

# Kanab Middle School



## Student Handbook

2020-21

<b><u>Table of Contents</u></b>	<b><u>Page #</u></b>
<u>Message to Parents</u>	<u>3</u>
<u>Administration, Faculty, Staff</u>	<u>4</u>
<u>School Calendar</u>	<u>5</u>
<u>A/B Schedule</u>	<u>6</u>
<u>Bell Schedule</u>	<u>7</u>
<u>School Fees, Food Service</u>	<u>8</u>
<u>Student Information System/Canvas, Attendance</u>	<u>9</u>
<u>Confidentiality, Rewards/Incentives, Visitors, Dress Code</u>	<u>10</u>
<u>Medication/Health Plans, Transportation</u>	<u>11</u>
<u>Things to Avoid, Class/Bus Rules, Valuables, Misbehavior</u>	<u>12</u>
<u>Skateboards/Bikes, Nuisance, Bullying</u>	<u>13</u>
<u>Lockers, Assemblies, Cell Phones/Electronic Devices</u>	<u>14</u>
<u>Acceptable Use Policy</u>	<u>15</u>
<u>Safe School Policy</u>	<u>17</u>
<u>Sexual Harassment Policy</u>	<u>18</u>
<u>Discrimination, Child Find Illicit Drugs/Controlled Substances</u>	<u>19</u>
<u>Emergency Procedures, Resources</u>	<u>20</u>
<u>Equal Educational Opportunities</u>	<u>22</u>

# Message to Parents

We are excited for a new school year! As a faculty and staff, we welcome you to Kanab Middle School. Last year we experienced some modifications to our schedule and instruction due to Covid-19. There will be some changes to the way we usually do things around the school to prevent spread and to social distance, but we plan to still have fun in our learning. As the school year progresses, please know that we have an open-door policy at KMS. The faculty and staff at Kanab Middle School have always regarded parental involvement as vital to student achievement. We encourage you to remain in contact with your student's teachers or principal as needs arise. We also encourage you to serve on our School Community Council as this is a great way to stay involved. Parents who serve on the council are elected by parents and serve two-year terms. Elections take place in September, if needed. Any parent who is interested in serving may declare him/herself to be a candidate and notify Mr. Bateman of their desire to serve.

We keep you informed of school events through the KMS school website at <http://kms.kanek12.org> and through Remind, our school notification system. We strongly encourage you to keep an active up to date phone number and email on file with the school as we use these as a means for regular communication. All calendars are located as a link on the homepage of our school website. They can be printed at the front office as needed. All important information, school policies, and the monthly calendar can be found on our school or district webpage and can be made available in the school office upon request. Our school counselor meets individually with you and your child through the SEOP process. We encourage you to interact with your child's teachers on a regular basis and to go "online" to monitor your child's performance at school (talk to the school secretary for an internet password).

As a school faculty, we will conduct a comprehensive needs assessment this year and establish school goals and individual student achievement standards from the information we gather. We have aligned our curriculum, instruction, and assessments to meet The Utah State Standards. We will communicate with you regularly regarding your child's performance at school. We will provide extended learning time to struggling students and provide accelerated, high quality curriculum that enables all students to achieve challenging standards. We will maintain a safe climate conducive to student learning. Finally, we will conduct ourselves in a professional and exemplary manner.

As you are a very important part of your child's learning, we expect you to ensure your child attends school every day. We expect you to monitor homework and grades regularly checking SIS/Aspire. We expect you to encourage your child to read 20 minutes each day. We expect you to see that your child gets proper nutrition and rest. We expect you to be in regular contact with teachers and administration to ensure your child's success. We also expect you to conduct yourself in an appropriate manner when dealing with school-related issues.

If we work together, we will achieve fantastic results!

Sincerely,

Principal Bateman & Staff

# Welcome to Kanab Middle School

Work Hard Be Prepared Act Responsibly Have Fun

Students at KMS are expected to practice good citizenship both on and off campus. Students are required to attend school, complete assignments, and follow all school rules and guidelines. Students are expected to conduct themselves in a quiet and respectful manner.

Rewards are given to students who do their best.

*We are Responsible. We are Respectful. We have Integrity. We are Safe!*

---

## **KMS Mission Statement**

At Kanab Middle School, our mission is to provide students with the skills, experiences, and support they need to recognize and optimize their full potential and develop into lifelong learners. We are committed to providing EXCELLENT instruction in a safe and nurturing school environment and believe that every child can learn through the cooperation of school, community, parents and students.

