

# SOUTH CACHE MIDDLE SCHOOL

## 2017-2018

10 South 480 West  
Hyrum, Utah 84319  
Tel: (435) 245-6433  
[www.ccsdut.org/sc](http://www.ccsdut.org/sc)

Name \_\_\_\_\_

### CLASS SCHEDULE

Hour	Subject	Teacher	Room #
1			
2			
3			
4			
5			
SH			
6			

Dear Students,

Welcome to South Cache! We are glad you are here because South Cache is a great school and middle school is an exciting time of life. There are many opportunities and activities at South Cache that have been planned to help you on your academic road to success and we look forward to sharing this exciting adventure with you. Each of you have unique personalities, skills, and talents that will make our school a great place to learn. We ask that each of you apply your best efforts academically, socially, and demonstrate **personal integrity** as you pursue your education here at South Cache.

As we begin this school year, we encourage you to study, learn, participate, contribute and make a difference at South Cache. Doing your best and putting forth effort will help you get good grades, and good grades are an investment in your future. When you do your best and you take pride in your school and education that will make South Cache even better. Doing well in school will help you feel confident in your abilities to succeed now and in the future. The purpose of this planner is to keep you organized, informed and remaining caught up, helping you to reach your potential and become the best student possible.

Have a great year!

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## **MISSION STATEMENT & BELIEFS**

South Cache promotes student Success, Respect & Responsibility

We believe that all faculty and staff share the responsibility for teaching critical thinking, effective communication, cooperative learning and life-long learning skills. This is accomplished most effectively through:

**SUCCESS** – Expectations for and opportunities for personal success and growth are made available to everyone.

**RESPECT** – Facilitators model appropriate social responses, manners, integrity, and citizenship to promote good character education.

**RESPONSIBILITY** – Effort, discipline, and dedication are applied to teaching and learning. Teachers use a variety of learning styles, lesson plans, assessment measures, team collaboration, and continued professional development.



## GENERAL INFORMATION

School Colors            Navy Blue & Silver & White  
School Mascot            Spartan

### OFFICE STAFF

Blair Powell	Principal
Andy Lund	Assistant Principal
Kristin Davis	Counselor (A – G)
Jared Smith	Counselor (H – N)
Melanie Francis	Counselor (O – Z)
Michelle Erickson	Financial Secretary
Kim Egbert	Lunch Secretary
Jody Stout	Attendance Secretary
Rex Bailey	Head Custodian
Ila Rowser	Custodian
Marshal Smith	Custodian
Trudy Byington	Lunch Manager

### SCHOOL HOURS

Monday – Thursday	8:00 a.m. – 2:45 p.m.
Friday (Early release for Teacher PLC/Prof Dev)	8:00 a.m. – 1:30 p.m.

### WEBSITE

Individual teacher email addresses, school calendar, and other school news items can be found on the school web-site:

[www.ccsdut.org/sc](http://www.ccsdut.org/sc)

### TRIMESTER DATES

1 <sup>st</sup> Trimester	August 23 – November 20	(60 days)
2 <sup>nd</sup> Trimester	November 21 – March 1	(60 days)
3 <sup>rd</sup> Trimester	March 2 – June 1	(60 days)

## CALENDAR 2017 – 2018

8/16/2017	7 <sup>th</sup> Grade Back-to-School Night
8/17/2017	8 <sup>th</sup> Grade Back-to-School Night
8/23/2017	First Day of School
8/30 - 8/31/2017	School Pictures
9/04/2017	Labor Day (NO SCHOOL)
9/22/2017	District Professional Development Day (NO SCHOOL)
10/05 & 10/06/2017	Parent Teacher Conferences
10/10/2017	School Pictures-Retake Day
10/19 - 10/20/2017	Fall Break - UEA (NO SCHOOL)
11/20/2017	Last Day of First Trimester
11/22 - 11/24/2017	Thanksgiving Break
12/25/2017 - 1/2/2018	Christmas Break
1/15/2018	Human Rights Day (NO SCHOOL)
1/18 & 1/19/2018	Parent Teacher Conferences
2/16/2018	District Professional Development Day (NO SCHOOL)
2/19/2018	President's Day
3/1/2018	Last Day of Second Trimester
4/2 – 4/3/2018	Snow Day(s) Make Up
4/4 - 4/6/2018	Spring Break (NO SCHOOL)
4/19 & 4/20/2018	Parent Teacher Conferences
5/28/2018	Memorial Day (NO SCHOOL)
5/31/2018	Swim Day (Subject to Change)
6/1/2018	Last Day of School

