

**ADELE C. YOUNG INTERMEDIATE SCHOOL**  
**830 LAW DRIVE**  
**BRIGHAM CITY, UT 84302**

**STUDENT HANDBOOK**  
**2019-2020**



**Mission:** Ensuring High Levels of Learning for All

**Motto:** Leap, Fly, Soar

## GRADING POLICY- STANDARDS BASED EDUCATION

Box Elder School District Standards Based Education consists of teaching the components of the Standards and Objectives set by the Utah State Office of Education. A rubric for each learning standard will follow this numerical pattern for the grade:

<b>Exceeds Standard</b>	4 - Demonstrating in-depth inferences and application or higher level thinking skills. * see Bloom's Taxonomy section
<b>Meets Standard</b>	3 - Demonstrating mastery of the information and/or processes that were taught.
<b>Approaching Standard</b>	2 - Demonstrating understanding of the simpler details/process, but major errors regarding the more complex ideas and processes.
<b>Below Standard</b>	1 - The student is not able to demonstrate a basic understanding of the content being evaluated.
<b>No Understanding</b>	0 - The student has not demonstrated any understanding, OR the student has not produced enough evidence to assess understanding.

## LIFE SKILLS

There are 2 categories of skills that are critical for success:

- (1) Work Completion
- (2) Classroom Behavior

Life Skills will be reported with the levels of H, S, N & U following the rubric below:

### ACYI Life Skills Rubric

	<b>H</b> <b>(exceptional)</b>	<b>S</b> <b>(satisfactory)</b>	<b>N</b> <b>(needs improvement)</b>	<b>U</b> <b>(unsatisfactory)</b>
<b>Behavior</b> <ul style="list-style-type: none"> <li>• Follows Class Rules</li> <li>• On Task</li> <li>• On Time &amp; Prepared</li> <li>• Respectful to Self and Others</li> </ul>	<ul style="list-style-type: none"> <li>• No Teacher Behavior Intervention Needed</li> <li>• Actively Participates</li> <li>• Consistently On Task</li> <li>• Looks for Opportunities to Help Classmates</li> <li>• Consistently On Time and Prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Responds Well to Occasional Behavior Interventions from Teacher</li> <li>• Regularly On Task</li> <li>• Usually Participates</li> <li>• Generally On Time and Prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly Requires Behavior Interventions from Teacher</li> <li>• Often Disruptive</li> <li>• Often Off Task</li> <li>• Often Tardy and/or Unprepared</li> </ul>	<ul style="list-style-type: none"> <li>• Consistently Requires Behavior Interventions from Teacher</li> <li>• Consistently Refuses to Comply with Teacher Requests</li> <li>• Consistently Off Task</li> <li>• Consistently Tardy and/or Unprepared</li> </ul>
<b>Work Completion</b>	100%-95% work completed on time	94%-75% work completed	74%-60% work completed	Less than 60% work completed

Successful Eagles know that these skills are important because they determine eligibility for school-wide activities. Some examples are play auditions, Pentathlon, office/library aide, peer tutors, student leadership (which include Student Council, Peer Sports Advisors, Eagle Eye News Crew, and HOPE Squad).

To attend monthly RISE parties you must not have N's or U's.

## EAGLE BEHAVIOR INITIATIVE - RISE

Eagles ensure high levels of learning for all as they choose to act with Respect, Integrity, Self-Control and Engagement.