---

**KMS Staff: We are here to help you succeed.**

Principal: Mr. B. Bateman

Counselor: Mrs. J. Johnson

Secretary: Mrs. T. Glover

### **Support Staff**

Mrs. M. Flanagan, Librarian

Mrs. W. Southwick, Paraeducator

Tina Spear, Paraeducator

Mr. G. Federkeil, Head Custodian

### **Teachers**

Mrs. L. Johnson: Math 7 & PE

Mr. K. Glover: Math 8

Mr. M. Fox: Social Science 7-8 & PE

Mr. B. Palmer: Science 7-8

Mrs. J. Johnson: LA 7

Mr. C. Johnson: LA 8 & PE

Mrs. L. Waite: CTE, CS & LA 7-8

Mr. K. Orton: CTE

Mrs. N. Houston: Art

Mrs. M. Terry: Band & Choir

Mr. D. Clarkson: Sped & Read 180

Mrs. S. Stewart: Dance

Mrs. J. Ingersoll: CTE

Mr. G. Glover: Health

Mr. B. Wheeler: Character Ed

# Kanab Middle School 2020-21

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**First Day of School:  
August 19th**

**Last Day of School:  
May 28**

**Awards Assembly &  
8<sup>th</sup> Grade Promotion  
(Possibly Virtual):  
May 27th**

1<sup>st</sup> Midterm – September 16  
End 1st quarter – October 16  
2<sup>nd</sup> Midterm – November 18  
End 2nd quarter – December 18  
3<sup>rd</sup> Midterm – February 10  
End 3rd quarter – March 17  
4<sup>th</sup> Midterm – April 28  
End 4th quarter – May 27

- School Closed/ Holidays
- Teacher In-Service Day (no school for students)
- Half Day/Friday Schedule
- Parent Back to School Night
- Opening Institute Day

# A/B Schedule 2020-21

A/B Schedule 2020 — 2021 A Day = Red/B Day = White

## August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## October 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## November 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## January 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## February 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

## March 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Kanab Middle School Bell Schedule 2020-21

### Monday – Thursday

Breakfast	7:45 a.m. – 7:55 a.m.
1 <sup>st</sup> period	8:00 a.m. – 9:07 a.m. (67)
2 <sup>nd</sup> period	9:11 a.m. – 10:21 a.m. (70)
3 <sup>rd</sup> period	10:25 a.m. – 11:32 a.m. (67)
<b>7<sup>th</sup> Grade Lunch/ 8<sup>th</sup> Grade Literacy</b>	<b>11:32 a.m. – 12:02 p.m. (30)</b>
<b>8<sup>th</sup> Grade Lunch/ 7<sup>th</sup> Grade Literacy</b>	<b>12:06 p.m. – 12:36 p.m. (30)</b>
4 <sup>th</sup> period	12:40 p.m. – 1:48 p.m. (68)
5 <sup>th</sup> period	1:52 p.m. – 3:00 p.m. (68)

### Friday/Half Day

Breakfast	7:45 a.m. – 7:55 a.m.
1 <sup>st</sup> period	8:00 a.m. – 8:50 a.m. (50)
2 <sup>nd</sup> period	8:54 a.m. – 9:44 a.m. (50)
3 <sup>rd</sup> period	9:48 a.m. – 10:38 a.m. (50)
<b>Lunch</b>	<b>10:38 a.m. – 11:12 a.m. (34)</b>
4 <sup>th</sup> period	11:16 a.m. – 12:06 p.m. (50)
5 <sup>th</sup> period	12:10 p.m. – 1:00 p.m. (50)

### Assembly Schedule

Breakfast	7:45 – 7:56
	8:00 – 8:56
	9:00 – 9:56
	10:00 – 10:56
	11:00 -11:56
8 <sup>th</sup> Literacy/7 <sup>th</sup> Lunch	12:00 - 12:30
8 <sup>th</sup> Lunch/7 <sup>th</sup> Literacy	12:30 – 1:00
	1:04 – 2:00
	2:04 – 3:00

**KANAB MIDDLE SCHOOL FEES  
2020-2021**

**School Fees**-All students are required to pay these fees. Fee waivers are available through the front office.

Student Activities	\$10.00
Chromebook Fee	\$15.00
<b>TOTAL</b>	<b>\$25.00</b>

---

**If enrolled in Band or PE:**

PE Clothes      Shorts      \$10.00      T-shirts      \$12.00  
(or bring your own athletic clothes and shoes)

Band      Concert Attire \$20.00 (or bring your own)  
School Instrument Rental- Highly recommend to rent or bring your own instrument in working condition. Private instrument rentals could be maximum of up to \$150/month.  
Used School Instrument Option-(\$10 per month or \$75 per year paid up front) Instruments based on availability.