## SCHOOL VISITORS

Any visitors to the school including parents/guardians are required to check in/sign in with the office. We ask that parents refrain from sending school aged friends or relatives to school. Our class sizes are large and it is difficult for teachers to accommodate these visitors.

## BELL SCHEDULE

### MONDAY – THURSDAY

Period	7th Grade	Period	8th Grade
1	8:00 – 8:56	1	8:00 – 9:00
2	9:00 - 9:52	2	9:04 – 9:56
3	9:56 - 10:48	3	10:00 – 10:52
Lunch	10:48 - 11:18	4	10:56 – 11:48
4	11:22 - 12:14	Lunch	11:48 - 12:18
5	12:18 - 1:10	5	12:22 - 1:14
Study Hall	1:14 - 1:49	Study Hall	1:18 - 1:53
6	1:53 - 2:45	6	1:57 - 2:45

### FRIDAY

Period	7th Grade	Period	8th Grade
1	8:00 - 8:50	1	8:00 - 8:54
2	8:54 - 9:40	2	8:58 - 9:44
3	9:44 - 10:30	3	9:48 - 10:34
Lunch	10:30 - 11:00	4	10:38 - 11:24
4	11:04- 11:50	Lunch	11:24 - 11:54
5	11:54 - 12:40	5	11:58 - 12:44
6	12:44 - 1:30	6	12:48 - 1:30

## HOME & SCHOOL COMMUNICATION

Clear and accurate communication is important to both you and your parents. Parents may contact teachers by using the following email format: [firstname.lastname@ccsdut.org](mailto:firstname.lastname@ccsdut.org) Parents are encouraged to update their communication preferences in PowerSchool.

## POWERSCHOOL

PowerSchool is an online communication tool to connect students, parents, teachers, and administrators together to improve student achievement. Parents can access secure student information including attendance, grades, detailed assignment descriptions, and teacher emails. Parents can create an account at:

<https://powerschool.ccsdut.net/public/>

For parents with multiple students, an account to view all of your children with one login account can be created.

## **LUNCH / BREAKFAST**

Students have the opportunity to benefit from our breakfast and/or lunch each day. Students may choose to buy lunch or bring their own. There are two main lines, and a pizza line. Lunches need to be pre-paid in the main office before 9:30 a.m. of each day. Students will be notified when their accounts are nearing a zero balance. Free and reduced-price lunches are available by application and forms may be picked up in the main office. When a student forgets, or loses a lunch card, students may pick up a blue slip during their lunchtime to use as their lunch card for that day. A new lunch card may be purchased at the main office when the original lunch card is lost. All food items are encouraged to be consumed in the cafeteria and are not allowed in the main buildings.

- School lunch is \$2.25/day (\$11.25/week)
- Breakfast from 7:30-7:50 is \$1.65/day (\$8.25/week)

Costs for lunch/breakfast are subject to change by the Board of Education.

## **STUDENT ACTIVITY / TRAVEL POLICY**

Where travel is involved, students must ride district-approved transportation to any school sponsored activity. Students who ride district-approved transportation to a school sponsored activity will return on this transportation unless they are physically handed over to their parents. No exceptions of allowing other family members to transport a student to or from an activity will be made. Any student who knowingly avoids school officials so that they cannot be transported back from an event may be excluded from bus transportation except for their regular bus to and from school.



