

## Student Success Handbook 2023-2024

### Citizenship Program at South Cache

We hope to help students understand that behavior is as important as academics and we will celebrate and recognize students who excel in this area. The purpose of this program is to help students learn how to be good citizens and learn the academic and social skills that will help them be successful in school and prepare them for life outside of school. To aid students in achieving this goal, South Cache has created a citizenship rubric that will teach students what good behavior looks like in three areas: **Success & Safety, Respect, & Responsibility.**

Students will receive citizenship grades in all three of these areas and those three grades will be used to calculate a final citizenship grade in each class. Your grade in all three areas will be constantly visible in PowerSchool in your gradebook and you can make it go up or down depending on how well you follow the rubric. Remember, the rubric is a guide. Work with your teacher on any citizenship questions. You can always work with your teacher to improve your citizenship grade. **It is our expectation that every student gets a “B” (3 or “Meets Expectations”) in citizenship in every class. This is the minimum *Spartan Standard* of behavior and citizenship. It is the *Spartan Way!***

At the end of each trimester, students with an “A” in citizenship (used to be an “H” or a “4”) will receive a reward and student recognition. Students with a “B” will be eligible for “random” rewards. Students who get below a “B” in citizenship will receive extra help and support to help them make up any skill deficits in their citizenship grade. All non-academic behaviors will no longer be part of an academic grade.

<b>South Cache Citizenship Rubric</b>				
<b>South Cache Spartans: Promoting Success, Respect, &amp; Responsibility</b>				
<b>Descriptors</b>				
Category	<b>4 = A = H</b> <b>Exceeds</b> <b>Expectations</b>  <b>Almost Always</b> <b>Accomplishes</b> <b>Descriptors</b>	<b>3 = B = S</b> <b>Meets</b> <b>Expectation</b>  <b>Consistently</b> <b>Accomplishes</b> <b>Descriptors</b>	<b>2 = C = N</b> <b>Approaching</b> <b>Expectation</b>  <b>Sometimes</b> <b>Accomplishes</b> <b>Descriptors</b>	<b>1 = D = U</b> <b>Not Approaching</b> <b>Expectations</b>  <b>Rarely</b> <b>Accomplishes</b> <b>Descriptors</b>
<b>SUCCESS &amp; SAFETY</b>	<ul style="list-style-type: none"> <li>*Meets challenges with a growth mindset</li> <li>*Stays focused and engaged in class</li> <li>*Asks for help, monitors own learning, and stays organized</li> <li>*Is an Upstander</li> <li>*Obeys all safety rules and maintains appropriate boundaries</li> <li>*Uses technology in a SAFE, successful, and responsible way</li> </ul>			
<b>RESPECT</b>	<ul style="list-style-type: none"> <li>*Demonstrates self-respect and positive self-talk</li> <li>*Respects property of the school and classmates</li> <li>*Demonstrates integrity, honesty, &amp; trustworthiness</li> <li>*Is inclusive, courteous &amp; kind to everyone</li> <li>*Works cooperatively with peers and teachers</li> <li>*Listens attentively and follows instructions</li> </ul>			
<b>RESPONSIBILITY</b>	<ul style="list-style-type: none"> <li>*Is prepared, participates, &amp; contributes consistently to class learning activities</li> <li>*Demonstrates good attendance and is on time</li> <li>*Keeps missing assignments to a minimum</li> <li>*Goes to assigned HERO hour when requested</li> <li>*Follows school &amp; classroom rules for cell phones / dress code / language</li> </ul>			

## DRESS CODE

Students at South Cache Middle School are expected to adhere to the Cache County School District dress code. The district dress code can be found online and is included below to help parents and students select appropriate clothing for school.

<https://go.boarddocs.com/ut/ccsdut/Board.nsf/Public?open&id=policies#>

- Section 9000 Students
- Conduct: student dress code

A. Purpose: The courts, state, and federal laws, as well as Cache County School District, require an atmosphere at school which provides for a safe, orderly, and disruption-free learning environment. The following dress code policy has been designed to support such an environment. Please remember that the dress code policy applies to all students whether attending school or any school function (as participant or member of the audience).

B. There appears to be a close relationship between good dress and grooming habits, good work and study habits, and proper school behavior. If clothing, hairstyle, or personal adornment is causing a disruption in school or at any school function, appropriate corrective action will be taken.

C. Disruption is defined as, but not limited to, reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

D. Responsibilities: Adherence to dress and grooming standards is the responsibility of the student and his/her parents/guardians. Enforcement of the school's dress code and standards is the responsibility of the school administration, faculty, and staff. Students that do not comply with a teacher's request will be referred to the school administration for corrective action.

E. All schools are expected to enforce the following guidelines. Individual schools may add to this policy with School Board approval. It is recognized that activities may arise that call for variations; therefore, exceptions to this policy may be made for special occasions only when so designated by the school administration.

