



Family Handbook Hawthorn Academy 2011-2012

Hawthorn Academy
9062 South 2200 West
West Jordan, UT 84088

www.hawthornacademy.org

Office (801) 282-9066

Fax (801)727-0836

Note: This document is subject to change without notice. Refer to hard copy in office and/or website for most current version.

Mission

"Hawthorn Academy believes that our primary mission is three fold; 1) to engender a true "love of learning" in our students, 2) to address the needs of the "whole child", and 3) to provide a world-class educational foundation that prepares students for life. Our teaching methodologies and Program of Instruction are geared towards achieving this three-fold mission."

School Name

For many cultures, the hawthorn has been viewed as a source of hope. Hawthorn Academy intends to provide students and parents with hope for a better education and a brighter future.

Mascot - Eagle

The eagle is our school mascot. The eagle stands as a symbol of higher knowledge, courage, strength, and wisdom. The eagle's superior vision represents inner vision. The eagle stands as an enduring symbol of great power and balance, dignity with grace, a connection with higher truths, intuition and a creative grace achieved through knowledge and hard work.

School Colors

Navy, Red, White, and Tan,

School Hours

First Day of School – August 17, 2011

Final Day of School – June 1, 2012

Front Office: The Front Office will be open Mon – Thurs 8:05 a.m. – 3:45 p.m. and Friday 8:05 a.m. – 1:45 p.m. The school office can be reached at (801) 282-9066.

Daily School Schedule

AM Kinder	Mon - Thurs 8:20 am - 11:15 am Friday 8:20 am - 10:30 am
PM Kinder	Mon - Thurs 12:15 pm - 3:00 pm Friday 11:00 am - 1:00 pm
1-5 Grades	Mon - Thurs 8:20 am - 3:00 pm Friday 8:30 am - 1:00 pm
6-9 Grades	Mon - Thurs 8:20 am - 3:10 pm Friday 8:20 am - 1:10 pm

Hawthorn Academy provides Free Appropriate Public Education for all students. Teachers implement research-based and /or peer reviewed interventions for students. The school’s team reviews student progress, identifies recommendation for instructional and/or behavioral interventions as needed.

The following Information is in Alphabetical Order**Academic Honesty**

Honesty is expected in all academic endeavors. The honest academic work of a student reflects his/her unique, independent thoughts while also crediting other people who helped shape the development and expression of his/her ideas.

Cheating is academic dishonesty and includes copying other’s work on tests or homework. Plagiarism is a form of cheating and includes taking another person’s work or ideas and using them as your own. Students must fully understand the concepts of cheating and plagiarism. When in doubt, ASK.

Some examples of plagiarism:

- Paraphrasing text from a book or web site without citing
- Cutting and pasting or copying text without quoting
- Copying and using an image without saying what it is and where it was found
- Using an online translator instead of completing your own required translation
- Submitting a paper written by a parent or tutor without acknowledgement

Middle and Elementary School is a time to learn proper procedures for academic behavior, writing, and research. Hawthorn Academy teachers will help you learn and apply the rules. Their goal is to teach students the basic standards now, so that they can apply what they know with greater skill.

Students involved in cheating, as determined by their classroom teacher, will automatically receive a "0" grade for the assignment. The Administration will be notified with a referral from the teacher. Additional disciplinary action may occur at the discretion of the classroom teacher or administration. Such consequences may include but are not limited to: missing class parties, field trips, or extra-curricular activities. Repeated offenses may result in suspension.

Address Changes & Parent Contact Information

Hawthorn Academy must have all parents' correct home and work addresses, phone numbers, and email addresses. You may update your personal information on Hawthorn's website under the lottery system under 'Student Application - Verify or Change Existing Application for 2010-2011'. It is the parent's responsibility to keep email information current. If there is a change to emergency information, parents must contact the office immediately so that the school has the most current information.

Admissions/Lottery Policy

Please view our school web site at www.hawthornacademy.org for our admission/lottery policy.

Arrival and Dismissal

- *Arrival:* Students will not be permitted in the school building prior to 8:00 a.m. Elementary students will wait in designated areas. Students are to be dropped off in the drop-off zone.
- *Dismissal:* At the end of the school day, parents need to meet students at the front of the school in the pick-up zone. All students must be picked up by 3:30 p.m. (or 1:30 p.m. on Friday), except students who participate in school sanctioned after-school activities. Siblings of students participating in after-school activities must be picked up by 3:30.

Attendance

It is very important for students to be in class consistently. Hawthorn Academy believes that consistent attendance teaches responsibility and helps students form good habits. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity in instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. If you know your student is going to be absent, please notify the front office by 8:30 a.m. at (801) 282-9066; otherwise, oral or written communication from the student's parent/guardian is requested within one business day of the absence in order for the absence to be excused. All written communication should be turned in to the teacher who will then turn it into the front office. In the event of multiple consecutive absences, written communication must be received within one business day of the student's return to school.

Expectations: In order for students to increase their chances of academic success and to stay in good standing with the school, students should exhibit the following behaviors:

- Be in class on time and ready to learn.
- Be checked out by a parent/guardian in the front office when leaving school during the school day. Students who are returning to school must be checked back in at the front office.
- Be responsible for meeting with teachers to obtain any assignments missed during excused absences.
- Be in attendance at school if they are participating in an after school athletic game, dance, or activity. If students are not in attendance during the day, they may not participate in the after school activity.

Definitions:

1. "**Absence**" means a student's non-attendance at school for one school day or part of one school day. "**Valid excuse**" or "excused absence" means an absence resulting from:
 - a) An illness;
 - b) A death of a family member or close friend;
 - c) A documented medical appointment;

- d) A family emergency;
- e) An approved school activity;
- f) A preapproved extended absence for a family activity or travel, consistent with school policy;

or

- g) An absence permitted by an individualized education program or accommodation plan, developed pursuant to relevant law.

The Principal has the discretion to consider other absences as "valid excuses." Absences not approved may result in students not being able to make up missed work. After three days of absence due to illness, a doctor's note is to be provided to school and turned in at the front office. For any extended absence, a parent must obtain a doctor's note stating the reason for the absence and the anticipated return date.

2. "Truant" means absent from school without a valid excuse.