## **CLOSED CAMPUS**

A closed campus means that students may not leave the school grounds at any time during the day, including lunch, without permission from the office. If it is necessary for a student to leave school, a parent/legal guardian must report to the office to check the student out. If a student leaves campus, they become the responsibility of the parent/guardian. A student who leaves campus without permission will be considered truant and may be referred to the Resource Officer and/or to Juvenile Court.

## **HALLWAY and SCHOOL SAFETY**

It is important that students maintain appropriate behavior in the hallways during and between classes. Voices in a normal tone and walking in the halls are expected at all times. Hall passes are required when traveling outside a classroom other than during normal classroom break times. **BACKPACKS** are not to be brought in the classrooms or left in hallways while school is in session to maintain the safety of all students. Students need to store their backpacks and coats in their lockers during the school day.

## **SCHOOL-WIDE REMEDIATION**

An instructional opportunity called Study Hall is provided Monday – Thursday at the end of fifth hour for students to complete and get help on assignments. Study Hall time may also be used for other school activities helping us maximize instruction time. Students who are behind in classes will often be asked to attend that teacher’s class during the Study Hall block of time. A study hall ticket will be delivered by the office during 5<sup>th</sup> hour from the teacher you need to go work with during Study Hall.

## TESTING

Students are given the opportunity to take formative and summative tests throughout the year to assess their learning. These tests include the following:

- National Assessment of Educational Progress (NAEP)
- Sage Test
  - Administered to all students at the end of a course or at the end of a school year to provide information about a student's knowledge of Utah State Core Curriculum standards and objectives in the subjects of language arts, mathematics, and science.
- Department Assessments
  - Common Formative Assessments administered to students regularly during the trimester to assess comprehension and subject understanding.

## STUDENT INSURANCE

Student insurance is available. Check with the secretaries in the main office if interested. **Students are not covered by insurance while in school unless you purchase the student insurance.**

## LOCKERS

Each student will be assigned a school locker and is responsible to keep this locker clean and neat. Students are encouraged to keep their locker combinations private and to not share their lockers with any other student. Lockers will be checked and inspected periodically.



## **ACTIVITIES & CLUBS**

Students have a great opportunity to participate in many activities during their time here at South Cache. The following list of activities and clubs are the current extracurricular experiences a student can be involved in but the list may change from year to year due to student interests, faculty availability, and funding.

Please listen carefully to school business and announcements for more information regarding these and other activities throughout the year.

### Student Activities and Organizations:

- Intramurals (Daily Lunch Activities)
- Governor's Youth Council-GYC (Character Ed./Drug Awareness)
- Student Council (School activities, assemblies)
- HOPE Squad
- REACH After School Program

### Service Opportunities:

- Peer Tutors
- Office / Media Aides
- Study Hall
- Project iServe

### Special Events:

- BATC Field Trip Career Day
- Concerts (Band, Choir, Guitar, & Orchestra)
- Fun Run
- Red & Yellow Ribbon Weeks
- THINK Week – Anti-Bullying
- Ski Trip
- Musical
- College & Career Readiness Plans (CCR's)
- Swim Day
- Talent Show
- Writers/Artist Fest at USU

## **POSITIVE STUDENT RECOGNITION**

The administration, faculty, and staff strive to recognize students in positive ways every day throughout the school year. School-wide honors include but are not limited to:

- Academic improvement and success
- Honor Roll (3.667 for the trimester)
- Excellent Attendance
- Citizenship recognition/Community Service awards
- Individual achievement (inside and/or outside of school)
- PTA Reflections recognition

## **AWARDS ASSEMBLY**

A special Awards assembly is held at the end of the year to honor exceptional students who have demonstrated superior academic success. The following awards are a few of the honors that will be given:

- The Presidential Award (4.0 GPA for three trimesters as of 5/15/18)
- Perfect attendance
- End of Trimester Recognitions

## **ASSEMBLY BEHAVIOR**

Students will have the opportunity to experience a variety of assembly programs during the school year. Certain standards of conduct are expected of students at assemblies. These are:

1. Report to your assigned class before attending an assembly.
2. Come to the assembly with teacher and sit with your assigned class.
3. Do not bring food or drink to the assembly area.
4. Give polite attention to the speaker or performers.
5. Clapping is the appropriate form of approval at an assembly. Talking, whispering, and whistling, yelling, stamping feet and booing are inappropriate.