ADELE C. YOUNG INTERMEDIATE				
ENSURING HIGH LEVELS OF LEARNING FOR ALL				
	<b>RESPECT</b> treat others the way you want to be treated	<b>INTEGRITY</b> act honestly in all you say and do even when no one is looking	<b>SELF-CONTROL</b> be in control of your best self	<b>ENGAGEMENT</b> be an active learner
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>• Yourself</li> <li>• Peers/Adults</li> <li>• Property</li> <li>• Follow dress code, other school policies &amp; rules</li> <li>• Use appropriate language (no swearing or racial/ethnic slurs)</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Do the right thing</li> <li>• Do your own work</li> <li>• Report acts of bullying or harassment</li> <li>• Use class time wisely</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time</li> <li>• Be on time</li> <li>• Be prepared</li> <li>• Be responsible for your own actions &amp; accept consequences</li> <li>• Manage your time</li> </ul>	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Be mentally present</li> <li>• Be physically present</li> <li>• Challenge yourself</li> <li>• Stay connected</li> <li>• Be helpful &amp; kind</li> </ul>
<b>SOAR TIME</b>	<ul style="list-style-type: none"> <li>• Follow directions &amp; respect all staff members</li> <li>• Choose to be positive</li> <li>• Respect the choice &amp; time of others</li> </ul>	<ul style="list-style-type: none"> <li>• Follow your card</li> <li>• Do your best</li> <li>• Positively influence others</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Be prepared</li> <li>• No electronics</li> <li>• Follow your card</li> <li>• Stay in your assigned/chosen destination the entire time</li> <li>• Follow the instructions from your SOAR time leader</li> </ul>	<ul style="list-style-type: none"> <li>• Work hard</li> <li>• Participate</li> <li>• Stay connected</li> </ul>
<b>PUBLIC AREAS</b>	<ul style="list-style-type: none"> <li>• Follow directions &amp; respect all staff members</li> <li>• Respect property/people</li> <li>• Clean up after yourself &amp; others</li> <li>• Use appropriate language (no swearing or racial/ethnic slurs)</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Do the right thing</li> <li>• Report acts of bullying or harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions the first time</li> <li>• Be on time</li> <li>• Be prepared</li> <li>• Be responsible for your own actions &amp; accept consequences</li> <li>• Manage your time</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome everyone</li> <li>• Include others</li> <li>• Smile</li> <li>• Make eye contact</li> </ul>
<b>SCHOOL ACTIVITIES AND ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• Follow directions &amp; respect all staff members</li> <li>• Respect property/people</li> <li>• Clean up after yourself</li> <li>• Use appropriate language &amp; actions</li> <li>• Model good sportsmanship</li> <li>• Be a positive audience member</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Report suspicious or dangerous behavior</li> <li>• Represent ACYI in a positive manner</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the correct assembly</li> <li>• Be on time</li> <li>• No electronics</li> <li>• Follow the rules of the event</li> <li>• Demonstrate appropriate behavior</li> <li>• Respond appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Participate</li> <li>• Show your ACYI pride &amp; school spirit</li> <li>• Be positive in attitude &amp; actions</li> </ul>
<b>BUSES AND PARKING LOTS</b>	<ul style="list-style-type: none"> <li>• Follow directions and respect all staff members or other adults</li> <li>• Respect property/people</li> <li>• Clean up after yourself and others</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Be honest</li> <li>• Report acts of bullying or harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions and safety rules</li> <li>• Use caution when entering/leaving the parking lots or entering/exiting the buses</li> </ul>	<ul style="list-style-type: none"> <li>• Be helpful and kind</li> <li>• Be positive in attitude and actions</li> </ul>

All Eagles (Students and Staff) strive for relationships based on the RISE principles. They know that working for these principles helps to secure positive relationships with others. Faculty and Staff will model the RISE principles and reward students seen following these same guidelines. Rewards include:

- Verbal praise and recognition
- RISE cards – these are redeemable in the office for items in the RISE STORE and later entered for monthly and “end of year” prize drawings
- RISE parties each month
- Student of the Month – students are recognized each month by the teachers for positive behavior, improvement, and achievement in the class subject.

## **ATTENDANCE (Miss School = Miss Out!)**

Eagles RISE when they are in school and on time. The Box Elder School District Attendance Policy indicates that “Regular attendance at school increases the opportunities for students to benefit from their educational programs. The Utah Compulsory Attendance Law ([Utah Code § 53G- 6-201](#)) directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process thus impairing a student’s opportunity to learn.” (please review the full policy at: [District Policy 5035 – Attendance](#))

When a student must be absent, parents or guardians should contact the school attendance office by either calling the school at 435-734-4940 or by sending a written note signed by a parent/guardian. Parents must provide a valid reason for their student’s absence WITHIN ONE week of the student’s absence. Eagle students demonstrate responsibility by collecting any and all work missed in class while absent for any reason. If a student has to miss school for 2 or more days, parents may contact the office to request homework. Assignments will be collected from teachers, and may be picked up in the office at the end of the school day.

Eagles know it is important to be on time to each class. When students are tardy, they miss instruction and disrupt other students and the teacher. It is each student’s responsibility to be on time to class. (see [ACYI Attendance/Tardy Policy](#) for details)

## **WHERE & WHEN "TO BE OR NOT TO BE"**

Eagle students are welcome in the building from the time busses arrive. After that time, students can meet with teachers and friends in the commons area and hallways. ACYI is a closed campus and students need to remain on campus during the school day. (If a student goes home for lunch, he/she will log in/out daily in the log binder located in the main office.)

Eagle students involved in afterschool activities must be with a supervisor. School is out at 3:00 p.m. and students not participating in an after school activity should be on their way home by 3:10 p.m.

## **VISITORS**

Parents and other adults are always welcome to visit the school. All visitors need to report to the office on arrival to the building. It is helpful that parents make an appointment prior to their visit by calling the school at 734-4940. The only students allowed at ACYI are Eagle students and high school aides.

## **TRANSPORTATION TO AND FROM SCHOOL**

Eagles know that having Box Elder School District’s transportation service is a privilege and that they are to behave by the RISE principles on the bus just as they do at school. This privilege may be revoked by the School District’s Transportation Department.