**Optional Costs**-Fee Waivers do not apply to these expenses

Yearbook	\$20.00
School Pics	(variable)
Padlock for Locker	\$5.00 (If bring own lock, office requires a key or code)

---

**Food Service**

School breakfast and lunch are available every day.

**FULL PAY prices: Breakfast \$1.65 Lunch \$2.40**

Parents: Please be proactive in keeping meal balances up to date. You will receive notice if your account becomes delinquent. You may now make lunch payments online on our school website.



Free and reduced applications are available online on the school website, in your SIS portal and in the school office. Students may bring a sack lunch. KMS is a closed campus. Students are NOT allowed to leave for lunch unless a parent or guardian has signed them out. This should only be on an infrequent basis as attendance is important.

Teachers will let you know whether food is allowed in their classroom. Grab-and-Go snack bags will be available in the classroom at the end of 2<sup>nd</sup> period M-Th for those who are interested. This is considered a breakfast meal. Those who take one of these bags will be charged a breakfast fee or an additional breakfast fee if they have already eaten breakfast that day. Free/reduced lunch will be charged a breakfast fee if they eat both breakfast and take a Grab-and-Go bag.

## Student Information System/Canvas

We ask that all parents create an SIS login for their students. Parents are able to monitor student lunch account balances, apply for free/reduced lunch, monitor grades and access and manage important information like emergency contacts, and change of personal information. Canvas (digital platform) is a big part of secondary education. This can be accessed and viewed using an Observer Role. Please contact the front office if needing help getting the parent/guardian SIS or Canvas portal setup.

## Attendance

Parents, please notify the school secretary if your child is going to miss school by calling 644-5800 or sending an e-mail to our school secretary, Terri Glover, at [glovert@kane.k12.ut.us](mailto:glovert@kane.k12.ut.us). **Absences must be excused within 48 hours.**

**Excessive unexcused absences will result poor grades and a referral to the school district attendance committee for action. This could result in a court referral.**

Tardiness is handled by the classroom teacher. **Tardies will not be excused**, but students can make up tardiness with the classroom teacher. There is a 15-minute payback penalty after school for each class tardy. Tardiness results in poor citizenship grades and interferes with incentive activity participation. Please be on time. **If your child is more than 15 minutes late to class, he/she will be marked as absent for the class period. Again, tardies CANNOT be marked as excused.** Blended Learning and online only curriculum will abide by their specific guidelines, including assignment completion.

Students **will NOT** be allowed to leave campus during the school day unless they are signed-out in the office by a legal parent or guardian or listed emergency contact. **Signed notes and phone calls will not be used to allow students to leave.**

# Confidentiality

Legal names are used on all school records. Students are publicly recognized in the local newspaper by name for achievement, unless requested otherwise. Student information is not given to any entity outside of the school district. Release of student information on the internet requires parental permission. FERPA rules and restrictions are also enforced.

# Rewards and Incentives

We encourage you to do your best. We offer incentives for good grades, attendance, excellent behavior, and goal achievement. There are a variety of fun activities during the school year for students who meet the requirements.

# Visitors

All visitors are required to check in at the school office. Due to liability issues and the disruption of our school routine, student visitors are not allowed.

# Dress Code

A standard of dress contributes to improved school safety, school discipline, increased academic performance and more orderly behavior. Extreme dress or grooming which distracts from the educational process, disrupts school, or does not comply with acceptable community standards is not allowed.

