to receive a diploma by the date of graduation. Anyone with courses left to finish will not be allowed to walk at graduation, and will continue working with Pleasant Creek School during summer school.

4. Must pay all fees before graduation. Students will not be allowed to participate in the graduation ceremony and diploma will be held until fees are paid in full to the district.

Students or parents desiring more information concerning the graduation ceremony should contact the principal.

### **Credit Recovery**

Students may continue credit recovery opportunities throughout the summer months (June through August), but the courses must be completed at home without teacher support. Summer School in-person courses have been solely reserved for YIC students in rehabilitation homes.

## **Edgenuity**

Edgenuity is available for credit recovery for all students at Pleasant Creek School. Students must comply with the following standards.

1. Courses must be approved by a counselor.
2. All students must be making progress to graduation. Many SOAR students are credit deficient and in order to graduate with their class, they must follow a written curriculum map at the time of registration. Failure to follow the guided map will result in a meeting with the student, parent(s), and administration to determine a new pathway to graduation including possible removal from the SOAR program.
3. Credit recovery courses that were started at NSHS must be paid before classes will be issued at PCS.
4. Students are expected to complete all assessments with a passing threshold of 60%.
5. Lessons and quizzes can be completed at home or at school. Requests to test out of courses must be completed in person at PCS after signing a test-out contract. All tests and exams must be proctored by a Pleasant Creek School employee. SOAR students must complete tests and exams in-person during school hours. During summer school, students will complete all work at home, with the exception of tests and exams. Students will be required to come in-person during the 6-week summer school to proctor tests.
6. All coursework may be reviewed by a teacher.
7. Cheating and plagiarism will require a student to forfeit the course. Approval from administration is required to repeat the course.
8. All coursework must be completed and a final grade of 60% must be achieved at the end of the class. All assignments do not need a passing grade, as long as the overall final grade is over 60%.
9. Credit is awarded and reviewed by the registrar and school counselor.

## **STUDENT CODE OF CONDUCT**

As young adults who have rights, as any citizen in this great nation, it is imperative that we assume our responsibilities to make our own society (school) a better place in which to live. Our nation exists to serve its citizens by protecting their inherent rights. We believe that students are best able to realize their purposes in an atmosphere of freedom, which is enhanced by individual responsibility and accountability. The goal of education is to prepare each student for adult life. This means gaining a proper education and learning to live together. Standards of conduct help all of us achieve this end.

## **NSSD ATTENDANCE POLICY**

North Sanpete School District believes that school attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunity, a student must have consistent, punctual, daily attendance. Regular attendance and participation in class is essential for students to be successful and prepare themselves for the best quality of life. It is primarily the responsibility of the student to achieve daily, punctual attendance as directed by the Utah Compulsory Education Act, Utah Code 53A-11 (101-105) and Administrative Rules R277-438 and 607. Parents or guardians and school officials share a responsibility to make earnest and persistent efforts to resolve attendance problems. A parent or guardian is

always welcome and is encouraged to call or visit the school for current attendance and academic information regarding his/her student.

Students that fail to follow the attendance expectations signed in the contract during enrollment will be at risk of being dropped from their respective program.

**Definitions:**

**Tardy** - An instance of a student arriving after school or class has begun.

**Absence** - A student's non-attendance at school for one school day or part of one school day.

**Excused Absence** - A student's absence from school, which is verified through a parent/guardian in accordance with District or school procedures and timelines. The State of Utah and the District identify the following as "valid excuses" for student absenteeism: illness; medical appointments; family emergencies; court appearances; death of a family member or close friend.

**Activity Absence** - A student is not counted as absent if on a school sponsored activity such as participation on a school team, club, class, organization, etc. They are required to make up any work missed.

**Truancy** - An absence without a valid excuse.

**Truant Minor** - A student who is absent from school and/or class without parent's knowledge or has no legitimate or valid excuse. An unexcused absence will be considered a truancy or "sluff."

**Notice of Compulsory Education Violation** - A school administrator, a designee of the school administrator, or a truancy specialist may issue a Notice of Compulsory Education Violation to a parent of a student, who is at least six (6) years old but under the age of fourteen (14), if the student is truant (absent without a valid excuse) at least five (5) times during the school year.