(please review the full policy at: [District Policy 2216 – Transportation](#))

Eagles are welcome to safely use bicycles, scooters, skateboards, or rollerblades as a means of transportation to and from school. Students should stay on the public sidewalk. Students take full responsibility for securing and locking their bicycles and scooters in the proper area, placing skateboards in the storage closet, or placing rollerblades in their locker.

## **LOCKERS**

Successful Eagles follow these locker survival/success tips:

1. Keep the combination a secret (\$4 fee to change locker combination)
2. Use only the locker you are assigned
3. Take care of your locker (cost of repairs/cleanup will be charged to the student)

Eagles recognize that their lockers are the property of the School District and under certain circumstances may be inspected by school authorities.

## **LUNCHROOM - “YOU ARE WHAT YOU EAT”**

At ACYI, Eagles understand that a healthy diet is important for our bodies and minds to develop properly and for us to be the best learners we can be. Eagles make the most of the food services provided by not wasting food and eating the healthy and nutritious meals provided.

Students know that eating in the public area of the lunchroom is a privilege and choose to behave by the RISE principles. Eagles keep the cafeteria a clean and friendly place to eat by allowing anyone to eat by them and by cleaning up the area around them before they leave. We stay in the lunchroom until we are done eating and we leave all food in the lunchroom.

## **LUNCHTIME BREAK**

Eagles utilize any extra lunchtime as an opportunity to move around and get some exercise and socialize with other students. When the weather is good (an outside day), students go outside (there is limited space in the library). Eagles plan ahead and have a coat or jacket for cooler weather. On inside days, students may hang out in the commons, library, or the last 15 minutes of lunch time in the gymnasium. Eagles choose to behave by the RISE principles in all public areas available during lunch time.

## **MEDIA CENTER**

Eagles follow the RISE principles while in the media center. Eagles take responsibility to pay for anything lost or damaged that has been checked out in their name. Students check all materials back in on time to avoid potential late fees. The Media Center is available during lunch (until all student spaces are filled) for students to read, check out books, play quietly, or quietly socialize.

## **COMPUTER TECHNOLOGY**

District policy leads us to remember that all Eagles “accessing district network resources will adhere to high standards of digital citizenship and conduct themselves in a responsible, decent, ethical, and polite manner.” All students must complete the signed agreement in order to have access to the computers at ACYI.

Eagles know that having “access to the School District network is permitted primarily for instructional purposes and is a privilege, not a right.” Eagles behave by the RISE principles when using School District technology. This privilege may be revoked.

(please review the full [District Policy 4177 - Responsible Computer Use](#))

## **ELECTRONIC DEVICES, CELL PHONES & SCHOOL OFFICE PHONE**

Box Elder School District Policy states, “uncontrolled use of ...electronic devices often disrupts student learning.” Eagles use phones and electronic devices to simplify life. They are careful to not let them complicate their lives. ([POLICY 5305 Student Use of Electronic Devices](#))

At ACYI, students improve their success by choosing to disconnect to their phones throughout the entire school day by leaving them turned off and out of sight. Eagle students also understand that if they choose not to leave their phone off and out of sight their phones will be confiscated.

Cell phones will be returned following this protocol:

- 1<sup>st</sup> Offense: Returned to the student at the end of the day
- 2<sup>nd</sup> Offense: Returned to the student at the end of the day
- 3<sup>rd</sup> Offense: Returned to a parent/guardian at the end of the day
- 4<sup>th</sup> Offense: Returned to a parent/guardian at the end of the day (possible meeting with administration)

Students are always welcome to use phones in the office and with teacher permission in the classroom. Taking and/or posting pictures/videos with a cell phone or other electronic device without permission is prohibited.

## **SOAR TIME - Extensions & Interventions**

Eagles use this time to improve their planning and choice making skills. Successful students choose their top 2-3 extension choices and coordinate them with anyone they hope to spend SOAR time with in advance so as to follow the RISE principles.

## **DRESS FOR SUCCESS**

Successful Eagles come to school well groomed, appropriately dressed and observe basic hygiene to protect the health, safety, and modesty of the school. Eagles avoid disrupting the education process by avoiding clothing that detracts from the learning environment.

- Dresses, shorts and skirts are to be of sufficient length. To check, hold arms down to the side. Hem length should not be shorter than fingertips. Holes/slits/cuts in shorts and pants should be below the fingertips or mid-thigh.
- Shirts/tops must cover the front, sides, and back of the wearer completely. Shirts should not be low-cut. Pants and shorts must completely cover underwear. Undergarments should not be visible at any time.
- Students may not wear clothing that displays obscene pictures, words, or promotes through innuendo the use of drugs, alcohol, tobacco or violence. No gang-related clothing, bandanas or apparel will be allowed.
- Distractions such as chains, spikes, distractive piercings or inappropriate jewelry are not conducive to an educational environment.
- Hats and sunglasses should not be worn during school hours.
- Slippers and pajamas are not appropriate school attire.
- Eagles follow this dress code whether in school or attending a school activity.
- Students choosing not to comply with the dress code will be referred to school administration and may be required to change into clothing deemed appropriate for school or call parents to get something different to wear.