# ABSENCES

## PROCEDURES

Utah State Law requires all students to attend school until they are 18 years old (see page 22). School attendance is the responsibility of the student and parent. While students are required to be in school every day, there may be illness or special emergencies/occasions that will require you to be absent from school. When these kinds of absences occur, parents need to call the school to verify the absence.

**Parents please call the school at 245-6433, ext. 1104 at any time and leave a message to excuse your student from school. This is a time saver for both you and the attendance office.**

## ATTENDANCE POLICY

### Absences:

All absences should be verified by parent/guardian. We are asking that parents call within five (5) days from when the student misses school. Absences that are not called and verified within five days will be marked as truant in PowerSchool.

### Interventions/Communication for Absences

- a. Five unexcused absences in any one class: Letter sent home by attendance office.
- b. Eight unexcused absences in any one class: Letter sent home, parent contact, and/or parent meeting with Assistant Principal.
- c. Ten unexcused absences in any one class: Letter sent home, student name given to school counselors, possible Truancy Mediation, possible loss of credit, and possible referral to Juvenile Court for habitual truancy.

Please do not keep students home to baby-sit, run errands or for any non-emergency family business. Doctor or dentist appointments should be made before or after school where possible.

## **ILLNESSES AT SCHOOL**

Students who are not feeling well should report to the office and make arrangements with parents 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. No medication will be given at school without a completed medical disbursement form.

## **MAKE-UP WORK DURING ABSENCES**

Making up work missed during an absence is the responsibility of the student. Missing assignments can be found on PowerSchool by clicking on the individual class grade and marked with a yellow "square." If you are unable to get all the information you need, please call the school. When a student is absent from school you are welcome to contact teachers by calling the school, e-mailing or coming to the school before 7:55 a.m. or after 2:45 p.m. to collect homework. When a student is, or will be absent three or more consecutive days, you may contact the office early in the day to arrange for make-up work. Students are responsible for making up the work and returning it to their teachers in a timely manner.

## **TARDINESS TO SCHOOL AND TO CLASS**

Students are expected to arrive at school on time and be punctual to all classes. Excessive tardies can impact a student's academic progress. Students who are late to school must report to the office for an admit slip and will not be admitted to class without one.

Students are to be in their seats in the classroom with their materials ready when the bell rings. Teachers are expected to manage tardies with classroom intervention, student conferences and parent contact.

When a student's tardies become excessive, the following procedures may be used:

- 4-5 tardies will result in a Needs Improvement (N) citizenship grade.
- Referral to the administration on the 6<sup>th</sup> tardy may result in lunch or after-school detentions and an Unsatisfactory (U) citizenship grade.

# GENERAL POLICIES

## ITEMS NOT ACCEPTABLE AT SCHOOL

1. Clothing advertising drugs, alcohol or which display inappropriate language or designs, including clothing denoting gang affiliation.
2. Hats or bandannas. Hats are disruptive and distracting.
3. Revealing or distracting clothing.
4. Skateboards, roller blades, water guns, chains, spikes, any kind of weapon or look-alike weapon, etc.

If a student chooses to wear inappropriate clothing to school, 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. Inappropriate items at school may be confiscated. Students are reminded that proper winter clothing is critical for their safety and comfort. South Cache is not responsible for any item(s) lost or stolen.

