

DRAPER PARK MIDDLE SCHOOL STUDENT CODE OF CONDUCT 2020-2021

COVID-19 Special Factors

For the 2020-2021 school year, schools in Utah will adhere to many special factors designed to mitigate the risk of contracting COVID-19. These factors include procedures to create more physical distance between students and more frequent sanitation protocols. The governor has also mandated students, staff, and visitors to schools wear face coverings. The Canyons School District COVID-19 Action Plan is linked here: <https://web.canyonsdistrict.org/covid-19/>

Draper Park Vikings will have COURAGE.

C – Concept Mastery – Vikings will demonstrate mastery of a concept learned.

O – Outstanding Work Ethic – Vikings will work hard, persevere, and give their best effort to accomplish a task.

U – Understanding and Empathy – Vikings will be attuned to the emotions, perceptions, and difficulties of others.

R – Respect and Responsibility – Vikings will be considerate, trustworthy, dutiful, and dependable with regard to property, self, and others.

A – Accountable for Time and Place – Vikings will be in the assigned place at the assigned time.

G – Give Back – Vikings will be generous with their time and resources and give back to their school and community.

E – Engage – Vikings will be involved in their school and active participants in their learning.

Behavior, which is satisfactory to local, state and federal laws or to generally accepted standards of dress, behavior, decency, honesty, and courtesy, will be encouraged at school. Before disciplinary action is taken, each situation is thoroughly investigated. School rules and procedures will be enforced in a consistent, firm and fair manner according to the Canyons School District and DPMS policies. All Utah State educational codes and laws and Canyons District policies and procedures are followed and all student and parental due process rights are observed.

ATTENDANCE - Regular attendance is crucial to success in school. Utah State law (Public law 53-24-1) requires regular attendance and that every parent or guardian of a minor (ages 6 to 18) shall send their student to school. The responsibility for regular attendance is shared between the student, parents/guardians, teachers, and administrators. Parents/guardians of an absent student should call the Attendance Office at 801-826-6910 or email them at Wendy.Marz@canyonsdistrict.org. If no call or email is received, the Attendance Office may contact parents at home or work to verify the absence. Parents may also access their student's daily attendance through Skyward on the Canyons District website.

The attendance office at DPMS uses five codes when students are absent from school.

1. (E) means excused and are authorized by state law or district policy. These include: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, school activities, and special family or religious events.
2. (G) means parent consent denoting that a parent/guardian has given permission for the students to be absent from school for any reason.
3. (A) means parents have not confirmed the absence with the attendance office.
4. (VT) means verified truant, the absence was verified and the parent and school agree the student-missed school without permission.
5. (HH) means students are absent from school because they have been quarantined for COVID-19

*****COVID-19 Special Factors for Attendance:**

Schools, along with Responsive Services, will monitor attendance and reach out to families to problem solve and provide intervention support when needed. District will be lenient in terms of compulsory education as students and families navigate COVID risk levels.

BUS TRANSPORTATION – The District Transportation Office has carefully surveyed the boundaries and has identified, by house number, both those who qualify and those who do not qualify for transportation services. By state regulation, students must board the bus at the regular bus stop. Students are expected to follow all bus safety rules while riding to and from school. All students are expected to follow the instructions of the bus driver. Misbehavior on the bus or at a bus stop may result in suspension from riding the bus to and from school and during field trips.

*****Transportation COVID-19 Special Factors:**

Canyons School District has determined additional requirements in order to maintain a safe environment and mitigate risk to students and staff:

- Face coverings for students, staff, other passengers; LEAs may make exceptions for unique student circumstances
- Implement strategies to ensure driver safety
- Develop protocols for minimizing mixing of students from different households and regularly cleaning and disinfecting seats and other high-touch surfaces

Canyons School District also recommends the following:

- State recommendations are supported by the district
- The following transportation protocols have been established:
 - All School bus drivers will be wearing face coverings and/or face shields
 - Governor Herbert ordered on July 9 that “all students, staff, faculty and visitors at all K-12 schools in Utah are required to wear a mask fall semester.”
 - “Some flexibility will be given to school boards and principals to accommodate younger children, and we call on those local leaders to use common sense in the flexibility they use.” – Governor Herbert
 - All students will be assigned a permanent seat on our buses in order to minimize the mixing of students from different households and to help with contact tracing. Our school bus camera systems will also assist in our contact tracing efforts
 - We will be implementing strategies to ensure driver and student safety by cleaning and disinfecting seats and other high-touch surfaces on each bus by applying disinfectant spray and by using disinfectant wipes after each bus run
 - Each night we will have a disinfecting crew go through every bus with a chlorine based disinfectant spray to thoroughly sanitize our entire school bus fleet
 - The goal is to maximize physical distancing of all passengers on our buses; however, we acknowledge that physical distancing of 6 feet or greater is not always feasible in many instances. Precautions will be taken to ensure both the safety.