1. Extremes in hairstyles, body piercings, or hair colors that are a distraction or disruption to the educational environment are not acceptable. Highlights or tips are acceptable if they are not extreme. If in question, ask administration before any changes are made.
2. Hats, scarves, caps, rags are not allowed. Hoodies can be worn with the hood remaining off throughout the building.
3. Shirts must cover the shoulder, under the arm, the cleavage/chest and the torso.
4. Pants cannot be sagged or worn below the tailbone. Shorts, skirts and dresses should be mid-thigh or longer and must extend longer than the fingertips when arms are held to the sides (with clothing worn at the waist).

5. Clothing relating to drugs, alcohol, tobacco, illegal activity and/or obscenities are not allowed.
6. Gang clothing is not allowed (colors, symbols, chains, names, etc.).
7. Extreme piercings must be removed during school hours.
8. PE specific clothing needs to be brought to be worn only during PE.
9. Safe and appropriate footwear must be worn at all times to ensure personal safety and good hygiene. No slippers or bare feet are allowed.

Students who violate these standards will be cited and asked to change or be sent home for the day. 3 citations = 1-day suspension.

## **Medication/Health Plans**

If your child requires prescription or over-the-counter medication during school hours, you must have a “Permission to Administer Medication Form” on file in the school office. It must be signed by both you and your doctor. Middle school students are not to carry or self-administer medication on school premises without this form. See District Policy FDAC for more clarification. A health care plan is necessary **ONLY** if your child needs to be medicated while at school (including over-the-counter medications). Children who may require emergency medications, including glucagon or epinephrine, will also need a health care plan. Please contact the school nurse if your child needs a health care plan or if you have any questions. School Nurse: Christa Werlinger RN, SW Utah Public Health Department (435) 644-2538-[cwerlinger@swuhealth.org](mailto:cwerlinger@swuhealth.org)

## **Transportation**

Parents can drop students off in the morning in the bus lane or outer drop-off area. Please move quickly so you do not block buses. After school, students must be picked up in the outer pick-up areas. Please do not use the bus lane at this time. Refer to traffic signs if you have a question. Students who walk to school should cross Hwy 89A at the marked crosswalk in front of the Kanab Fire Station. See Safe School’s Map on our school website under the parent section. Students should always stay on sidewalks when crossing through church and school parking lots. Students should be alert and attentive when crossing parking lot entrances and exits. Students should not “hang out” at Kanab Middle or Kanab High School before or after school hours unless attending an event with parental permission.

## **Things to Avoid**

Avoid the following: violence of any kind, swearing, gossiping, making threats, passing notes or sending mean e-mails/texts, teasing, bullying, harassing others, giving substitute teachers a rough time, touching in an unwanted manner, fighting or promoting fights, refusing to follow rules, being disrespectful to adults, etc. These behaviors always result in disciplinary action, including suspension when appropriate.

## **Behaving on the Bus**

Students must remain seated when riding on a school bus. Students must control hands, feet and mouth. The aisles must remain open. Students should report any inappropriate conduct to chaperones or bus drivers. Students who are harassed by other students must report the misconduct. All garbage should be disposed of in containers on the bus. Students and parents are required to sign a form indicating their willingness to abide by and support all bus rules and guidelines on all trips.

## **Classroom Rules and Expectations**

Teachers will inform you about their classroom rules and expectations at the beginning of the school year or term. They will also be posted in each room. You will also receive written information about each of your classes on course disclosure statements. This information includes classroom grading policy, course content, assignment due dates, testing and retesting policies, make up work allowances, behavior, and class rules and their consequences.

## **Valuables**

Please don't bring money or valuables to school. If you do, take them to the office for safekeeping. We cannot be responsible for lost or stolen money or items, but we will do everything we can to help you recover them. You can report substantial losses to the Kanab City Police.

## **Misbehaving in Class**

We expect students to behave in every class. Students may lose your privilege of attending a class if they do things that interfere with the teacher or keep other students from learning. If a student misbehaves, the teacher will ask them to stop, giving them a warning.

If the misbehavior continues, the teacher will help the student find ways to learn to behave appropriately making other adjustments by possibly moving them to another

class, etc. If the misbehavior still continues, the teacher will make parent contact. If none of these actions resolve the problem, the student will be sent to the principal. The principal may suspend the student from school if the behavior is ongoing or serious in nature. The principal may also take away some of the student's school privileges. Parents please assist us with resolving misbehavior early as it takes away from learning and having fun.

## Skateboards and Bicycles

Skateboards and bikes can be used for transportation to and from school but cannot be ridden during the school day or anytime on school campus. Misused skateboards or bicycles will be confiscated and returned to a parent/guardian.

