

*This document is subject to change. Last updated 9/6/22.



Draper Park Middle School School-Wide Disclosure 2022-2023

<https://draperpark.canyonsdistrict.org/>

(801) 826-6900

Welcome to Draper Park Middle School! For those of you who are returning, we look forward to seeing you again. For new students, we are excited to meet you! The middle school years are an exciting and fun time, and we know that the changes that come with the transition from elementary to middle school can be a little stressful, too. To answer questions and help you know a little bit about what to expect, we have created this school-wide disclosure. It contains a lot of information about how things work at Draper Park and what student expectations are. We want your middle school experience to be a smooth transition between elementary school and high school. We know that if students, teachers, parents, and staff are all on the same page, teaching and learning at DPMS will be more organized and successful. The following school-wide policies help us focus on learning. Please read and become familiar with them to help you have a great middle-school experience.

Courage Code: Success in middle school takes courage. You might need courage to make new friends, try new things, or even say something if you see something that shouldn't be happening. At DPMS, we follow the Courage Code. It's just a set of guidelines that will help us all be more successful while we're here. You'll learn more about it (or have a chance to review it) when school starts, but for now here's an outline:

- C - Concept Mastery:** Learn and master the academic concepts and skills you'll need for success now and in your future.
- O - Outstanding Work Ethic:** Invest the time and effort it takes to do your best, even when it's difficult.
- U - Understanding and Empathy:** Put yourself in someone else's shoes and understand that we are all growing. Everyone deserves a safe place to learn.
- R - Respect and Responsibility:** It's important to take care of ourselves, each other, and our school. We all have a part to play in making DPMS the best it can be.
- A - Accountable for Time and Place:** Be present and on time. Make sure you are where you should be when you should be there.
- G - Give Back:** We've all had a lot of help throughout our lives. Look for opportunities to pay that forward and help others.
- E - Engage:** There are a lot of new opportunities in middle school. Get involved! Participate in class and during extra-curricular activities.

Students are expected to follow the Courage Code in all areas of Canyons School District, including the gym, classrooms, cafeteria, hallways, auditorium, library, restrooms, computer labs, and buses. Consequences for positive and negative behaviors include, but are not limited to, the following:

Rewards

- Verbal praise
- Courage cards
- Class and school-wide incentives
- Positive communication home to parents
- Safe learning environment
- Assemblies and special activities

Consequences

- Visual or verbal correction/warning
- Removal from situation
- Think time
- Courage violation
- Parent contact/conference
- Referral to administration

OPEN FOOD AND DRINKS IN HALLS/CLASSROOMS

At lunchtime, all food and drinks should remain in the cafeteria. Students should eat lunch inside and throw away any trash they have before going out into the courtyard. Students are allowed to carry a water bottle with them throughout the day. Water bottle filling stations have been installed on most of our drinking fountains. We encourage students to use them. Please refer to specific teacher disclosures for specific information on snacks, etc. in the classroom. We ask that students do not eat or drink in the hallways. Exceptions for medical purposes are allowed. Please notify the counseling center of any specific needs.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is unacceptable behavior in middle school. Students who engage in it will be warned. If the behavior occurs repeatedly, parents will be notified and further disciplinary measures will take place.

HALL PASSES

Students should remain in class during all class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

BACKPACKS

Backpacks are allowed in classrooms and in the cafeteria.

CHROMEBOOKS

Each student at DPMS will be issued a Chromebook and a charging cord. These Chromebooks will be used in a variety of ways throughout the day, and should be your go-to device in the event technology is needed during a class. Phones and other personal devices should be silenced and put away during the school day. Students should be mindful that student Chromebook internet activity is monitored. Students are responsible for any loss or damage to the Chromebook and/or charging cord. Fees for loss damage include \$30 for a lost cord, \$50 for a broken screen, and \$225 for a lost/broken Chromebook. Please be careful with your school-issued Chromebook. All of the content students use for school is web-based (Canvas, Google Docs, etc.) If you need to complete work at home you can easily do that on any computer that has internet access, but you should use the school-issued Chromebook to access and complete assignments at school. If you need a device at home please take your Chromebook with you and use it!

PERSONAL TECHNOLOGY

When at school, DPMS students should keep personal electronic devices (Cell phones, smart watches, earbuds, etc.) silenced and put away from the warning bell at 7:45 AM to the last bell at 2:40 PM.

Students' personal electronic devices should remain stored, out of sight, and silenced during class time. As a one-on-one technology school, teachers will provide access to school devices when technology is required for instruction.

Students' personal electronic devices and school-issued technology should remain stored, out of sight, and silenced during passing periods and lunchtime. If students would like to work on homework on their Chromebook during lunch, you are invited to obtain a Media Center pass and visit the Media Center during their lunch period.

Students should avoid taking pictures of others without their permission. Using the camera feature in a restroom or locker room is prohibited and can be illegal. Students have a reasonable expectation of privacy at school, most particularly in locker rooms and bathrooms. Violations of this privacy may result in severe consequences.

Telephones for student use are available in the main office at all times. Phones in the cafeteria are also available before and after school. Students who require a greater degree of privacy for personal conversations should speak to a teacher or assistant principal about possible alternatives.