Therefore, a student is considered "truant" when he or she is absent from school without a valid excuse. With this in mind, absences due to hunting, shopping, babysitting, skiing, working, skipping (sluffing) school, etc., are not valid excuses for being absent from school. When this occurs, a student is truant.

Coming to school and participating in the classroom is the basis of our school. A student who is truant from either a class or for the entire day must see the Administration. Truancy may not be excused by parents/guardians.

3. "Habitual Truant" means a school-age minor who: (1) is at least 12 years old; (2) is subject to the requirements of Section 53A-11-101.5; and (3)(a) is truant at least ten times during one school year; and (b) fails to cooperate with efforts on the part of school authorities to resolve the minor's attendance problem as required under Section 53A-11-103. "

Notice of compulsory Education Violation (Utah Code 53-A-11-101.5)

The School may issue a "notice of compulsory education violation" to a parent/guardian of a student who is under the age of fourteen (14) if the student is truant at least five (5) times during the school year.

This notice shall:

- 1) Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the principal and Board to secure regular attendance by the student;
- 2) Designate the School authorities with whom the parent is required to meet;
- 3) State that it is a class B misdemeanor for the student's parent or guardian to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) more times during the remainder of the school year; and
- 4) Be served on the parent/guardian by personal service of certified mail.

Notice of Truancy (Utah Code 53-A-11-101.7)

A designated school administrator may issue a "Notice of Truancy" to a student, 12 years of age or older, who has been truant (absent without a valid excuse) 5 times during the school year. This "Notice of Truancy" shall include the following:

- 1) Direct the student and his/her parents/guardian to meet with a designated school administrator and cooperate with the school in securing regular attendance.
- 2) Establish a procedure for the student and/or parent to appeal the absences which have resulted in the "notice of Truancy."
- 3) Students with ten (10) consecutive unexcused absences will be withdrawn from the School.

Habitual Truant Citation (Utah Code 53-A 11-101.7)

Consistent with Section 53A-11-101.7, a habitual truancy citation may be issued to a student who is a habitual truant.

Habitual truancy citations will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

Habitual truancy citations will be served on the parent/guardian by personal service or certified mail. The parent/guardian will have the right to appeal a truancy citation in writing to the principal within ten (10) days of being issued.

The School will refer a student to whom a habitual truancy citation has been issued to juvenile court. A court referral will include a recommended disposition containing the following: [a] documentation of attendance and academic achievement; [b] documentation of school efforts to improve attendance; [c] copies of truancy citations, including all mailing certificates; and [d] student background as requested by the prosecuting agency.

Vacations: Please take your vacations during the calendared school vacation days. If you are planning a vacation, you must complete a vacation release form a minimum of one week before the students will be gone. This will allow teachers to compile the work that is missed. Work missed is due the day your student returns to school. Any work a teacher is unable to provide will be indicated on the form and the student will be required to complete the work in the teacher specified time when they return.

Tardies: Students are marked tardy if they are late to class between the beginning of class, and up to 20 minutes after the start of class. After that the tardy is considered an absence.

Parents must get their children to school on time. While students' tardies are not always their fault it is reflected in their attendance and will affect academic performance. During snowy weather, please leave home earlier. Students are tardy if they are not prepared and in the assigned classroom by 8:20 a.m.

(Middle School) and 8:30 a.m. (Elementary). Middle school students arriving after 8:20 a.m. and elementary students arriving after 8:30 am must check in at the Front Office and get an admit slip.

Middle school students must be prepared and in their seats ready to learn at the beginning of each class period.

Middle School Tardy Policy

In the middle school, a student will be marked absent when they are not in their assigned place during an established time. Examples may include but are not limited to: the beginning of each class period, assemblies, library, and lunch.

Tardies will affect a student's citizenship grade in the class in which the tardies are accrued. Students will face the following consequences for tardies:

- A student may accrue three tardies without a consequence.
- On the fourth tardy, students will serve a lunch detention with the teacher in whose class they have the tardy. The parent will be notified. The lunch detention is assigned at the convenience of the teacher.
- For each subsequent tardy, the student will serve a lunch detention up to six tardies.
- After six tardies the student will serve an after school detention. The parent will be notified. The afterschool detention is assigned at the convenience of the teacher. If a student misses the assigned detention then he/she will be given a second chance to make up that detention. However, after a student misses two assigned detentions two more detentions will be assigned. If a student misses three assigned detentions, student and parent will meet with the administration.
- On the eighth tardy the student will be assigned to a day of in-school suspension (ISS).
- If the tardies continue, students will be assigned an after school detention. If tardies continue a conference with the parent will be held with the teacher and/or administration.

Checking Out of School Early: We encourage parents not to take their child out of school early as it disrupts the learning process that can only take place in the classroom. All doctor and dentist

appointments should be scheduled during school breaks or on Friday afternoons. In an emergency, parents are welcome to check-out students from school. If a student is going to leave early, we ask that parents write a note and have the student give it to his/her teacher in the morning. Parents are required to come into the building and sign their children out at the front desk. Parents will need an ID in order to check out students. This is for student safety. Once a parent arrives, the front office will call the classroom and ask that the students come down and meet his/her parent. Due to our pick-up procedures, **parents should not check out students during the last 30 minutes of the school day.**