## Nuisance Items

Nuisance items may include, but are not limited to: bouncy balls, balloons, sunglasses, **hats**, laser pointers or anything that might cause a disruption. Nuisance items are confiscated, given to the principal, and only returned to a parent. **DO NOT** bring weapons, or items that resemble weapons to school, even toys. This can result in immediate suspension and/or expulsion.

## Bullying

Students at KMS have the right to feel safe and happy at school. Instances of bullying are taken seriously and result in disciplinary action. Bullying is defined as inflicting physical and/or psychological distress on another student. Students are required to report incidences of bullying to any adult at school. Investigations of bullying incidences are directed by the principal in conjunction with the school counselor.

Bullying consists of taunting, teasing, name calling, spreading rumors, hitting, kicking, enlisting someone to assault someone for you, threatening or obscene gestures or language, excluding others from a group, manipulation of friendship, threatening e-mail, inappropriate virtual messages including texts and social networks, inappropriate actions involving race, gender or religion, etc.

Students who continually and/or intentionally bully after receiving a verbal or written warning will face disciplinary action in the form of suspension from school. Students will be reported to the police if the nature of the incident warrants it. Support programs are offered by the counselor.

A link to the full KSD Bully/Hazing policy can be found at the bottom of the front page of our school's website at <http://kms.kanek12.org>

## **Lockers**

All students are assigned a locker and issued a combination lock. These are property of KMS. Lockers and personal items can be inspected by the principal or designee at any time with probable cause. Students are expected to keep their lockers clean and free of permanent marks. We suggest that students keep lockers locked at all times to prevent theft and loss of personal items.

## **Assembly Rules and Guidelines**

School assemblies and activities are held to reward, educate, build school spirit, and have fun. All assemblies and activities must be appropriate for middle school-aged students. Advisor and principal approval are required. Remember:

- No profanity.
- No names, titles, or music that is inappropriate, profane, offensive, or sexually explicit.
- Nothing that demeans or devalues any individual or group.
- Nothing that causes damage to school or individual property.

## **Electronic Devices and Cell Phones**

The administration, faculty, School Community Council, and the students of Kanab Middle School support the use of technology in education. Electronic devices are an asset to the learning environment but if misused can be a distraction to the teaching and learning process.

- Electronic devices may be used before the first bell, after the last bell, and for educational purposes under the direction of the teacher.
- Devices must be turned off and kept out of sight at all other times during the school day.
- Devices with photo taking capabilities may not be used in locker rooms, restrooms or shower facilities.

Cell phone misuse will result in the following, unless other policies have been violated. If other policies have been violated, they are subject to applicable consequences.

- First offense-Device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school and a parent will be notified.
- Second offense-Device will be taken to the front office and held for 5 days. A legal parent or guardian must retrieve the cell phone or device from the school office after confiscation period.
- Third offense-Device will be taken to the front office and a meeting will be set up and may result in the device being left in the front office daily or left at home.

Misused electronic devices must be surrendered to school staff upon request. A student is suspended from attending school until the device is surrendered.

A phone is available in the office for student use during academic time for emergency purposes, but requires permission from the classroom teacher (during class) and office secretary (during breaks). Parents should continue to call the school for any emergency situation.

**PARENTS: PLEASE support us in this policy. Please do not call or text your child's cell phone during the school day. We are happy to relay any messages to students immediately upon your request to the front office.**

Kanab Middle School does not assume responsibility for theft, loss, or damage of a cell phone or electronic device. The school reserves the right to define the educational value of any new electronic wireless communication device that may become available to the general public in the future and to prohibit its use if it has little or no educational value or if such use creates teacher or learner distraction or disruption.

## **Computer & Network Acceptable Conduct & Use Policy**

The complete policy is available in the school office.

*Please Note:* When a student signs the Acceptable Use Policy individually or in a handbook, it is also referring to this and other board approved and published District Policies. Kane School District provides a wide array of technology resources for student use. This agreement, along with any student handbook in each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the faculty & staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

As a Kane School District student, I understand that my school network and email accounts are owned by the district and are not private. Kane School District has the right to access my information at any time.

#### GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Utah. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the Internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

#### NETIQUETTE and ACCEPTABLE USE:

A. I understand that passwords are private. I will not allow others to use my account name and password or try to use that of others.

B. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.

C. I will use email and other means of communications (e.g. blogs, wikis, chat, instant messaging, discussion boards, etc.) responsibly, according to District policy. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors at school.

D. I understand that I am an ambassador for the school in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow students, teachers, or on the district and will use such sites according to district policy. I understand that I will be held responsible for how I represent my school and myself on the Internet.

E. I understand that masquerading, spoofing, or pretending to be someone else is forbidden and potentially illegal. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

F. I will use district computer resources responsibly. I will not access or transmit immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, threatening, disrespectful, or otherwise inappropriate images or information, or receive



such information from others. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.

G. I will use district technology resources productively and responsibly for school related purposes. I will not use school computers to play games or download, or participate in internet interactive games. I will not use any technology resource in such a way that would disrupt the activities of other users.

H. I will not attempt to bypass security settings or Internet filters or proxies, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers, or by using cell phones, PDA's, or EVDO devices.

I. I will not load any software on school or district computers for which the school or district does not have legal licenses.

J. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

K. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use others' work without proper citation and permission.

L. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those district network directories that are designated for my use or for the purpose designated by my teacher.

M. I will follow all guidelines set forth by the district and my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).

N. I understand the Internet is a source for information that is both true and false, and that the school is not responsible for inaccurate information obtained from the Internet.

O. I understand that the district administrators will deem what conduct is inappropriate use, if such conduct is not specified in this agreement.

P. I agree to abide by all internet safety guidelines that are provided by the school and to complete all assignments related to Internet safety.

## **Safe School Policy**

This is a summary. A complete copy is available in the school office.

A student may be suspended from school for any of the following conduct in a school building, on school property, or at any school sponsored activity, or when it occurs in the presence of or is directed at or against another student or a district employee:

- Willful disobedience or defiance of authority.
- Willful destruction or defacing of school property.
- Behavior which poses an immediate threat to the welfare, safety or morals of other students or school personnel.
- Behavior which interferes with the educational process.

- Possession, use, or being under the influence of an alcoholic beverage or controlled substance.
- Sells, gives, possesses, or distributes tobacco products.
- Possession, control or actual or threatened use of a real, look-alike, or pretend weapon.
- Explosive or flammable liquids, powders, or materials.
- Sale, control, delivery, transfer or distribution of a drug or controlled substance.
- Assaults a member of the school staff or other individual or student.

The principal may suspend a student for a period not to exceed 10 days. Serious violations of the Safe School Policy will result in a referral to the superintendent, with a recommendation that the suspension exceed 10 days. Any suspension of a student with a disability for more than 10 days constitutes a change in placement and requires action by the Special Education Committee. If the suspension involves a student who brought a real, look-alike, or pretend firearm, explosive or flammable material, the student will be referred to the superintendent and Board of Education for a possible expulsion of up to one year. The principal shall immediately provide notice to the student's parent or guardian regarding any violation of the Safe School Policy.

## **Sexual Harassment Policy**

This is a summary. The complete policy is available in the school office.

The district and school encourage all victims and persons with knowledge of sexual harassment to report the harassment immediately. All complainants have the right to be free from retaliation of any kind. The school and district will promptly investigate all formal, informal, verbal and written complaints of sexual harassment and take prompt corrective action to end the harassment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender based harassment, whether initiated by students, school employees or visitors. Students are encouraged to tell the harasser to stop the conduct because it is unwelcome.

The principal will conduct a review when she receives a verbal or written complaint of sexual harassment or if she observes sexual harassment. Any individual who violates this policy will be subject to appropriate disciplinary action under applicable school discipline policies and the Kane District Safe School Policy. An individual who violates this policy may be subject to suspension, exclusion, probation, termination, or alternative placement. In addition, students who violate this policy may lose the privilege of participating in extra-curricular activities. Anything involving sexual assault, rape, or any other activity of a criminal nature will be reported to appropriate law enforcement authorities.

Students served under IDEA, Section 504, of the Americans with Disabilities Act shall have no disciplinary action, change of placement, or other steps taken without convening a multi-disciplinary team to determine the extent to which the harassing behavior is a manifestation of the student's disability.

False, malicious or frivolous complaints of sexual harassment shall result in corrective or disciplinary action taken against the complainant.