If a student violates the policy during a given class period:	If a student violates the policy during lunch or in the hall:
<p>1st Infraction: Teacher redirection 2nd Infraction: Teacher redirection 3rd Infraction: Phone confiscated (checked in with an adult in the office and returned at the end of the school day). Teacher enters the incident as a minor incident on Dashboard and contacts the parent.</p> <p>If cell phone violations in a given class period persist, the teacher will conference with administration. Teacher and admin will work with the parent to address the issue.</p>	<p>1st Infraction: Adult redirection 2nd Infraction: Adult redirection 3rd Infraction: Phone confiscated (checked in with an adult in the office and returned at the end of the school day). Teacher enters the incident as a minor incident on Dashboard and contacts the parent.</p> <p>If cell phone violations in the hall or at lunch persist, admin will work with the parent to address the issue.</p>

When students are finished with their lunches, they can:

- Visit the Media Center to check out and play a board game
- Go outside to talk to friends, play with sports equipment
- Sit in the cafeteria to talk to friends or work on homework

ATTENDANCE

Attendance and punctuality are **critical** for academic success. Frequent absence or tardiness disrupt your educational opportunities and reduce your chances for interaction with teachers and peers, classroom participation, learning experiences, and other valuable opportunities. Once lost, these benefits are difficult to regain. Please refer to the Canyons District website regarding Canyons School District attendance and truancy guidelines.

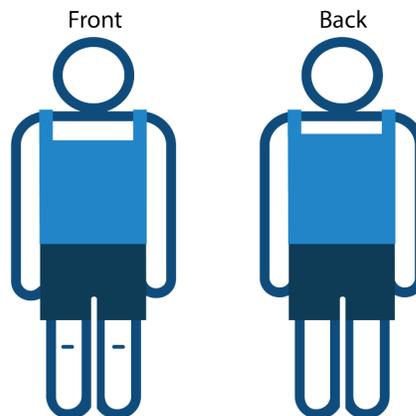
TARDINESS

If you arrive during the first 10 minutes of your first period class, you should go directly to your first period class. If you arrive more than 10 minutes late, please report to the attendance office to check in. (The attendance office is located inside the main office). You will be given a check in slip and should give the slip to your teacher when you get to class. Just a reminder, In order to make the most of one's educational opportunity, a student must have consistent, punctual, daily attendance in order to be College and Career Ready.

DRESS CODE

Draper Park Middle School adheres to Canyons School District Board Policy regarding Student Dress Standards (Policy 500.02.4).

- Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior.
- Student clothing and accessories must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or deal with student confrontations or complaints.
- Clothing: (See figure below.)
 - Must cover the body as outlined in the figure with a fabric that is not see through, with no viewable undergarments (waistbands and bra straps excluded).
 - Shall be free from writing, images or symbols that:
 - are lewd, vulgar, profane, obscene, violent, or sexually suggestive.
 - advocate, represent, or promote racism, discrimination, violence or hate in any form.
 - Signifies or depicts gangs or illegal or criminal activities.
 - School officials will determine what constitutes “gang” clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.



- The student dress code standards include, but are not limited to the following:
 - All students shall wear clean clothing.
 - Shoes shall be worn at all times to ensure personal safety and hygiene.
 - Items that disrupt the educational mission shall not be allowed.
 - Clothing that may draw undue attention, disrupt, or pose a health or safety issue, or interfere with the learning atmosphere, shall not be allowed.
 - Items which bear advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.

- Personal items such as clothing, paraphernalia, jewelry, backpacks, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
- Students shall comply with the laws that govern wearing military uniforms and insignias (Title 10) USC § 771-772, and Army Regulations 670 1 §29-4.
- Accommodations must be made for students whose religious beliefs are substantially affected by dress code requirements.
- School officials may require students to wear certain types of clothing for health and safety reasons in connection with certain specialized activities.
- Students who violate dress code provisions may be subject to student discipline and due process procedures must be followed.

PHYSICAL EDUCATION DRESS CODE

Students enrolled in Physical Education (PE) classes are expected to wear a white or light-gray crew-neck T-shirt. The last name must be on the back of the shirt, across the shoulder blades, in permanent marker or stitch (no tape). The name should be 2 - 4 inches tall in bold, upper-case letters. Students should also wear black or blue knee-length athletic shorts or athletic pants. Yoga pants are acceptable; jeans are not appropriate for P.E. classes. Athletic shoes and socks are necessary.

LOCKERS

Students may access their lockers before and after school and before and after lunch. Lockers are school property and are provided to students for storage of backpacks, schoolbooks and school equipment. You should not share your locker combination. If you give your combination to someone else, you do not have control over what that person chooses to do with it. Students are responsible for keeping their lockers neat and clean both inside and out. You should not write on, scratch, carve, dent or in any way damage their lockers or anyone else's locker. Students who violate these regulations will lose locker privileges and will be required to make payment sufficient to cover damages. School officials reserve the right to search any or all lockers. Illegal items found in lockers may be confiscated, and students to whom the lockers are assigned may face legal action. **The school is not responsible for stolen items.**

LOSS OF PERSONAL PROPERTY

Canyons School District is not responsible for any personal property which is lost, stolen, vandalized, or which may be entrusted for storage and/or safekeeping by Canyons School District or any employee of Canyons School District. There is no provision that allows payment for any personal item that is taken from any Canyons School District school.