F. The Cache County School District has established the following guidelines to aid parents and students in selecting proper school attire:

1. Students should be clean and well groomed (hair, clothes, cosmetics). If safety is a factor, more stringent standards may be applied.
2. Shoes or sandals must be worn at all times while on campus.
3. Except for religious or medical purposes, hats, caps, and other head coverings shall not be worn or displayed inside school facilities during school hours.
4. Clothes shall sufficiently cover undergarments at all times.
5. See-through or net fabrics, halter-tops, off-the shoulder or low-cut tops, bare midriffs, and muscle shirts (sleeveless/bare midriff shirts) are prohibited.
6. Shorts and skirts should be worn nearer the knee.
7. Clothing, jewelry, personal items (backpacks/bags, binders, bandanas, etc.), and skin shall be free of writing, pictures, symbols, insignia, or color combinations which:
  - a. Communicate crude, profane, or sexually suggestive messages
  - b. Displays drug, alcohol, or tobacco advertising, promotion, or likenesses

- c. Advocate racial, ethnic, or religious prejudice
  - d. Represent or give evidence to gang membership or affiliation
8. Metal accessories that present a hazard to the health or safety of the wearer or others are prohibited on school grounds.

**Corrective actions:** If a student chooses to wear clothing to school that distracts from the learning environment, the student will call a parent to bring appropriate clothing, be sent home to change (with parental permission), or wear clothing provided by the school. Should the student violate the dress code again, the school administration will contact a parent/guardian. Inappropriate items at school may be confiscated. South Cache is not responsible for any item(s) lost or stolen.

This dress code is for the protection and preservation of the teaching and learning environment and for the safety of all students, staff members, and visitors. Please remember that the dress code policy applies to all students whether attending school or any school function.

### **ELECTRONIC DEVICES (Cell Phones, tablets, etc.)**

South Cache Administration supports individual teacher's cell phone policy and expects students to learn and abide by each teacher's phone rules. The Cache County School Board and South Cache Middle School recognizes the value of electronic devices but also understands if used inappropriately, they can disrupt the learning environment. As such, we support the policy of acceptable use of electronic devices at school while also creating reasonable expectations for limits.

The Policy for Secondary Schools and electronic devices can be found at:

<https://www.boarddocs.com/ut/ccsdut/Board.nsf//Public?open&id=policies#>

- [Section 9000 Students](#)
- Conduct: Student Cellular Device Policy

Students who fail to adhere to the policy guidelines may result in disciplinary measures such as listed:

- Verbal warning. Student may be asked to turn off their device in the presence of the teacher and may be allowed to put it away.
- Device may be taken away until the end of the day (to be picked up by student).
- Device may be taken away from the student and must be picked up by the student's parents during school hours or after school, after consultation with a school administrator. Offense may be logged in PowerSchool.
- Student may lose the privilege to use device on district property.
- ***Students may use personal phones to call or text parents during the day in the main office. Students should ask permission from their teacher before using a cell phone.***

The School administration cautions and maintains that unsuitable or inappropriate communication between students out of school hours using social media or other electronic medium will not be dealt with at the school level. Any problems or issues negatively affecting South Cache students out of school hours should be handled by students and guardians, and/or referred to local law enforcement.

It is recommended that electronic devices are secured at all times. South Cache Middle School and Cache County School District will not be liable for damaged, lost or stolen phones/electronics.

## Attendance

Student attendance is governed by State laws and by District and School policies. State laws and education policies require that students attend school. Following are some of the basic attendance policy requirements.

- A. There are three classes of absences:
  - **Verified** (those cleared by a parent contact with the attendance office)
  - **Unverified** (those not cleared by a parent)
  - **School Excused** (those absences due to a student's involvement in a school activity)
- B. Attendance begins the first day of the trimester, and if a student transfers from a class, the attendance in the previous class follows the student into the new class. During class time, students are expected to be on time and in class.
- C. A parent/legal guardian will have five (5) school days to verify any absence. After that time the absences will remain unverified.
- D. Family vacations will be accepted and should be pre-approved. Pre-approved vacation days are treated as verified absences, and the student is responsible for all course work missed.

Parents, please call the school at 245-6433, ext. 4107 at any time to excuse your student from school. This is a time saver for both you and the attendance office.

### ILLNESSES AT SCHOOL

During the school day, if a student reports not feeling well or who has any of the following symptoms, they are required to report to the office/sick room. Parents will be called to pick them up. Sick students need to go home as soon as possible. If a parent is unable to be reached, the student's emergency contacts will be notified. **Please update guardian and emergency phone numbers in PowerSchool.**

If a student is sick with any of the following symptoms they should be kept at home until they are symptom free for 24 hours.

<b>Fever at 100.4 or above</b>	<b>Cough</b>
<b>Sore Throat</b>	<b>Shortness of Breath</b>
<b>Muscle aches and pain</b>	<b>Reduced sense of taste or smell</b>

### MAKE-UP WORK DURING ABSENCES

Making up work missed during an absence is the responsibility of the student. There will be no penalty for missing school if an excuse is verified by a parent, however, the responsibility remains on the student to complete work. All work, not only missing assignments will be found on CANVAS. If you are unable to get all the information you need, please contact the teacher. Students are responsible for making up the work and returning it to their teachers in a timely manner.