Behavior

- *Assembly Behavior:* Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gym and sit with their classes. Students who disrupt assemblies will be given a warning, and if behavior continues, students will be removed and may not be permitted to attend future assemblies. Further disruptions in future assemblies may result in students forfeiting their opportunity to attend assemblies for the remainder of the school year.
- *Bus Behavior:* We may have field trips that involve transportation on a bus. The bus is an extension of the classroom; therefore, all school policies concerning student behavior will apply on the bus. Student safety and respect for others are our main concern while riding on a bus. The following are bus rules and regulations: remain seated and quiet while the bus is in motion, only use appropriate physical contact, be respectful, keep arms, legs, and other objects inside the bus. Students who do not obey these rules may forfeit their opportunity to ride any more trips on buses.
- *Cafeteria Behavior:* Students must maintain an orderly behavior for the cafeteria. Students are responsible for cleaning the area where they eat. Throwing food, dripping items on the floor, and making messes are not appropriate behaviors in the cafeteria, and may result in administrative consequences. Students must sit at tables to eat and drink. Food is to be eaten in the cafeteria. No food or drink may be eaten in school hallways, on the playgrounds, or in teachers' room other than for approved activities. Upon finishing lunch, each student will pick up his/her area, properly dispose of all refuse, and exit the cafeteria doors. Students are not allowed in the school halls during lunch.
- *Classroom Time:* Students are to be in class on time each day. Students must be prepared for class with necessary supplies and completed assignments. In middle school, repeated failure to come prepared will result in disciplinary action. Students will be active participants in class. Students will respect the learning environment and activities of the classroom. A student will be removed from class for being uncooperative, disrespectful, or disruptive, and will receive an office referral. The consequence for removal from class will result in disciplinary action by administrators.
- *Field Trip Behavior:* Field trips are an opportunity to help students make connections between the classroom and the wider community. Since field trips take place during the school day, it is the expectation that students follow all school policies concerning student behavior, while on a field trip. Students must wear the approved uniform for field trips (see dress code policy). In addition, student safety and respect for our community are the utmost concern; therefore, students who violate the outlined rules may have their field trip privileges suspended or terminated and may face further consequences. Improper behavior may also result in the cancellation of all future field trips. The following are general field trip expectations and guidelines, although each individual field trip has unique hazards and will therefore constitute varying expectations.

- Students must stay with their assigned group throughout the field trip.
 - Students shall respect personal and public property.
 - Inappropriate physical contact is not permitted. Loud and/or profane language is not permitted.
 - A student may be denied participation on a field trip if past behavior has given reasonable grounds to expect that the student may not behave appropriately during the trip or if the student has not participated in class or is missing excessive assignments in any class.
- *Hallway Behavior:* Hallway behavior includes the time before school, between classes, during class, and after school. Behavior that is appropriate for the hallways includes but is not limited to: walking, quiet and calm voices, appropriate physical behavior, and demonstrating respect for you, others, and school property at all times. All school rules are to be followed whenever students are in hallways.
 - *Recess:* During recess and lunch, students must remain within the fenced playground. Hawthorn Academy is a closed campus, and therefore, students are not allowed to leave campus during school hours. Students are to listen to, and respect all adult supervisors and staff as well as parents, on the playground. Students may not leave the assigned playground or indoor recess area without permission from the supervisor that is on duty at the time. Students are responsible for any sports equipment taken outside. Such equipment is to be returned when recess time is over. If a ball or equipment goes onto a roof or off the playground, the teacher or adult on duty will inform the office to arrange for retrieval. Tackle football, "keep away", or similarly aggressive games that involve physical contact are not allowed on school grounds. No snowballs are to be made or thrown on or near school property, and will result in discipline. Safety rules for the playground and playground equipment are based on the following, which are prohibited: fence climbing, walking on the slide, throwing rocks/stones/mulch/wood chips, and shoving or pushing at any time. **CONSEQUENCES:** For minor infractions, students will receive a warning and verbal correction and can return to play; physical aggression will result in the loss of recess for a designated period of time and detention. Recess with other students is a privilege rather than a right. Students who frequently choose to ignore playground/recess expectations or commit more serious infractions may lose the privilege of having recess with other students.

Birthday Celebrations/Holidays

Birthday celebrations will be held once each month as a birthday lunch with the principal. Distribution of birthday treats in the classroom will not be allowed.

Classroom celebrations that involve food will be allowed at the Administration's discretion. Such celebrations shall comply with the following:

- All foods made available will comply with state and local food safety and sanitation regulations.
- Faculty, staff, and parents will be encouraged to provide some healthy snack choices as part of the celebration.
- Faculty, staff, and parents will be encouraged to make healthy and fun activities the focus of the celebration rather than food.

Board Responsibilities

The responsibility of the board is to act as one governing body in order to determine the mission of the school, articulate and implementing the mission statement; select, support and evaluate the Head of School; ensure effective organizational planning, adequate resources, effective management of resources; enhance the school's public standing; ensure legal and ethical integrity and maintain accountability; and

recruit and orient new board members and assess Board performance. The Board is not responsible for the daily management of the school.

Hawthorn Academy Board Members

Greta Betts - President

Meggen Pettit - Vice President

Heidi Scott - Co-Vice President

Jamie Johnson- Financial Coordinator

Diana Jensen- Secretary

Canceled/Bounced Checks

Checks sent for payment of expenses are subject to a returned check fee.

Cafeteria/Food Service

Hot lunch is NOT available to all students. Students must bring their own lunches or can order lunch from lunchboxers.com. Lunchboxers allows lunches to be ordered on-line. They are then delivered to the school. All lunches must be eaten in the supervised area. There is no eating food in the halls or outside on the playground. Students are expected to dispose of all refuse in available garbage cans to help keep the area clean.

Calendar

The school calendar is posted on the Hawthorn Academy web site, www.hawthornacademy.org. This calendar lists all vacations and special events.

The school activity calendar is also posted on the web site. This calendar will be updated periodically.

Cell Phones

See "electronic devices".

Children (siblings) at School

Children who accompany a parent to school must be under direct supervision at all times. Parents are responsible for supervising their children during parent meetings, book fairs, assemblies, weekends or any school activity. Parents may not have a sibling go to another sibling's class.

Child Abuse and Neglect Policy

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law.

Citizenship (Middle School)

End of term citizenship grades are based upon the following criteria:

H (Honors) = Student shows maximum cooperation in school rules and contributes to the qualities of the IB Learner Profile- (e.g., inquirers, thinkers, knowledgeable, reflective, risk-takers, principled, communicators, balanced, caring, and open minded) .

S (Satisfactory) = Student follows school and classroom rules. Student shows signs of contributing to the IB Learner Profile.

N (Needs Improvement) = Student makes little effort to observe rules or to contribute to the IB Learner Profile.

U (Unsatisfactory) = Student ignores responsibilities and class rules.

Closing of School

If the school is to be closed due to storms, road conditions, etc., information will be available on our website, www.hawthornacademy.org. As a general rule, we follow the same closures as Jordan School District.

Cold Weather

Since fresh air and exercise are two very important aspects of a healthy lifestyle, students are taken outside each day. If the administration determines that the weather is inclement, students may have indoor recess. In addition, all students K through 9th grade will have outside physical education activities at the teacher's discretion. Students must dress appropriately which includes a coat, hat and gloves on cold days.