**Notice of Truancy** - A Truancy Notice may be issued to any student who is at twelve (12) years of age or older and who has been truant (absent without a valid excuse) at least five (5) times during the school year.

**Habitual Truant** - A school-aged minor who has been absent without a valid excuse ten (10) or more times during the school year or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problems as required under Section 53A-11-103, refuses to regularly attend school or any scheduled period of the school day. (R277-607-1-D) (Utah Code 53A-11-101 (2c).

**Habitual Truancy Citation** - A Habitual Truancy Citation may be issued to a student twelve (12) years or older who has been truant (absent without a valid excuse) ten (10) or more times or who has not resolved attendance problems after reasonable efforts have been made by the school. After issuing a Habitual Truant Citation, the school shall refer the habitual truant to juvenile court.

**Truancy Specialist** - The principal, assistant principal, or District designee shall serve in this position in enforcing laws related to school attendance.

**Educational Neglect** - The willful failure or refusal of parents or caretakers to make a good faith effort to ensure that a child receives an appropriate education, after receiving notice that the child has been frequently absent from school without good cause or reasons identified by school law. Examples would include a parent who consistently fails to get a child up on time, dressed, so the child cannot get to school; a parent who keeps a child home to babysit or to work. The situation is defined as educational neglect only when the child's behavior is under the parent's control. This would usually involve an elementary student; with older children, the situation might be more accurately defined as truancy. In such a case, the child might refuse to get up, get dressed, despite the parent's efforts; or the child might leave the house presumably to go to school, and go elsewhere. (Usually, secondary students (7-12) are referred to Juvenile Court, and elementary students (K-6) are referred to DCFS.)

**DCFS** - Division of Child and Family Services

**Certified Mail** - Notification, sent through the U.S. Post Office that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted and by whom.

**Non-Judicial Referral** - A referral made by the school/District directly to a local juvenile authority. A “non-judicial” referral is a referral that is handled by juvenile authorities (not a judge) and does not appear on a court record.

**Official Referral** - A referral made directly to the Sixth District Juvenile Court/Judge. This referral usually follows a “non-judicial” referral if attendance problems are not resolved. This referral does remain on a court record.

**State and District Policy:**

"State Compulsory Education Requirement" (Utah Code, Section 53A-11-101-105) directs parents and schools as follows:

1. A person having control of a minor who has reached the age of six years, but has not reached the age of eighteen years, shall send the minor to a public or regularly established private school (excludes Home Schools) during the school year of the district in which the minor resides. Administratively, North Sanpete School District expects all students to adhere to this policy and other District policies until a student's class has graduated.
2. It is a Class B Misdemeanor for a person having control of a minor to willfully fail to comply with the requirements of Utah Code 53A-11-101 (3).
3. A local board of education or designee shall report cases of willful noncompliance to the appropriate city, county, or district attorney.
4. The law also allows a parent/guardian of a student enrolled in public schools to excuse his/her student from school, but only when the student is absent for a “legitimate or valid reason,” as described in the “excused absence (valid excuse)” definition. Because Sixth District Court has jurisdiction over all juveniles residing in North Sanpete School District, it is the expectation of the Court that students within its jurisdiction will be in regular attendance at the school in which they are enrolled. The Court is obligated to adjudicate truancy matters for those students who are habitually absent without a reasonable excuse. To accomplish this goal, the Court requires that public school officials refer to Court those students who are in violation of the “Compulsory Education Requirements.” Prior to a referral, the Court expects parents and schools to demonstrate earnest and persistent effort to deter truant behavior. In order for the Court to adjudicate truancy, the Court requires that schools notify parents of attendance policies and consequences for truant behavior and teach students that such behavior is illegal and unacceptable.
5. Prior to or no later than school registration, the parent(s) of all school-age children and the students themselves shall be provided written notice from the school or District informing them of the “Compulsory Education Requirements” and the “North Sanpete School District Attendance Policy.” Throughout the school year, as new students register, they shall also be given a written copy of this Policy. Upon parent/student receipt or review of this Policy, parents/students may be asked to sign a disclosure statement for verification.
6. All school-age children are expected to comply with the mandatory “Compulsory Education Requirement” unless the children have been exempted for one of the reasons listed in Utah Code 53A-11-102.