GUIDELINES FOR MEDICINE AT SCHOOL

Students may bring up to a 12-hour dosage of their own prescription medication or over-the-counter medicine to school. Any student in possession of medicine exceeding a 12-hour dosage (e.g. bringing the whole bottle) is considered to be in violation of the district's illegal substance violation policy. You may be wondering if medication can be administered by school personnel during the day. Medication may only be administered to a student by school personnel if:

1. The student's parent or legal guardian has provided a current written and signed request that medication be administered to the student during regular school hours.

2. 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 periods when the student is under the control of the school is medically necessary.

The request for medication forms will be available in the main office. Please direct questions regarding medication at school to the main office at (801) 826-6900.

VISITORS/CLOSED CAMPUS

All visitors to Draper Park Middle School must pick up a visitor's pass in the main office when they first arrive. Parents who want to meet with teachers before or after school should check in at the main office first. If possible, please schedule an appointment in advance to ensure teachers are available. Student visitors are not allowed at the middle school unless the school has invited other students into their building as part of the regular instructional process. The administration will follow State and District guidelines in this regard.

DELIVERIES

Parents and family members are welcome to drop student items off for delivery in the office. Those items will be delivered to classrooms, by student aides, or given to students during passing periods. DPMS is not able to accept deliveries from Doordash, Uber Eats, or other food delivery services.

SKYWARD FAMILY ACCESS

Skyward Family Access provides current grade, assignment, and attendance information for students and parents. We encourage parents to monitor student's grades through Skyward regularly. You may access and log on to Skyward at: <http://skyward.canyonsdistrict.org> If you have lost your login or password, please contact the main office in person as we cannot give passwords over the telephone. Please remember that Skyward is the platform teachers will use to record final grades, not Canvas.

GRADING/CLASS WORK

At Draper Park Middle School, your grade should reflect how well you have mastered concepts. Classwork/homework should help you learn and practice the concepts being taught. That work also helps you, your teachers, and your parents/guardians assess your progress in mastering skills and concepts. Classwork, practice, homework, and other formative assessments will add up to 20% of your final grade. Please follow your teacher's instructions for how to collect and complete late work, retakes, and absent work. Teachers will advertise "done dates" before the end of a unit or quarter, when assignments must be turned in to receive credit.

Summative assessments (such as end-of-unit tests or final projects) on concepts will be used to determine your final level of mastery of standards. These assessments will equal 80% of your final grade. Pay attention to "done dates" before the end of the quarter so you know the deadlines for taking summative tests.

Your citizenship grade will reflect your mastery of skills in non-academic areas like punctuality, work ethic, and attitude. (See the citizenship rubric included in this document for more details.)

Please check Skyward regularly for updates to your grade and address any concerns as soon as possible. Your teachers are here to answer questions and help you progress! Concerns about your grades should be resolved *before* the end of the quarter, when they are finalized.

Letter grades will be assigned based on the following percentages:

A	100-93	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
B	86-83	C-	72-70	F	59-0

In rare circumstances, such as classes where students serve as a teacher aide or office aide, grades will be assigned pass/fail.

CHEATING/PLAGIARISM

Draper Park does not condone cheating/plagiarism and wants to help students make better choices. This means if a student cheats or plagiarizes, they will have an opportunity to redo assignments/assessments in a more structured setting, under the supervision of a staff member, and/or with an additional practice assignment to support their learning.

CITIZENSHIP

While your academic grade should reflect your mastery of the content, your citizenship grade should reflect the level of competency shows your behavior shows. These abilities include obeying school rules, showing respect, arriving to class on time, and completing work in a timely manner. Citizenship grades will be based on the following rubric:


DRAPER PARK VIKINGS **SCHOOL - WIDE CITIZENSHIP RUBRIC**

	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
A HONORS	<p>Consistently... Comes prepared for class, remains engaged and obeys all class rules</p> <ul style="list-style-type: none"> ▪ 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 and arrives on time ▪ no more than 2 courage violations per quarter
B SATISFACTORY	<p>Usually...</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 and arrives on time ▪ 3-5 courage violations per quarter
C NEEDS IMPROVEMENT	<p>Inconsistently...</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 and arrives on time ▪ 6-8 courage violations per quarter
F UNSATISFACTORY	<p>Seldom...</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 (one truancies or one unverified absences) and arrives on time ▪ 9 or more courage violations per quarter

Draper Park Middle School
POLICIES AND PROCEDURES 2022-2023

I understand the Draper Park Middle School Policies and Procedures are subject to change. I agree to keep myself current on any changes and will refer to the school's disclosure posted on the website for any updates. I agree to follow the current policies and procedures.

STUDENT

Student Name (Print)

Student Signature

Date _____

PARENT

Parent Name (Print)

Parent Signature

Parent Email (Print)

Phone number

Date _____