Communication/ Newsletter

Hawthorn Academy will e-mail a link to the monthly Newsletter/weekly updates and other correspondences directly to the parent/guardian. E-mails given in the lottery system will be used for this communication. Teachers will send home communication at their own discretion. All general communication will be on our website. Occasionally, information will be sent out through the lottery email system. It is critical that parents maintain a current email address through the lottery, so that they can receive critical communication from the school.

Computer Usage

Computers may be available for student use in each classroom and in the library. There is also a computer lab available to students. Students should only be on a computer when supervised by faculty, and must follow school policies regarding computer usage. Students must have a teacher's permission to use classroom computers. All students must sign the Internet User Agreement form before accessing the internet. Student use of Hawthorn Academy computers is a privilege. All students will sign the acceptable use agreement before being allowed to use the technology lab or the laptops. All use of computers must have educational objectives. It is not appropriate to use school computers for online gaming, chat rooms, instant messaging, and etc. Any use that violates federal or state laws or school policy may result in detention and/or suspension. Students who vandalize or use computers for any inappropriate activities will receive consequences that correlate with the degree of their behavior.

Any student wishing to use a personal laptop computer in school must use a school approved computer. In addition, if the computer is determined to be a detriment to the student or class' learning environment, permission for use may be revoked. Remember, Hawthorn Academy cannot be responsible for lost or damaged property brought from outside of school.

Confiscated Items

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and may pick up the item from the front office. Any item confiscated more than once during the school year, may be kept by the Administration until the end of the school year and picked up by a parent at that time.

Discipline/General Expectations

- The teacher will create a classroom environment that establishes clear, consistent expectations for students.
- Teachers will have POSTED Classroom expectations (Essential Agreements) in their classroom which:
 - Are developed collaboratively between students and teachers
 - Define behavioral expectations
 - Are agreed upon as expected school behaviors
 - Provide opportunities for IB attitude and profile based problem solving

This method of discipline works to address the behaviors in a way that will teach the student ways to respond appropriately the next time a frustrating situation arises.

Discipline Plan (Leveled Consequence Chart)

These expectations apply in the classroom, gym, cafeteria, playground, hallway, bathroom, assembly, before/after school, on school grounds, and school sponsored activities.

Level Descriptors	Level 1 Level 1 behaviors are <u>minor expectation</u> violations that are brief, non-serious, low in intensity, yet inappropriate. Consequences are mild, given by the teacher and are carried out within the classroom or another classroom.	Level 2 Level II behaviors are <u>more serious</u> and deliberate in nature based upon the frequency and intensity of the behavior. Consequences are given by the teacher and are carried out within the classroom or another classroom or as after school detention.	Level 3 Level III behaviors include serious fighting, harassment and verbal abuse that violate the dignity, well being, and safety of another person. These behaviors will not be tolerated and will result in an immediate referral to the Administration Students who engage in Level III behavior will be referred to the Administration for immediate corrective action.	Level 4 Level IV behaviors are extreme behaviors that result in immediate removal from the school by the Administration. Students who engage in Level IV behavior will be referred to the Administration for immediate corrective action.
Possible Consequences may include but not limited to:	<ul style="list-style-type: none"> • Verbal correction • Apology • Loss of privileges • Dress Code (will be sent to office to change into proper uniform. If no uniform is available student will call home and return to class until uniform is brought to school). • If wearing a hoodie, it will be taken by the teacher and the student may get it back from the teacher at the end of the day. • IB Reflection Sheet • Restitution 	<ul style="list-style-type: none"> • Verbal correction • Communication with parent/guardian • Reflection Time and IB Reflection Sheet • Clean-up duty • Restricted Privilege (lunch in lobby, restricted recess activities, buddy required, etc) • Contract signed by student and parent • Lunch detention. Dress Code (will be sent to office to change into proper uniform. Students will receive an after school detention. Hoodies will be taken to the office for the student or parent to retrieve. • Restitution 	<ul style="list-style-type: none"> • Verbal correction • IB Reflection Sheet • Communication with parent/guardian • Loss of Privileges • Suspension (in or out of school) • After school detention • Restitution • Police Referral or proper authority • Behavior plan 	<ul style="list-style-type: none"> • Verbal correction • Meeting with parent/guardian • Loss of Privileges • Suspension/Expulsion • Referral to School Counselor • Restitution • Police Referral or proper authority • Behavior plan

Discipline (Positive) and Disciplinary Procedures

Hawthorn Academy embraces the philosophy of positive discipline as our primary source of guidance in the classroom. Kind words, encouragement and affirmation motivate children much better than embarrassment and harsh words.

This method of discipline nurtures and empowers students to behave positively in the classroom. We want to teach students to be motivated by the successful outcome from being part of the solution rather than being part of the problem. It is our goal to teach students how to resolve conflict in a constructive way and to grow into responsible, contributing adults.

Donations/Annual Giving

Hawthorn Academy greatly appreciates donations from parents, extended family and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles, and equipment for our office and classrooms. Donations may be tax deductible. Check with your tax advisor as appropriate.

Dress Code

All Hawthorn Academy students in both the elementary and middle school must wear their clothing as defined in the dress code. There will be several dress down days or “free dress” to be announced at the discretion of the Principal. .

The Dress Code has been designed to meet the following purposes:

Hawthorn Academy believes a mandatory school uniform policy will provide a more secure school environment, promote an atmosphere conducive to appropriate discipline with a minimum need for ongoing intervention and an increase in learning opportunities for students by removing many of the distractions and negative or disruptive connotations associated with various types of clothing.

All students are required to wear uniforms. Parents are responsible for ensuring that their children wear the designated school uniform clothing as outlined below. Clothing that is clean and in good repair is expected

Tops

- Shirts must be of a collared style and of a solid color, white, navy, red or light blue with buttons that are clear, same color as the shirt, or tortoise shell type. Appropriate collared styles are blouse, polo, oxford, turtleneck, or dress shirt. All shirts are to be tucked in with the exception of polo-style shirts. Tucking in polo-style shirts is optional. Shirts that are to be tucked in must be long enough to remain tucked in.
- Shirts must be free from all logos and names, except the school’s logo and name when they become available for purchase. No screen printing on the uniform items is allowed.
- Sweaters or vests may be worn in solid navy, red, light blue or white with corresponding navy, red, light blue or white buttons (clear & tortoise shell-type buttons are also acceptable). The sweater or vest is to be worn over the uniform shirt. Hooded sweaters are allowed in navy, red, light blue or white, but hoods cannot be worn during school hours.
- Plain white, navy, red, light blue or black undershirts may be worn under school approved shirt. Undershirts must be free of logos or designs.
- Hooded sweatshirts may not be worn during class time.