**Procedures for Monitoring Daily Attendance:**

It is the responsibility of parents to make sure their student attends school and arrives promptly every school day. If illness or other approved emergencies prevent attendance or causes tardiness, it is the parent's/guardian's responsibility to notify the school's attendance secretary and properly excuse his/her student through a phone call or a signed written note which indicates the reason for the absence. The parent/guardian should notify the school preferably on the day of the absence, but no later than 2:30 pm on the day after the absence(s).

1. A tardy may be excused by a parent/guardian when an emergency situation results in a student arriving late to school. Students who arrive late need to check in through the attendance office. Three tardies will be considered an absence. Secondary students may not be excused for tardiness between classes unless verified through a staff member. Students, who develop a pattern of habitual tardiness, will be dealt with administratively by each school and will be part of any court referrals. Individual teachers and schools are *strongly* encouraged to develop academic incentives for promptness as a deterrent for tardiness.



Tardy Rationale: Tardies not only hinder a student's ability to profit from instruction at the beginning of class, but they interrupt the teacher's instruction and the work of other students who made the effort to be on time. In addition, tardy students are usually in the hallways interrupting other classes and the efforts of other students/friends to be to class on time. Punctual students perform better in school and at work and is a citizenship skill required by the state.

1. Secondary schools will take attendance every period.
2. Any student who leaves school during the school day is required to check out through the attendance office. He/she must present a note from the parent/guardian or must contact the parent/guardian at the time of check out in order for the absence to be excused. If the student does not check out through the office, the absence will automatically be a truancy. In an emergency when a parent/guardian may not be reached, a school administrator may temporarily approve the check-out, pending parental or guardian confirmation by telephone or note within 24 hours. If a student who has checked out returns later in the day, he/she needs to check-in through the attendance office.
3. Academic grades may be impacted by excessive absences, trancies or tardies. At the discretion of the teacher, and upon written disclosure to students and parents, participation, attendance, and punctuality may together be a factor of up to 25% of the grade given in some classes; especially in activity classes: band, choir, dance, orchestra, physical education, home economics, woods, metals, mechanics, construction, etc.
4. Each school may organize a School Attendance Appeals Committee to review excessive absences and/or trancies and provide parents and students due process. Members of this committee may be appointed by the school administration. Decisions of the School Appeals Committee may be appealed further to the School Board.
5. The North Sanpete School District may organize a "Truancy Mediation Program" to assist parents, students, and schools in resolving attendance issues. The program will help parents and students resolve the problem with student attendance.
6. Any time a student is absent he/she is held accountable for his/her learning and missed work.
7. According to State law, students who are absent ten consecutive days shall be dropped on the 11th day if no student and parent/guardian contact has been made. In these situations, the school and other agencies will make earnest and persistent efforts prior to the ten days to contact the student and parent/guardian to assist with the problem.
8. The school and/or District shall make allowances for students who may have excessive absences resulting from extended medical conditions or extenuating circumstances.
9. The District and/or school shall make earnest and persistent efforts to resolve a student's attendance problems through two or more of the following interventions:
  - A. Counseling of the student by school authorities;
  - B. Enlisting parental support for attendance by the student;
  - C. Meeting with the student and the parents/guardians;
  - D. Adjusting the curriculum and schedule, if determined necessary, to meet special needs of the student;
  - E. Sending home letters and progress reports;
  - F. Allow parents to attend classes with his/her student;
  - G. Having parents monitor daily/weekly attendance;
  - H. Enlisting the assistance of government agencies as appropriate;
  - I. Recommendation for Truancy Mediation (if available);
  - J. Submitting a "non-judicial" referral to the Juvenile Court authorities and/or DCFS;
  - K. Submitting an "official" referral to Sixth District Juvenile Court/DCFS;
  - L. Providing and/or requiring after school make-up time; options for the student. (e.g. concurrent classes, Electronic High School, Odysseyware, revised IEP or SEP, etc.); or other as deemed appropriate.
10. If after earnest and persistent efforts are made and the student's truant or excessive absenteeism has not been corrected, the District or designee will/shall pursue one or more of the following:

- A. Issue a Non-Judicial Referral
  - B. Issue a Notice of Compulsory Education Violation
  - C. Issue a Notice of Truancy
  - D. Issue a Habitual Truant Citation
  - E. Refer to Juvenile Court and/or DCFS
  - F. Solicit the assistance of other State agencies
  - G. Use other interventions as appropriate
11. The school will keep a record and document the following according to Administrative Rule R277-607-5:
- A. Documentation of attendance and academic achievement;
  - B. Documentation of school efforts to improve attendance;
  - C. Copies of truancy notices (citations), including all mailing certificates:
    - (1) Notice of Compulsory Education Violation
    - (2) Notice of Truancy
    - (3) Habitual Truant Citation
  - D. Student background as required by the prosecuting agency;
  - E. Copies of truancy notices (citations) shall be retained in the student's cumulative file.

**Guidelines for Excessive Absences**

The North Sanpete Attendance Policy has been established to encourage good attendance and to facilitate the processing of chronically truant students and/or excessively absent students through the juvenile court, DCFS or other agencies.

The District has identified excessive absenteeism as 15 days per year *or significant portions of a day or class period(s)*. The District is committed to making a substantial effort in resolving attendance problems with parents/students at the school level. The District/school will implement and document these earnest and persistent efforts in resolving a student's attendance problems as listed below:

- 1. Annual notification of the District and school attendance policies shall be provided to the parent/guardian(s) of all students at the time of registration.
- 2. Following the 5th absence in a year or in a given class/period, the principal or designee shall make a "personal contact" with the parent/guardian(s). A meeting may be held and/or a letter may be sent if deemed necessary by the circumstances. At this time, the parent/guardian and student will be counseled to the importance of school attendance and the legal implications of truancy. Part of the counsel shall also include possible interventions to improve attendance. Documentation of the date, time, and method of communication shall be kept. Also, the school or designee shall review and take into consideration the historical attendance record from the previous year of the student. This contact shall serve as a warning and indicate future consequences if the problem continues.

***Note: If prior arrangements for educational needs of the student were made and/or the principal or designee determined the absences to be reasonable, no parent contact, meeting, or letter may be necessary.***

- 1. Following the 10th absence in a school year or in a class, the school will contact the parents/guardians to set up a meeting. A letter will also be sent and may include the student's attendance record and tentative arrangements for the meeting. School officials shall document or keep log entries of the time, place, etc. of this meeting. One or all of the following steps may be applied at this meeting:
  - A. Discuss the reason for excessive absences.
  - B. Develop a contract (attendance improvement plan) with parents and students.
  - C. Discuss make-up work, remediation, summer school, etc.
  - D. Request doctor's verification with specific dates for absences due to illness.

- E. Indicate that other agencies (DCFS) or law enforcement personnel may be notified if attendance doesn't improve, including a "no judicial" referral to Juvenile Court or contacting DCFS.
- F. The parents will also be given a copy of Utah State Law 53A-11-101 and 103.
- G. Outline future steps that will be taken if the problem continues as outlined on (D).
- H. Review the student's SEP and SEOP with parents to reinforce the importance of regular attendance for academic success and to discuss adjustments for homework or discipline that may be appropriate for the individual student.

***Note: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no parent contact, meeting, or letter may be necessary.***

1. **Following the 15th absence in a year or in a given class/period**, a letter shall be sent and the parent/student shall be notified that the student has been excessively absent/truant and a "non-judicial" referral to juvenile authorities consistent with Section 53A-11-104 (6) shall be made by the individual designated by the school/District. Contact to DCFS for Elementary students may be made. This letter must be certified or delivered in person.

This "non-judicial" court referral shall include:

- A. Documentation of attendance and academic achievement.
- B. Documentation of school times, etc. which have been done to improve attendance.
- C. Copies of letters, including mailing certificates.
- D. Other student background information (grades, citizenship, behavior, etc.) if requested.

***Note: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no disciplinary action, parent contact, meeting, or letter may be necessary.***

1. If the student's absenteeism still continues beyond the 15<sup>th</sup> absence and after the "non-judicial" juvenile court referral, the District shall then make an "official" referral to the Sixth District Juvenile Court and/or DCFS.
2. The parent/guardian(s) shall have the right to due process and have the right to appeal circumstances in regards to excessive absences and/or trancies, or possible court referral to first the school's Appeals Committee and then to the School Board. Parents/guardians have fifteen calendar days from the dated school notification (by mail or personal contact) to make an appeal in writing using NSSD Absence Appeal Form.
3. A student's attendance record from the previous year may be reviewed and applied to the following year for habitual attendance issues.
4. In order to ensure that procedures are followed, schools *must* use a checklist or guidelines that clearly describes each step in the Attendance Policy and the interventions used.