## **SAFE SCHOOL**

Eagles come to ACYI to learn. In order for that to happen, it is important to ensure that the school is safe. Eagles know to report to staff anything that may be unsafe for the school.

(see district policies [5005 - Safe Schools](#) , [5290 - Drug/Alcohol/Tobacco](#))

Proactive Eagles will report the following items if seen:

- Forms of tobacco/nicotine products including e-cigarettes, pipes, vaporizers, etc.
- Dangerous weapons
- Student behavior, dress, signing, or symbolism (graffiti) representing gang affiliation
- Alcohol, narcotics, and all other controlled or dangerous drugs and drug paraphernalia
- Unlawful conduct or dangerous behavior (bullying, theft, fighting, suicidal behavior, etc.)

Eagles wanting to report bullying anonymously can go to the link for [SAFE UT](#)

## **FERPA - FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

Details for the Family Educational Rights and Privacy Act (FERPA) can be found on the following sites: [20 U.S.C. § 1232g](#); [34 CFR Part 99](#); District policy - [5100 Student Records](#)

## **SICK ROOM / MEDICATIONS AT SCHOOL**

When ACYI students become ill and need to leave school, they will wait in the sick room located in the main office area of the school. Please be aware that the sick room is not intended for an all-day stay. Students must bring all medications to be stored in the office with a note signed by a parent and physician. The appropriate paperwork can be obtained on the School District Website or the School Office. The original container and specific directions will be kept in the office. Students are responsible for remembering to take their medications.



## **SCHOOL COUNSELORS**

Our professional Eagle Counselors are licensed by the Utah State Office of Education and follow State and National Standards. They are student advocates and someone students can turn to when they need help. Our school counselors help with a variety of needs, including things that impact learning like managing stress, dealing with anger, and other issues. They can help a student with a teacher, communication difficulties, or questions with grades. Our counselors can also help students take the right classes to get into a preferred college and career.

- **HOW DO COUNSELORS MEET WITH STUDENTS**

Eagle counselors meet with students individually and sometimes in a small group. Group meetings can help students who are dealing with similar issues, such as conflict, grief, or divorce. In these group settings, students can share their feelings and learn coping skills. Counselors often go into the classroom to teach classes on subjects that affect everyone such as college and career readiness, friendship skills, prevention issues, study skills, and hygiene tips.

- **ARE COUNSELING MEETINGS PRIVATE?**

Yes, private conversations will be confidential. It is also important for students to maintain that same confidentiality for best privacy practice. Your friends and classmates don't need to know why you're seeing the counselor unless you choose to tell them. In very rare cases, counselors are required by law to share that information if they think someone may be at risk of harming others, themselves or doing something illegal. Even in these rare cases, counselors will only share information with people who need to know.

- **HOW DO I MAKE AN APPOINTMENT TO SEE A COUNSELOR?**

There are three counselors at ACYI. Each student has been assigned to a counselor alphabetically by the first letter of their last name. A student wishing to visit with a counselor about something should go to the counseling center and talk to the counseling secretary. The counseling secretary will make an appointment to meet with a counselor. If a student is unsure how to contact the counselor, ask a teacher, parents, or one of the people who work in the school office.

- **P.C.C.R. (PLAN FOR COLLEGE AND CAREER READINESS)**

In the 7th grade, students begin the planning process for college and career readiness. It is the first required annual meeting for all secondary students. Each student will meet, either in a group or individually, with a counselor to discuss available information. This includes information about financial planning, career exploration, and student goals.

## **LOST AND FOUND**

The Lost and Found for large items (coats, backpacks, etc...) is located in the commons, by the media center. The Lost and Found for small items (keys, glasses, jewelry, etc...) is located in the main office.

## **STUDENT LEADERSHIP**

Eagle students that follow the RISE principles will have opportunities to serve in leadership positions. Student leadership positions at ACYI include: Student Council, Peer Sports Advisors, Eagle Eye News Crew, and HOPE Squad. With the exception of HOPE Squad, students desiring to fill these positions are required to submit an application in the Spring.

## **BACKPACKS AND BOOK BAGS**

Eagles keep their backpacks in their lockers and use time between classes to collect needed materials for each class. Most teachers will have places in their classes for students to store materials for the class. Backpacks and book bags should not be worn/used during the school day.