Bottoms

- Girls may wear skirts, jumpers, skorts, shorts, capris or pants. When skirts are worn inconspicuous shorts, underneath and not seen, are recommended.
- Girls may wear bottoms that are solid navy, tan or black. No red, white, or light blue jumpers or red, white, or light blue polo style dresses.
- Boys may wear pants or shorts in solid navy, tan or black.
- Skirts, shorts or skorts are to be no shorter than 2 inches above the kneecap.
- No denim, nylon, sweat, leather or vinyl material will be used for uniform bottoms.
- No tight fitting pants or shorts are allowed.
- The waistband of the bottom uniform garment must be worn above the hips at all times.

Accessories

- Belts are recommended and must be solid brown or black.

Dress Uniforms

- To be worn for all field trips and other specifically designated occasions.
- Includes a solid white top (with or without the school logo) and solid navy or black bottoms (of any authorized style as discussed above).

School Spirit Shirts and Free Dress Days

- Students are allowed to wear a designated "School Spirit Shirt" on select days.
- The school spirit shirt specifications will be announced at a later date.
- Certain days may be designated as "Free Dress" days. These days will be with the permission and at the discretion of the Director and/or Board of Trustees. "Free Dress" simply means that the dress for that day will be attire acceptable for school activity. The dress and grooming standards will remain intact as listed below except for the requirement of a uniform on these select days.

Dress & Grooming

- Uniforms at Hawthorn Academy are mandatory. Dress and grooming standards are part of the Uniform Regulations.
- Uniforms must be worn during school hours, except under specially designated circumstances.
- Uniforms must also be worn for all before and after school programs, except where activities require alternate attire (i.e. sports, dance, etc.).
- Students must present a modest, clean, and neat appearance at all times. All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skirts must be worn at the waist, shirts must be buttoned and tucked in, shoes must be tied or fastened, clothing must be worn right-side-out, appropriate underwear must be worn, but not visible, etc. Clothing shall not be excessively worn or have holes.
- Uniforms will be worn Monday through Friday and for programs.
- Students may wear jewelry or hair accessories that are appropriate for school and are not a distraction or danger.
- Hair must be kept neat and have a combed appearance and appropriate for school. No extreme hair color or styles (i.e. mohawks), only "natural" hair colors are permitted (fuchsia or "hot pink" hair is not "natural").
- Any makeup worn should be appropriate for school.
- Body piercing is limited to the ears only and is limited to one earring per ear. Earrings must be appropriate for school.
- Tattoos, if any, must be covered at all times.
- No hats of any kind, including baseball caps, or sunglasses, may be worn in the building except for medical or religious purposes.
- Outer wear that is worn for warmth to and from school and at outside recess is not considered a uniform item.

Socks and Shoes:

- Socks for boys and girls should be in coordinating colors; socks may be ankle, crew or knee length in white, navy, red or black. No-show socks are not allowed.
- Girls may also wear appropriate smooth opaque and/or cable knit tights in the accepted school colors (white, navy, red and black). Socks or tights must be worn at all times. No nylon stockings may be worn.
- No leggings allowed.
- Shoes must be conservative in color, no neon colors, bright colors (i.e. reds or greens.) Shoes must be free of designs (i.e. plaid or polka dots.) No character shoes or lighted shoes.
- All students must wear closed toe and closed heel shoes with socks or tights.
- No Heelies or shoes with wheels in them.
- Snow boots must be changed into school-approved shoes while inside the building.
- Dress boots are allowed but must not pass the knee, no thigh-high boots allowed. Dress boots must be conservative in color and no designs as previously stated.

Physical Education (P.E.) Dress Code:

- Physical Education (P.E.) clothes are to be changed into at school, and worn for P.E. only.
- If you student has P.E. for the first period of the day they may wear their P.E. clothing to school and then change to approved school attire after P.E.
- P.E. bottoms are sports shorts or pants, navy, khaki, or black. Short must adhere to the standard length for bottoms, already stated.
- P.E. tops are plain T-shirts in red, navy, white, or light blue. T-shirts must be logo free and must have sleeves.

Dress items not specifically covered above but considered inappropriate or contrary to the Purpose statement in the School Uniform Policy are subject to review and interpretation by the Board.

****Infractions of the HA Uniform Policy will be addressed as follows:**

- 1st Infraction: Warning to student and parents will be called to bring in the correct clothes. Parents must bring a change of clothes.
- For sweaters, hoodies, scarves, etc the article will be taken and parents must pick them up.
- If there is a second infraction middle school students (grades 6-9), they will be assigned a detention and parents will be notified.

Drop-off & Pick-up Procedures

- All vehicles **MUST** follow the directional and coned areas when entering and exiting the parking lot.
- For safety reasons, you must drop-off and pick-up your students in the designated drop-off and pick-up zones. You may not have your children exit a vehicle before the designated zone.
- **For the safety of all our students it is vital that you are aware of your surroundings.**
- In the mornings please pull as far forward as possible and follow all directions given by the school officials before having your student(s) exit the car.
- All students must be walked across the parking lot by a parent to the flag pole crossing walk if they get out of cars in the parking lot.
- Students who arrive prior to 8:00 a.m. will stay outside the building unsupervised.
- If you arrive at the school after 8:30 a.m. you will need to park and make sure your child gets into the building safely as there will be no supervision outside the school. You need to check students in at the front office.

- Pick-up will begin at 3:00 p.m. when students are released from class. Please do not plan to be in the pick-up line before 2:30 p.m.
- If picking up your student in the parking lot, pull into the stacking/ waiting lines. Clearly display your carpool number from your rearview mirror or on the dash of your car. As you are motioned out of the waiting lines, your call pool number will be announced over the intercom for students to come and get into your car.
- Teachers and Teacher’s Aides will oversee the Drop-off and Pick-up each day, serving as safety officers.
- These Safety officers will ensure that cars move efficiently and safely through the zone. They will ensure all cars pull all the way forward, stop and stay stopped until all students are safely in/out of their vehicles.
- We want to be courteous to our neighbors. When visiting the school please do NOT park in the cul-de-sac to the south of the school and never park or wait in a person’s driveway. We do not want to infringe on the privacy or quality of life of our neighbors.
- Additional pick-up area is available at the 7th Day Adventist church. Parents must be at the parking lot at 3 p.m. to pick up students.