## **Discrimination**

No person in the United States shall, on the grounds of race, color, national origin, disability, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. If you have any concerns or questions, please contact the KCSD Federal Programs Director, Chris Kupfer, at (435)590-8144 or Principal Braxton Bateman at (435)644-5800.

## **Child Find**

In accordance with Part B requirements of the Individuals with Disabilities Education Act and with the Utah State Board of Education Special Education Rules, Kane County School District offers free assessments and evaluation for children, aged birth through 21 who parents, teachers, or others suspect of having a disability.

Kane School District is committed to ensuring that those students are identified, located, and evaluated, regardless of the severity of the disability, to identify if the student is in need of special education and related services. This child find requirement and practice also applies to those students enrolled in private schools.

If you suspect that a child who is not receiving special education services is in need of an evaluation to determine if that need exists, please contact Chris Kupfer, Kane District Federal Programs Director at 435-590-8144 or the special education teacher at your neighborhood school.

## **Illicit Drugs/Controlled Substances**

***YOU ARE HEREBY NOTIFIED that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school district for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other***

*intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedules I through V of Section 202 of Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15, before, during or after school hours, at school or in any other school district location as defined below.*

*"School district location" means in any school building and on any school premises; in any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of school district personnel or otherwise engaged in a school district activity.*

*Any student who violates the terms of the school district's Drug and Alcohol Policy is subject to the discipline outlined in the school district's policies including all disciplinary sanctions consistent with local, state and federal law, up to and including expulsion and referral for prosecution and/or completion of an appropriate rehabilitation program.*

*YOU ARE FURTHER NOTIFIED that compliance with this policy is mandatory.*

*Section 5145 of the Drug Free Schools and Community Act (Public Law 101-226).*

## **Basic KMS Emergency Plan**

This is a summary; the full KMS Emergency Plan available in school office

---

Periodic drills take place at school to prepare students and staff for emergency situations.

---

We encourage our students and staff to report unusual behavior. This may include threats, discussions of weapons, talk of suicide, drug or alcohol use, or explosive materials. Strict confidentiality in reporting is enforced.

---

In all emergency situations, school staff is trained to determine the best course of action for the protection of students. Not all emergency situations allow us to follow a specific set of steps, but rather force us to use intuition and follow instincts based on safety training.

---

There are concealed weapons permit carriers on staff at Kanab Middle School.

---

Kanab Middle School staff will adhere to all district policies and district level safety and emergency preparedness plans.

---

Fire/Evacuation Drills are the most common. When the fire alarm sounds, students should exit the building according to the classroom evacuation plan. If a student is in the restroom, he/she should exit the building through the nearest exit and report to the nearest teacher.

---

Lockdown Drills are issued when students must be secured in their location. A “Lockdown! Locks, Lights, Out of Sight” intercom alert is issued. Teachers lock their classroom doors and secure their students until an “All Clear” is issued. If a student is in the restroom during a Lockdown Drill, he/she should remain in the restroom until the all clear signal is given or until directed by school or police personnel.

---

In an Earthquake Drill, students should quickly move to a place that offers protection for their head and as much of their body as possible. There is a danger of heavy objects falling in the classroom, so students should be observant and move away from dangerous spots.

There is a danger of power lines breaking and dropping on students who are outside. Faculty members and students should take precautions to stay away from falling objects. School officials will coordinate efforts and departure procedures with district and community emergency agencies and directors.

---

Resources for Help:

Southwest Mental Health  
644.4532 or 4533 (business hours)

National Crisis Line  
1.800.784.2433

Adolescent Suicide Hotline  
1.800.621.4000  
Or call 911 and ask for help.

NAMI (National Alliance for the Mentally Ill)  
309 E. 100 S.  
Salt Lake City, UT 84111  
Toll Free 1.877.230.6264  
Email: [education@namiut.org](mailto:education@namiut.org) Website: [www.namiut.org](http://www.namiut.org)

SafeUT App  
Direct Call line 1.800.273.8255

## Equal Educational Opportunities

### General—

The Board of Education of the Kane School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex, including but not limited to such discrimination in admission and employment.

Notice of this policy shall be given to all students seeking admission and their parents and shall be included in student handbooks. Questions about rights under Title IX and about the application of Title IX to the District can be directed to the Title IX Coordinator identified in this policy or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

[34 CFR § 106.8\(b\)\(1\)](#)  
[20 U.S.C. § 1701-21](#)

No officer or employee of the District, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation.