## **Pleasant Creek School Attendance Policy**

**"Regular attendance at school is required and necessary. Research shows that excellent attendance is directly related to student academic success." *Increasing Student Attendance, North-West Educational Regional Laboratory.***

In addition to following district attendance policies and Utah State Compulsory Education Law, Pleasant Creek School holds the following attendance standards:

### **Parent/Student Responsibilities**

1. Students are expected to be in class on time, be prepared, and remain in class the entire period.
2. Students are responsible for checking in and out through the attendance office.

3. Parents must appeal in writing any special and unusual circumstances for attendance before the last week of each quarter.
4. Parents need to excuse their student within 48 hours of the absence.
5. Parents are encouraged to take family vacations during established school vacation times. The value of daily attendance cannot be overstated. Lost instruction time with a teacher cannot be regained. Parents seeking to excuse their student for a family vacation must obtain administrative approval one week prior to the event. The approval process includes completion of a student assignment form. Absence requests exceeding ten school days will not be considered.
6. In accordance with the Utah Compulsory Attendance Laws (53A-11-101-105), students must attend school 94% of the academic school year.
7. Excessive absences can, and may result in removal from the program the student is enrolled in at the time.

## **TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES**

The North Sanpete School District shall be in compliance with Utah Code 76-10-104, and the Utah Clean Air Act. The District prohibits the use, possession, and sale of tobacco, tobacco paraphernalia, as well as the distribution of tobacco, on school property, which includes the 1000 feet surrounding school property, in school vehicles and at school-sponsored events, at all times by all persons.

1. For each incident:
  - a. Confiscate material and secure as directed by local law enforcement.
  - b. Notify parent/guardian for mandated conference with principal/student/parent as soon as possible.
  - c. Refer to school counselor, nurse, prevention specialist, or resource officer for follow-up support, assessment and tobacco prevention education and or cessation program.
  - d. Refer to local law enforcement and/or juvenile court.
2. On the fourth such incident, in addition to those steps outlined in procedure # 1 above, the student and parent/guardian will be required to meet with a hearing committee to decide the question of appropriate school placement. The hearing committee will consist of a counselor, a school administrator, a district administrator, a court representative, and a teacher. The student's case will be presented to the committee. After the hearing, the committee will make suggestions within 48 hours as to possible consequences, including alternative placements or school dismissal.
3. Any student in violation of this policy must further comply with the penalties and guidelines of the student organization to which they belong as stated in the most current handbook.
4. Students who volunteer for a tobacco cessation program will:
  - a. Be provided tobacco prevention/control related education materials.
  - b. Be provided support through the guidance counselor, referred to tobacco cessation opportunities, a substance abuse counselor, or a person trained in tobacco prevention and control.

## **FIGHTING AND ASSAULT**

Students involved in fights at Pleasant Creek School will be suspended up to a three days cooling-off period and referred to court. Further violations of this policy may result in court referral and/or suspension from Pleasant Creek School. Re-admittance will be made only after a hearing is held with legal guardians and a plan for appropriate conduct is agreed upon, and/or removal from the program if the assaulting student is unwilling to work with other participants (students, teachers, admin, etc.).

## CARE OF SCHOOL PROPERTY

Every student should feel a personal responsibility in keeping the school clean. **Our school and students are judged by the cleanliness, orderliness, and well-kept appearance of the building and grounds.** Any student who willfully defaces or destroys property belonging to the North Sanpete School District will pay the cost of replacement or repairs and be referred to the proper authorities for appropriate action.

Vending machines containing candy and drinks are available for student use during breaks. Machines may only be on before school and after school if students won't comply with school cleanliness and being to class on time.