Drugs/Alcohol/Tobacco

Any student, who possesses, controls, uses, sells or arranges the sale of real, look-alike or pretend illegal drugs or controlled substances, including alcohol and tobacco, may be suspended, expelled, referred for police investigation, and/or prosecuted.

The following may result in mandatory suspension or expulsion and be reported to authorities;

- Possession or use of an alcoholic beverage within 1,000 feet of school property or school sponsored event or during school hours.
- Selling, giving or delivering or distributing tobacco products within 1,000 feet of school property or school sponsored event or during school hours.
- Being under the influence of alcohol within 1,000 feet of school property or school sponsored event or during school hours.
- Sale, control or distribution of a drug or controlled substance within 1,000 feet of school property or school sponsored event or during school hours.
- Sale, control or distribution of drug paraphernalia within 1,000 feet of school property or school sponsored event or during school hours.

Educational Leave

Vacations should be scheduled during natural breaks in the school year. This way, your child can experience the excitement of new places, while not missing any instruction. If you cannot schedule vacations during a natural break, we ask that you fill out the Request for Educational Leave form. The request for educational leave should be filled out before your child leaves. It is expected that the homework will be completed by the due date and concurrently the child is expected to complete on-going assignments and not fall behind. Vacation leave can be granted for a maximum of 10 school days a year. Any additional vacation will be unexcused.

Electronic Devices

Definitions:

- “**Electronic Devices**” means beepers, pagers, and cell phones with or without video or picture-taking capability, MP3 players, iPods, and other electronic media, transmitters, receivers or players.
- “**School day**” means the hours that make up the school day according to the School’s schedule.

- “**School-sponsored activities**” means field trips, curricular and extracurricular activities, and extended school-sponsored trips or activities, including school-provided transportation to and from such activities.

Electronic devices may be possessed and used during the school day and during school-sponsored activities as follows:

- Electronic devices must remain out of sight in a bag or backpack and be turned off during the school day.
- Students may not use or respond to electronic devices during instructional time or during other times designated by teachers or the Principal.
- Electronic devices may not be used to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School’s Safe Schools Policy or Bullying and Hazing Policy or at the discretion of the Principal. On the second violation of this policy, the electronic device will be confiscated, labeled, and held in a secure location. The Principal, teachers, and other individuals designated by the Principal may confiscate electronic devices according to this policy.

The School is not responsible for loss, damage or theft of any electronic devices.

The School will make reasonable efforts to notify parents/guardians that the School has a student’s electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during school hours or by appointment. *The School will retain un-retrieved electronic devices until the end of the school year, at which time all personal data will be cleared from the devices before their disposal.*

The Principal may impose other additional disciplinary consequences for a student’s violation of this policy as the Principal determines is reasonable under the circumstances, including the nature of the violation and other disciplinary actions in which the student has been involved. Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student’s parent/guardian that is placed in the student’s file
- Detention
- In-school suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in school-sponsored activities or of receiving honor recognition

Elevator

The elevator is available for physically challenged individuals. Students in need of the elevator must give a \$5 deposit to the front office and obtain an elevator key for the duration of the handicap and will be given a note by the front office. Students who misuse the elevator will be sent to the office including allowing other students to ride in the elevator with them. When the student no longer requires the use of the elevator, the key is to be returned to the office and the deposit refunded.

Emergency Contact

The school uses the emergency contact information you provided for us when you registered online. If your child becomes ill or is injured at school, or there is an emergency evacuation, this is the information we use as our reference. It is the responsibility of the parent/guardian to notify the school of any changes to home phone numbers, emails or contact names and phone numbers. If a child is in need of immediate medical assistance, 911 will be called and if necessary, they will be transported by ambulance to the nearest medical facility.

Emergency Procedures/Disaster Plan

As an important safety precaution, fire, earthquake and other emergency drills are held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. Also, a campus exit route map is posted in each classroom.

Extra-Curricular Participation Policy

A student needs to be present for 2 hours of a school day to participate in extra-curricular activities. Any student who has been suspended from Hawthorn Academy for any reason shall also be suspended from attendance at or involvement in any extra-curricular activity during the full period of the suspension.

FERPA

Hawthorn Academy has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. Starting in 2010-2011, notice was provided in the student and parent handbook of the referral procedures and of the availability of services for eligible students with disabilities. Teachers implement research-based and/or peer-reviewed interventions and provide documentation of the results on the Documentation of Response to Intervention Form which is then reviewed by the school's problem-solving team: the Child Study Team (CST). The CST includes an administrator, at least one special and general education teachers, and others as necessary (see additional description of the CST in the Specific Learning Disabilities (SLD) evaluation process in Section II of this Manual). The CST reviews student progress, identifies recommendations for instructional and/or behavioral interventions as needed and considers the need for a referral. The team must determine whether interventions have been implemented with fidelity and for a sufficient amount of time. A referral is completed if an evaluation for special education is recommended. The referral form should document parent contacts regarding concerns about the student's educational performance. The review of existing data and evaluation determination is conducted in collaboration with the problem-solving team. If the action taken is to conduct a full evaluation, the Special Education Director is assigned to coordinate all areas to be assessed as part of the full evaluation. If the referral is not going to result in a full evaluation, the school's administrator in collaboration with the Special Education Director should send the parents a Written Prior Notice of Refusal to take the action of conducting a full evaluation and existing data; information should be placed in an inactive special education folder.

For more information see the school website.

Fitness Class & Outdoor Recess

Children are expected to participate in outdoor and physical education activities with their class. Consideration will only be given to children who have a medical excuse with a doctor's or parent's note for not participating.

Food/Drink Policy

Food and drink are permitted only in designated areas. Students are encouraged to bring a water bottle with them so they can hydrate continually during the day. Teachers will be encouraged to identify their students' allergies and dietary restrictions and work with parents to address individual needs. Students will be discouraged from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other dietary restrictions.