## ELECTRONIC DEVICES (Cell Phones, IPODS, etc.)

The Cache County School District policy states that "*[s]tudents may use cell phones before and after school, as long as they do not create a distraction or a disruption. Use of cell phones during the school day is prohibited and they will be powered completely off. Use of cell phones is strictly prohibited in classrooms, locker rooms, restrooms, and shower facilities. Students who violate these rules are subject to removal from school and may have their electronic devices confiscated for a period of time.*" (See the district website for the complete policy at:

<http://www.ccsdut.org/policies.cfm?pid=160&searchwords=cell%20phones>)

Students who violate this policy will have their electronic device confiscated and adhere to the following:

1. First time – device kept in main office until the end of that day
2. Second time – device kept in main office until the end of the week
3. Third time – device kept and returned only to the parent or guardian

**If communication with parents during the school day using cell phones is necessary, students may do so at any time in the main office.**



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 left at home. Again, we remind you that all electronics brought to school are to be locked in lockers and powered off. South Cache Middle School and Cache County School District will not be liable for damaged, lost or stolen phones/electronics.

## **TECHNOLOGY**

The use of computers and access to the Internet are privileges that enhance learning. The use of electronic information resources is a privilege and not a right and includes responsibility and accountability. At the beginning of the school year, students in the District are given an Acceptable Use Contract. Access to the Internet will not be given until the signed contract is returned. The administrators and site system administrator will decide which sites are appropriate for student access and will oversee the use of websites and e-mail. Their decision is final.

**Acceptable use** of electronic resources can be easily summarized by asking whether or not the activity is in support of education, school business, or research within the educational goals and objectives of the Cache County School District. Students may not access outside email; they are to only use district-assigned email.

Students that break the Acceptable Use Policy may face one or more of the following consequences: Loss of network/internet access for a period of, but not limited to, 6-12 months; Removal from class; Parent Conference; Suspension; Student Services Council meeting and contract; and Civil and Criminal penalties.

A copy of the Cache County School District Electronic Information Resources Contract is available in the main office or on Cache County School District and South Cache Home Pages.

## **DISCIPLINE POLICY**

The following is a list of behaviors that violate school, district or state policies. This list is not meant to be all inclusive, and other forms of misbehavior not listed below will be dealt with at the discretion of staff members, administration or the school resource officer.

- USE OR POSSESSION OF ALCOHOL, TOBACCO\*, OR DRUGS
- POSSESSION OF WEAPONS OR A FACSIMILE OF A WEAPON
- PROFANITY, VULGARITY & OBSCENE MATERIALS
- FIGHTING/ASSAULT
- VANDALISM
- DRESS CODE VIOLATION
- TRUANCY/SLUFF
- DEFIANCE OF AUTHORITY
- THEFT
- INAPPROPRIATE BEHAVIOR ON BUS
- SUBSTITUTE TEACHER REFERRAL
- SEXUAL HARASSMENT
- DISORDERLY CONDUCT

\* E-Cigarettes and paraphernalia are illegal to possess or consume by anyone under the age of 19, and as such are strictly prohibited at school.

Possible consequences for misbehaviors could include:

- Administrative intervention
- Parent Contact
- Suspension
- Referral to School Resource Officer

## **OFFICE INTERVENTION**

Students may be sent to the office when they are “out of instructional control.” Students displaying inappropriate behavior in the classroom will have an Administrative Intervention and a contact home. At that time, the consequences of an office referral will be discussed.

## **DRESS CODE**

**Purpose:** The courts, state, and federal laws, as well as Cache County Schools and the district policies, require an atmosphere at school which provides for a safe, orderly, and distraction-free learning environment. The following dress code has been designed to support such an environment.

There is a positive relationship between good dress and grooming habits, good work and study habits, and proper school behavior. Cleanliness and modesty must be practiced. Any apparel that is immodest, unclean, and/or distracting will not be permitted in the school. If clothing, hair style, or personal adornment is, in the judgment of the administration, causing disruptive behavior in school or at any school function, appropriate action will be taken.