[Utah Admin. Rules 277-515-3\(6\)\(c\) \(December 1, 2017\)](#)

The District encourages all victims of sex discrimination and persons with knowledge of sex discrimination to immediately report that to the Title IX Coordinator or an administrator. All complainants have the right to be free from retaliation of any kind. Complaints relating to sexual harassment (one form of sex discrimination) are addressed under Policy FHAB and Policy DKB. Complaints regarding other types of sex discrimination may be addressed through the grievance procedures set out in Policy FGE (for students) and Policy DHC (for employees).

[34 CFR § 106.8\(c\)](#)

### Title IX Coordinator—

The District shall designate one or more employees to serve as Title IX Coordinator. The Title IX Coordinator is responsible and has authority to coordinate the District's compliance with Title IX, including but not limited to responding to complaints of sex discrimination. The designated Title IX Coordinator for the District is: Braxton Bateman.

The contact information for the Title IX Coordinator is:

Name: Braxton Bateman Title/Position Principal

Mailing Address: 690 S Cowboy Way Kanab UT, 84741

Office Email: [batemanb@kane.k12.ut.us](mailto:batemanb@kane.k12.ut.us) Telephone 435-644-5800

Reports about any form of sex discrimination (including sexual harassment) may be made to the Title IX Coordinator by any person (whether or not the discrimination was directed at that person) using any of the contact methods listed above or by any other means and at any time (including during non-business hours).

*34 CFR § 106.8(a)*

#### **Retaliation Prohibited—**

It is prohibited to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any type of sex discrimination.

Prohibited retaliation includes acting with the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy by intimidation, threats, coercion, or discrimination. If brought for the purpose of interfering with these rights, prohibited retaliation includes charges against an individual for violations that do not involve sex discrimination but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment.

Reports of retaliation should be made to the Title IX Coordinator designated in this policy. Complaints regarding retaliation against a student may be raised under Policy FGE or as applicable under Policy FGAD or regarding retaliation against an employee under Policy DHC or as applicable under Policy DLA or Policy DLB.

*34 CFR § 106.71(a)*

#### **Confidentiality—**

Except to the extent required to appropriately respond to complaints of sex discrimination, or as required by law, the District shall keep confidential the identity of (a) any individual who reports or complains of sex discrimination (including filing a formal complaint), (b) any individual reported to have perpetrated sex discrimination, and (c) any witness regarding sex discrimination. Except to the extent that maintaining confidentiality would impair the District's ability to provide supportive measures, the District shall keep confidential any supportive measures provided to a complainant or accused individual. (In appropriately responding to complaints of sex discrimination, the

District may need to disclose the identity of individuals for purposes of an appropriate investigation and following the grievance process or for purposes of appropriate supportive measures.) Disclosure is also allowed to the extent permitted by FERPA and its implementing regulations.

*34 CFR § 106.71(a)*

*34 CFR § 106.30(a)*

Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate authorities and the confidentiality of the information will be maintained as required by [Utah Code § 62A-4a-412](#). (See Policy DDA.)

[Utah Code § 62A-4a-403 \(2018\)](#)

[Utah Code § 62A-4a-412 \(2020\)](#)

### **Handicapped—**

The District shall provide a free appropriate public education to all qualified handicapped students who are residents of the District between the ages of three and twenty-two who have not graduated from high school, including regular or special education and related services designed to meet the individual educational needs of each qualified handicapped student, regardless of the nature or severity of the handicap, as adequately as the needs of non-handicapped students.

[34 CFR § 104.33](#)

[Utah Code § 53E-7-201\(8\) \(2019\)](#)

[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207 \(2019\)](#)

### **Dissemination of Policy—**

Notice of this policy and of the name and contact information of the Title IX Coordinator shall be provided to applicants for admission or for employment, students, parents of students, employees, and employee associations. The contact information for the Title IX Coordinator shall be prominently displayed on the District's website and in student admission materials and employment application materials. In addition, a copy of this policy shall be published on the District website and included in student admission materials, in employment application materials, in student handbooks, and in materials provided to employees. A copy of this policy shall also be provided to the appropriate officer of each employee association.

*34 CFR § 106.8(b)(2), (c)*