Energy drinks are not allowed at school.

Forget Something

If your student forgets something from home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.

Grade Book

Students' grades and upcoming assignments will be posted to Grade Book. Grade Book will up-dated weekly. If your student is a returning student, you will have the same access code as last year. If they are a new student, access codes will be distributed at the fall Student-led Parent/Teacher Conferences.

1. To access your student's grades through the Student Information System (SIS), visit the school website at www.hawthornacademy.org, scroll over the Parents tab and click on Gradebook.
2. Select your student's grade and click on the link. A separate window will open to allow you to login to your student's account.
3. Enter your student's Username and Password. If you need your student's username and/or password, please contact your student's teacher (elementary students) or any of the middle school teachers (middle school students). Please remember that passwords are case sensitive and the letter "o" is not utilized, only the number zero (0).
4. Logging into your student's account will take you to the SIS 2000+ Home page. Click on the Student Summary Icon.
5. A screen will show you student attendance/tardies in the right corner. Subject grade summaries will appear with a letter grade and any missed assignments.
6. To view a complete summary of the subject or class, click on the grade level (for elementary) in the left hand corner or click on the class for middle school. You can also click on the "complete progress report" link at the bottom of the page. Please note that blank scores do not count towards a student's grade and only scores of zero (0) are counted as missing. Blank scores indicate that the grade for the assignment has not been entered or is an upcoming assignment.

If you have any questions on how to access your student's grades using SIS, please contact your child's teacher (all teacher emails are available on Hawthorn's website, www.hawthornacademy.org)

Grading Scale:

Hawthorn Academy Middle School Grading Scale:

100% - 94% =	A	76% - 74% =	C
93% - 90% =	A-	73% - 70% =	C-
89% - 87% =	B+	69% - 67% =	D+
86% - 84% =	B	66% - 64% =	D
83% - 80% =	B-	63% - 60% =	D-
79% - 77% =	C+	59% and below =	F

Gum

No gum is allowed on campus at any time (this includes before and after school hours). Middle School students chewing gum will be assigned after school detention.

Harassment, Hazing, Bullying and Initiations

Harassment is defined as unwanted verbal or physical advances or threats. The difference between fun and harassment is how it makes the victim feel. Harassment, hazing, or initiations of any type are not permitted in school or extracurricular activities. Students guilty of harassment of any type; threats, hazing, intimidation or initiations, may be suspended and/or referred to law enforcement for disciplinary action. The school shall act to investigate all complaints of discriminatory or other harassment, verbal or written, and to discipline or take other appropriate action against anyone who is found to have violated this policy.

Bullying Prohibition and Prevention: All students should feel safe at school. Hawthorn Academy has no tolerance for bullying. Bullying is a form of harassment and is defined as: The repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but

is not limited to actions such as verbal taunts, name-calling and put-downs, including ethnically based or gender-based verbal put-downs, and extortion of money or possessions. Such conduct is disruptive to the educational process and therefore, bullying is unacceptable behavior. Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. Consequences will depend on age, situation, and child's previous behavioral issues. Law enforcement officials shall be notified of bullying incidents, as required by law. This policy also applies to students who, by their indirect behavior, condone or support another student's act of bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. Since Utah is a NO BULLYING state, bullying will result in severe consequences.

Health and Related Issues

If your child has had a fever, has vomited or had diarrhea, or has had any rash that may be disease related or if you do not know the cause, the child should stay home until you have been able to check with your family physician.

Becoming Ill at School

If a student becomes ill at school, every effort will be made to contact the parents who should be available to come check the student out at the office and take the student home. We require that you, or someone you designate, pick up your child.

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. The parent should also inform the child's teacher of any medical conditions.

Homework and Daily Planner

Students in grades 5 – 9 will be provided a planner in order to record homework assignments. Students in grades K-4 have homework folders that are sent home. Homework assignments are designed to promote active learning, self-discipline, practice/reinforce classroom work and develop good study habits. The amount and length of homework will increase as a student progresses through the grades.

Homework Goals

- To teach the student to complete and return homework
- To reinforce concepts and skills that have been presented in class
- To foster the student's creativity and discipline through enrichment projects and research
- To train the student to work independently and to accept responsibility for completing a task

Grades K-9

All students are encouraged to read at least 20 minutes in addition to completing their assigned homework. In grades K-3, homework will continue to reinforce skill development and encourage family participation. Assignments will help develop good personal study habits and may include occasional special projects. We envision teachers, students and parents working as a team to accomplish this portion of the learning experience. The following outlines the responsibilities for each party:

Teacher's Responsibilities:

- Make sure students understand and know how to complete assignments independently.
- Provide specific written explanations of long-range assignments or special projects, so that the requirements and expectations are clearly understood by the students and their parents.

Students' Responsibilities:

- Be sure the assignment is understood.
- Complete the assignments. This includes any unfinished classroom assignments from that day.
- Turn assignments in by the specific due date and with a name on it.

Parent's Responsibilities:

- Provide a study area that is free from distractions.
- Allow enough time for homework and down-time between school and extracurricular activities.
- Follow the progress of your student by checking attendance, grades and assignments online at least every week on SIS.
- Get involved: volunteer in the classroom or be a chaperone.
- Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of the homework is for your student to practice and use what they have learned. If your student is consistently unable to do the homework independently, please contact the teacher.

Items from Home

The school cannot assume responsibility for any items brought to school. We ask parents to be observant in making sure that when valuables are brought to school, they are brought to the teacher for safe keeping. Valuables should never be left in the students' desk. If you feel your property has been stolen, contact an administrator; however, there is no guarantee your property will be recovered.

Language

One of the core values and IB Attitudes at Hawthorn Academy is respect. If students respect others, themselves, and their environment, then Hawthorn Academy becomes a great place for learning. Respectful language must be used at all times. We expect that no foul, vulgar or offensive language is used on school property. This language may be, but is not limited to, cursing, vulgarity, and dangerous threats. Any threats may be reported to law enforcement in order to create a safe environment for learning. Offensive language is considered anything of the sexual nature. Sexual harassment can involve any verbal language or physical contact that is unwanted. Language that is used in a threatening manner is language which makes a personal threat to any individual—students, teachers, school employees, etc.