Students shall dress in a manner that shows respect for the educational environment and is befitting the day’s activities. Students’ clothing and jewelry 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 the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

**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. Teachers are expected to remind non-complying students of the rules and to seek compliance, according to the Cache County School District Board Policy. Teachers are expected to report to the administration any student who does not comply with the teacher's request.

**Consequences:** Students who choose not to comply with the staff member's request will be reported to the school's administration. When the first dress code violation occurs, the student will be required to correct the problem. Should the student violate the dress code again, the school administration will contact a parent/guardian and/or suspend the student. Any item which violates the dress code may be confiscated and not returned to the student or parent at the discretion of the administration or law enforcement.

**South Cache Middle School has established the following guidelines to aid parents and students in selecting proper school attire.**

1. **Distracting or abbreviated clothing is considered unacceptable.** Any clothing the teachers, staff, and administration consider distracting or obscene to the educational process is not allowed. Shorts and skirts should be worn at or near the knee. Students' shirts, blouses, or upper clothing are required to have sleeves. Pants must be worn securely around the waist without exposing underwear, holes in jeans above the knee must not reveal skin or undergarments, whether or not the shirt is tucked in. Transparent clothing that reveals undergarments will not be allowed. Coats and backpacks are not allowed in the classrooms. Profane or obscene slogans and pictures or advertisements of alcohol, tobacco, drugs, bullets, or weapons of any sort including any that are found on jewelry, belts and other accessories are not allowed.

2. JEWELRY/Accessories - Students should select and wear jewelry that does not create a safety hazard or interfere with one's work. Students may wear fine jewelry for necklaces and bracelets; however, choke chains, visible wallet chains, or any emblems depicting gangs, drugs, or alcohol are not allowed.
3. Shoes are required at all times.
4. Pajamas are not considered appropriate school attire and may not be worn at school.
5. Hats and sweatshirt hoods are not to be worn in the building.
6. Wearing gang symbols, jewelry, or emblems is not allowed. These items are not to be worn at school or school sponsored activities: Clothing, bandannas, gloves, hats, belts or personal adornment that exhibits gang writing or insignias or is gang related, or in the opinion of the administration indicates gang affiliation, is not permitted.

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.

### **Equal Opportunity**

South Cache Middle School strives to provide the best education possible for your student. We will ensure that there is no:

- discrimination on the basis of race, color, national origin, sex discrimination, disability, age or religion ([Title VI](#))
- discrimination on the specific basis of sex discrimination ([Title IX](#))
- discrimination on the basis of disability in any program or activity receiving federal financial assistance ([Section 504](#) of the Rehabilitation Act of 1973)

## ***You Have the Right to Feel Safe at School***

### **Harassment or Bullying is...**

- Any Unwanted Behavior
- Any Unwanted Writing
- Any Unwanted Speech
- Any Unwanted Pictures

It does not matter if the person who is doing the harassment says he/she was only kidding, if his/her behavior hurts someone, it is **WRONG!**

### **What Does Harassment and/or Bullying Look or Sound Like?**

- Teasing
- Insults
- Name Calling
- Unwanted Language, Jokes, Touching, or Grabbing
- Negative Texting, Email, or Social Media Contact
- Negative Note Writing
- Spreading Rumors
- Picking On
- Making Fun Of
- Laughing At
- Blocking Someone's Way
- Intentional Shoving, Pushing, or Bumping
- Gossiping
- Swearing

### **What You Can Do**

1. Tell the person doing the harassing or bullying that you do not like it.
2. Take charge by saying...  
**"I don't like it when you \_\_\_\_\_, and I want you to stop!"**
3. If anyone harasses or bullies you, tell an adult immediately.
4. If you observe someone harassing or bullying another, tell an adult.

### **Report All Harassment or Bullying**

**YOU** can be the difference!