CELL PHONES & PERSONAL ELECTRONIC DEVICES

Draper Park Middle School's Approved Electronic Device Policy:

1. Students' personal electronic devices (headphones, Smart watches, earbuds, cell phones, etc.) should be out-of-sight, silent, and inactive during class time, unless otherwise directed by the teacher. As a one-on-one technology school, teachers will provide access to school devices first, using personal devices only when it is more time-efficient.
2. When at school, cell phones may be used without restriction before and after school. DPMS students have COURAGE. When using cell phones at school, students should demonstrate understanding and empathy, exhibit respect and responsibility, and be accountable for time and place.
3. When at school, cell phones may be used during lunch unless otherwise specified by the administration. Students are more engaged socially with their peers by setting their cell phones aside and participating face-to-face. In person interactions are encouraged.
4. Students should avoid taking pictures of others without their permission. Using a camera in a restroom or locker room is prohibited and is illegal. Students have a reasonable expectation of privacy at school, most particularly in locker rooms and bathrooms. Severe consequences will be enacted for violations of this privacy.
5. With the explicit permission of the classroom teacher, students may listen to music during independent work time. As needed during this time, school electronic devices will be made available for student use.

CHEATING AND PLAGIARISM – Any type of cheating robs a student from a true learning experience. Cheating may include borrowing someone else's work, copying and pasting without citing the source (plagiarism) will result in classroom level or school level consequences.

CHECK-IN – Students checking in prior to 7:50 will report directly to their first period class. Students arriving after 7:50 will need to check in with the Attendance Office, even if they arrive during a class break.

CHECK-OUT – If it becomes necessary for a student to leave school for any reason during the school day, they must sign out through the Attendance Office. A parent or designated person listed on Skyward **MUST COME IN** to the Attendance Office and sign the student out. (Students will **NOT** be allowed to check out with a note or call from a parent.) Students will not, under any circumstances, be released to anyone other than those listed on the student's emergency card.

CHROMEBOOK - Students will be issued a device and will be supported with connectivity in order to participate fully in Canvas, electronic work, and/or participate in remote learning.

CITIZENSHIP – Please see attached rubric.

CLOSED CAMPUS – Draper Park Middle School has a “closed campus” which means that students must remain on campus during lunch and throughout the entire school day. If a student wishes to leave the campus an adult that is listed on Skyward must sign them out. The adult must come into the attendance office and sign students out. Students who choose to leave campus will be truant.

COMPUTER LABS – District Policy ***IJNDA*** - *Student use of electronic information resources must be in support of education and research and must be consistent with the educational objectives of Canyons School District. While access to all materials on a worldwide network cannot be controlled, Internet access in Canyons School District is filtered and monitored on an ongoing basis.* In addition, DPMS does not allow students to be in computer labs unattended nor is food drink allowed in the computer labs.

DISRESPECT AND INSUBORDINATION – The refusal to follow a reasonable directive by a teacher, administrator, and/or other school personnel is considered insubordination and is prohibited. This behavior is grounds for an office referral or suspension.

DRESS AND GROOMING STANDARDS – Students are expected to maintain the dress and grooming standards as established by Canyons School District Board of Education policy. POLICY—JIC— STUDENT CONDUCT AND DRESS - <http://policy.canyonsdistrict.org>

EMERGENCY PROCEDURES – Students will be instructed by their teachers regarding emergency procedures and evacuation plans. Students are required to follow the outlined procedures when the school has a drill or the emergency alarm is sounded.

FEE WAIVERS – Fee waiver forms are provided on-line and in the Main Office. Whether on a fee waiver or not, everyone has the opportunity to participate in class and school sponsored activities.

FACE COVERINGS - Governor Herbert ordered on July 9 that “all students, staff, faculty and visitors at all K-12 schools in Utah are required to wear a mask fall semester.”

FALSE EMERGENCIES – Threatened violence or disruption, telephone bomb threats, telephone 911 calls, etc. are considered false emergencies and are prohibited. These types of actions may involve police intervention and possible suspension.

FIGHTING, THREATENING, INTIMIDATING, ASSAULT, AND BATTERY – Students are expected to get along with one another and settle differences and disputes in ways other than fighting. Fighting, threatening, intimidating, assault and battery types of behaviors (including snowball throwing) at school or at school-related activities are prohibited.

HALL BEHAVIOR AND PASSES – While in the halls, students will behave with courtesy and respect. Students will not carry open drinks or food in the halls. Food or drinks will be confiscated if found. Students must have a hall pass during class time if they are to be out of class. It is the student's responsibility to be in the right place at the right time and to observe school time and bell schedules.

***** COVID-19 Hallway Special Factors:** Students should follow signage and directional arrows while moving through the halls. They should also avoid congregating in large groups. Students must wear face coverings in the hallways.