## CAFETERIA

School lunch is a privilege dependent on appropriate behavior. Students are expected to:

- Accept all food offered by the lunch workers per federal law to ensure students receive the required nutritional requirements mandated by food services
- Eat in the respective room (YIC students will eat in their assigned classrooms, SOAR students outside or in the SOAR classroom)
- Throw away garbage and uneaten food. Food left in school will be thrown away daily

## HALLS

Students are expected to display acceptable behavior at all times. Running, scuffling, fighting, shouting, screaming, whistling, throwing litter, kicking lockers, etc., are not acceptable behaviors. While students are in the hall they are under the supervision of all teachers and staff members and should respond to any teacher's or staff member's request to be orderly. Students are not allowed in the hallways without permission. SOAR students are only to be in the halls when given permission to go to the bathroom (only one student at a time), or when being escorted by a teacher to and from PE.

## ASSEMBLIES

Student conduct at assemblies must conform to the following guidelines:

Students are expected to demonstrate the utmost respect for those performing by refraining from outcries, clapping in unison, or any attention-getting action.

Students are expected to remain seated until excused by the person conducting.

## DRESS AND GROOMING CODE GUIDELINES

- Grubby clothing which is worn-out or has holes is not permitted. Deliberate attempt to appear "grubby" is not acceptable.
- Immodest dress such as exposed underwear, tank tops, unbuttoned shirts and/or blouses and clothing worn too tight or so loose as to be revealing is not permissible.
- Clothing which leaves the midriff exposed when arms are lifted to shoulder level while sitting or standing is prohibited.  
  
Sheer blouses are permissible only if the clothing underneath meets dress code standards.
- Sleeves will be worn and shoulders will be covered.
- Clothing with inappropriate printing such as, but not limited to, anything that shows disrespect to the educational process by advertising sex, drugs, alcohol, tobacco, illegal activities, racial statements, profane language, vulgarity, nude or lude content and sexual innuendo is prohibited.
- Spandex, biker shorts, and cut-off sweats are not permissible.
- Dresses, shorts, split skirts and other short-like fashions should be long enough to come within 4" of the floor when in a kneeling position.
- Appropriate undergarments are to be worn by girls and boys.

- Shoes and/or sandals are to be worn at all times to ensure personal safety and hygiene. Pajamas are not permissible.
- Hair must be kept clean, well-groomed and of a natural color. Students should come to school clean and well groomed.
- All head coverings such as bandanas, hairnets, hats, hoodies and sweatbands are to follow the same ethical and moral standards as other clothes (no drugs, alcohol, tobacco, sexual references, gang related symbols, etc.)
- Wearing, possessing, using, distributing, displaying, or selling any clothing, or hats displaying gang names, initials or nicknames, jewelry, emblem badge, symbol, sign colored rags or handkerchiefs, or other things which evidence membership in a gang is prohibited.

#### **Consequences:**

**1st Offense:** Student will be asked to change into appropriate attire. If a student refuses he/she will be sent home to change or stay home for the rest of the day.

**2nd Offense:** A letter of discipline will be given to the student indicating that the student will be suspended from school if there is another violation of the school dress code. The student will be asked to have a parent/guardian sign the letter and then return the letter to the office so it can be placed in the student's file.

**3rd Offense:** The student will be suspended from school for two days for insubordination. A parent/guardian conference will be requested in order for the student to return to school.

**4th Offense: Suspension from school until a meeting is held with the student, a parent/guardian, and the district superintendent. Refusal to comply with the rules can and may result in termination of in-person services.**

## **SAFE SCHOOLS**

A copy of the Safe Schools Policy in its entirety and other school policies are available at the district office, in the principal's office, and online at [www.nsanpete.org](http://www.nsanpete.org).

### **Summary of Policy**

**Student conduct:** Read rules, show respect and obey school authority.

**Weapons:** Prohibited to possess, use, sell, or attempt to possess, use or sell any firearm, weapon, knife, blade, or other instruments including those which eject anything. Any material, regardless of intent, that is dangerous to persons or property is prohibited. Fireworks of all types are not allowed.

**Gangs:** Gang-related dress and behavior is prohibited.

**Use of Physical Restraint:** School personnel may use reasonable physical action to protect self and others from injury, take possession of weapons, controlled substances or remove students from violent situations and to protect property.

**Suspension and Expulsion:** Students may be excluded from school for violation of Safe Schools Policy. Alternative education setting may be mandated.

**Sexual Harassment:** Unwelcome sexual advances, unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.