HAZING AND BULLYING – Draper Park is committed to providing a safe and orderly environment for all students. Hazing and bullying activities are abusive and illegal behaviors that harm victims and negatively impact the school environment. All hazing or bullying activities will receive appropriate consequences.

HEALTH ROOM – If a student does not feel well enough to go to class, they should report to the attendance office with a note from their teacher and call a parent to come pick them up. While students are waiting for a parent to check them out they may wait in a designated area. There is a secondary health room for students who are not exhibiting COVID-19 symptoms.

*****COVID-19 Health Room Special Factors:** If a student exhibits symptoms of COVID-19, students will be quarantined until a parent/guardian can pick them up. If a parent/guardian is not able to check the student out, school staff will attempt to call the student’s emergency contacts until someone is able to pick them up.

HOMEWORK REQUESTS DUE TO ABSENCE – If a student is absent from school for any reason, they should check Canvas and Skyward and follow up with individual teachers as needed. Parents may also check Canvas and Skyward to support their child in making up missed work. For procedures on make-up work and late work, please refer to both the school-wide disclosure statement and class or team disclosure statements.

ITEMS DISCOURAGED AT SCHOOL – Items that are disruptive to the school environment and are easily lost or stolen are discouraged at school. These include electronic devices (including bluetooth headphones), skateboards, and all types of toys. **The school is not responsible for lost or stolen items, even if they are stored in hall or gym lockers.** Skateboards, scooters, bicycles, unicycles, hoverboards, etc., must be secured with a lock outside the school building on a designated rack. If these items are at school, they should be stored in lockers and not be seen. These items are not allowed in the classrooms. If they are out and/or being used, they will be confiscated and turned over to an administrator. Students are discouraged from bringing items of value to school, such as expensive electronics or large amounts of money, etc. ***Due to COVID-19, students will not be assigned lockers during the 2020-2021 school year.

ITEMS PROHIBITED AT SCHOOL – Many items are absolutely prohibited at school for any reason. These include laser pointers, any type of weapon, knives, fireworks or flammable materials, guns, and any look-alikes. If a student brings one of these items to school, they will be suspended, and possibly sent to a district hearing.

LOCKERS – ***Due to COVID-19 and the mitigation strategies employed by the school and district, students will not be assigned a locker during the 2020-2021 school year. The students are accountable for the locker that has been assigned to them. They will be liable for any damage that is done to their locker. Students must keep all locker combinations confidential. School officials reserve the right to search student lockers for periodic inspections as well as for suspicion of inappropriate items. Illegal items found in school lockers will be confiscated and offending students will be prosecuted. The school and district are not responsible for lost and/or stolen items. No permanent decorations may be attached to a locker in any fashion. Students may request a locker change or a combination change. If a student damages their assigned locker, they can be charged a cleaning fee.

LOITERING – After school, any student unless under the direct supervision of a teacher or administrator needs to leave the building immediately. Trespassing charges may be filed if students are noncompliant. ***During COVID-19, students are encouraged to minimize their time in the school building before and after school hours. Students who have chosen Educational Release for a period during the school day may not loiter at the school before their first class or after their final period.

MEDICATION AT SCHOOL – Medication may only be administered to a student by school personnel if these guidelines are followed: The student’s physician, dentist, nurse practitioner or physician assistant has provided a signed statement describing the method, amount, and time schedule for administration and a statement that administration of medication by school employees during the periods when the student is under the supervision of school personnel is medically necessary. The “Request for Medication” forms are available in the office. Students may have one eight-hour dosage of medication in their possession at school. No form of medication may be shared with or distributed to other students.

NON-DISCRIMINATION – It is the policy of Canyons School District and Draper Park Middle School not to discriminate on the basis of race, color, national origin, sexual orientation, gender or disability in any educational program or activity.

PUBLIC DISPLAY OF AFFECTION – Public displays of affection are inappropriate for a middle school environment and are prohibited. This includes, but is not limited to hand holding, kissing, hugging, snuggling, etc. *** During the timeframe when COVID-19 mitigation strategies are employed, students are encouraged to maintain physical distancing throughout the school day whenever possible.

SCHOOL PROPERTY, AND EQUIPMENT – The “R” in COURAGE stands for respect and responsibility. This applies to all school property. Students are expected to show respect and responsibility for school property. When students are found not respecting property an appropriate consequence will be enforced. The destruction or defacement of school or personal property at school is considered vandalism and is prohibited. All acts of vandalism will be investigated and appropriate action taken.

SEXUAL HARASSMENT – Sexual harassment is defined as being disturbed persistently by someone because of one’s gender. The government agencies responsible for enforcing laws against sexual harassment agree that certain behavior is unlawful. These behaviors can vary from an annoying glance to an attempted or actual physical assault. Such behavior includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It is considered harassment when such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or creating an intimidating, hostile or offensive school environment. Any sexual harassment behaviors are prohibited for students and employees.

STUDENT SAFETY – Students should exercise caution at all times inside and outside the building to protect themselves and others from injury and accidents. Students should refrain from pushing, shoving, throwing things, etc. that are unsafe in the school setting. All injuries and accidents must be reported to the Attendance Office.

SUSPENSION – A student who is suspended from school is counted present on attendance records and cannot be penalized academically for non-attendance during days of suspension. Suspended students are not allowed on any Canyons District school grounds during the period of the suspension. A school administrator will involve the student and parent in the entire process.

TARDY POLICY – Please refer to the school-wide citizenship rubric and classroom policies.

TEXTBOOKS – The Utah State Department of Education Textbook Adoption Committee has approved all textbooks used at Draper Park Middle School. The Canyons District’s Literature Selection Committee has evaluated supplementary literature. Students will take care of their textbooks and return them without damage. Fines will be assessed for lost or damaged books.

THEFT – Stealing any school or personal property is illegal. All thefts will be investigated and appropriate action will be taken. Consequences will be appropriate and according to Canyons School District policy.

TOBACCO, ALCOHOL AND DRUGS – Draper Park Middle School follows Canyons School District Policy JICH.

TRESPASSING AND VISITORS – All visitors to Draper Park Middle School are required to check in at the Main Office. Student guests, such as out-of-town visitors, friends, or relatives are not allowed at school during the regular school day, including lunchtime. Any visitor to the building must be cleared in the Main Office and wear a “Visitor’s Pass.” ***All non-academic deliveries (e.g. lunch, balloons, flowers, etc.) will not be accepted.

VULGAR OR PROFANE LANGUAGE, PICTURES, AND GESTURES – Any vulgar or profane language, pictures, and gestures or associated actions are inappropriate for any school environment and are forbidden. The teacher or administrator will take appropriate disciplinary action.

WEAPONS - Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use is against District and school policy. Procedures for violating the policy will be enforced.


DRAPER PARK VIKINGS
SCHOOL-WIDE CITIZENSHIP RUBRIC

	<p>All students show <u>COURAGE</u> when they do their best to consistently demonstrate: Concept Mastery, Outstanding Work Ethic, Understanding and Empathy, Respect & Responsibility, Accountable for Time and Place, Give Back, Engagement</p>
<p>A HONORS</p>	<p><i>Consistently...</i></p> <ul style="list-style-type: none"> ● Comes prepared for class, remains engaged and obeys all class rules ● Obeys all school rules i.e. hallways, stairways, cafeteria, etc. ● Demonstrates a high level of respect, initiative and accepts responsibility for learning ● Maintains a positive relationship with peers and teachers ● Completes work that meets or exceeds expectations ● Completes 90% work in a timely manner ● Attends class (no truancies or unverified absences) and arrives on time (no more than 2 tardies per trimester)
<p>B SATISFACTORY</p>	<p><i>Usually...</i></p> <ul style="list-style-type: none"> ● Comes prepared for class, remains engaged and obeys all class rules ● Obeys all school rules i.e. hallways, stairways, cafeteria, etc. ● Demonstrates a high level of respect, initiative and accepts responsibility for learning ● Maintains a positive relationship with peers and teachers ● Completes work that meets or exceeds expectations ● Completes 80% work in a timely manner ● Attends class (no truancies or unverified absences) and arrives on time (no more than 3-5 tardies per trimester)

<p style="text-align: center;">C</p> <p style="text-align: center;">NEEDS IMPROVEMENT</p>	<p><i>Inconsistently...</i></p> <ul style="list-style-type: none"> ● Comes prepared for class, remains engaged and obeys all class rules ● Obeys all school rules i.e. hallways, stairways, cafeteria, etc. ● Demonstrates a high level of respect, initiative and accepts responsibility for learning ● Maintains a positive relationship with peers and teachers ● Completes work that meets or exceeds expectations ● Completes work 70% in a timely manner ● Attends class (no truancies or unverified absences) and arrives on time (no more than 6-8 tardies per trimester)
<p style="text-align: center;">F</p> <p style="text-align: center;">UNSATISFACTORY</p>	<p><i>Seldom...</i></p> <ul style="list-style-type: none"> ● Comes prepared for class, remains engaged and obeys all class rules ● Obeys all school rules i.e. hallways, stairways, cafeteria, etc. ● Demonstrates a high level of respect, initiative and accepts responsibility for learning ● Maintains a positive relationship with peers and teachers ● Completes work that meets or exceeds expectations ● Completes work 69% or below in a timely manner ● Attends class (no truancies or unverified absences) and arrives on time (no more than 9 tardies per trimester)