Library /Media Center

"Our vision is to create an IB value based environment which opens windows to the world and inspires a lifelong love of discovery."Library Protocol:

Hawthorn Library Protocol

Library Hours: The library is open from 10:00 am – 4:00 pm Mon & Wed, from 10:30 am – 3:30 pm Tues & Thurs, and from 8:30 am – 1:30 pm on Fridays. The library will be closed for end of year inventory starting Friday, May 11, 2012. All books will be due on or before this date.

Library Access: Elementary students may check out books during class time in the Library, at lunch time, or any recess time when the librarian is not teaching a class in the library. Secondary students may check out a book during a class visit or at lunch time. If students leave class in order to come to the library, they must bring with them a library pass slip indicating that they have their teacher's permission to be there. All students may return books any time when the Library is open. There is a gray book return bin just inside the doors of the library that is set aside for book returns. If books are placed elsewhere when returned there is a possibility that they will be returned to the shelves without getting checked in, therefore it is important that books are placed in the gray book return bin when they are returned. Students also should not remove books from the gray book return bin, even if they would like to check them out. The books in the gray book return bin must first be checked in before they are available for students to check them out.

Book Check-out: Books are checked out for two weeks. Students may have up to two books out at any one time. Library books are also available to be put on hold. Each student may have up to 3 books on hold at any one time. Each hold remains active for one year while waiting for the book requested to become available. Once the book has become available, it will remain on In-Stock Hold for 40 days before it is either returned to the shelves or moved on to the next person waiting for the book. Library books may be renewed up to three times as long as there are no holds on the book. Each renewal is for an additional two weeks from the date of renewal.

Overdue Books & Fines: After the two week check-out period, if a book is not renewed, it becomes overdue. There is a 14 school-day grace period after a book is overdue during which fines do not accrue. After the 14 school-day grace period there is a five cent fine per school-day for each book until the books are returned. The overdue fines will not exceed \$2 per book. If a student has any fines, that student may not check out any additional books or place any additional books on hold until their fines are taken care of. If a book is overdue for 9 months, or has not been returned by the end of the school year, it is considered lost and the student will be charged any late fees accrued up to the date it was reported as lost. The student whose name the book is checked out under is responsible for paying the replacement cost for the lost book. If the book is returned after it is considered lost there is a \$1 returned lost item fine in the place of the replacement cost. If a book is damaged, the student to whom the book is checked out to is responsible for paying for the damages to the book. If a book is damaged beyond repair then the student is responsible for paying the cost to replace the damaged book. Please do not try to repair the book at home or in class. There are specific tools and tapes used to repair damaged books. If a book has water damage do not let it dry, if possible. Instead, place it in a ziplock bag and freeze it until it can be returned – this will help me to be able to minimize the wrinkle damage done to the book once it is returned.

Library Notification: Notices of In-Stock holds are put in teachers' boxes to give to their students every Friday. Notices of overdue books, overdue fines, lost book fines and other fines will be given out to teachers to give to students the first Friday of every month.

Library Donation Opportunity

Hawthorn Academy Library will gladly accept gifts of books and other materials. As an IB school we are building our resources of books in the second language students are learning – Spanish. Students are encouraged to donate a book (narrative, informational, or in Spanish) to the library on their birthday.

Library Volunteer Opportunity

Volunteers are welcome in the library. Time spent here qualifies towards the hour per week per student volunteer expectation. Time can be scheduled in regular weekly intervals, or we welcome parents who can drop by and give time here and there. The volunteers help with checking in and shelving returned books, putting labels and barcodes on books, pulling books for teachers, straightening shelves, cleaning books, and assisting students in finding book choices. It is a warm, welcoming environment.

Lice

Student will be sent home if there are any nits or lice found in a student's hair. Due to the high transference rate of lice and in order to limit those affected, if a case of lice is confirmed or suspected, Hawthorn Academy reserves the right to discretely check students' hair for evidence of lice. Students may not attend school until a doctor verifies that treatment has been effective. .

Lockers

Lockers are available to students in grades 6 – 9. Lockers are school property and should be treated with respect. They are made available for student use to store school supplies and personal items necessary for use at school and may be used with the following conditions:

- No food should be left in a locker over night. Stickers are not allowed on the inside or outside of the locker.
- Students should keep their lockers locked at all times.

- Students are not allowed to share a locker.
- Students are responsible for locker damage and condition.
- Students may not write in or on lockers or decorate with anything that is difficult to remove.
- Students must keep their lockers clean.
- Students must use the locker and lock assigned to them and should not share their combination with friends.
- Any unauthorized locks may be removed without notice and destroyed.

Violation of locker usage will result in discipline. Hawthorn Academy retains the right to inspect the locker and its contents to insure that the locker is being used for its' intended purpose, and to eliminate hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and prevent the storage of prohibited/dangerous materials such as weapons, illegal drugs, alcohol, or tobacco. Lockers remain school property and students will have no expectation of privacy. Hawthorn Academy assumes NO responsibility for loss or damage to any item in a locker, locked or unlocked.

Any damages should be reported immediately to the office and any damage caused by misuse will be charged to the student occupying the locker. These lockers are not to be used to store items which cause or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules. Repeated infractions may result in termination of the use of lockers in which the locker fee will be forfeited. Restitution will be made for any damage to lockers.

Lost and Found

Parents/guardians are encouraged to write their student's name on any personal belongings coming to school. Unclaimed lost and found items will be donated to charitable organizations on the 15th of each month.

Make-up Work

- Make-up work is permitted for students who have "excused" absences. It is the responsibility of the student to obtain the make-up work from the teacher. Make-up work must be completed within a reasonable time frame as determined by the teacher. If a student is absent, it is his/her responsibility to find out the work that was missed.

Medications

Teachers are not allowed to administer any medication, including aspirin. Medication can be administered from the front office under the following conditions:

- Students who need to take any kind of on-going medication must have written authorization from a parent/guardian AND the student's physician. Forms can be obtained from the main office.
- Prescription medication should be brought to the front office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
- It is the parents' responsibility to keep medication in adequate supply.
- For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
- If your child must take short-term medication (antibiotics, etc.) for any reason, please make arrangements to administer the doses yourself.
- Students with EpiPens or rescue asthma medications are allowed to keep the medication with them, easily accessible. Their forms should indicate that the doctor/practitioner and the parents request that this type of medication be kept with the child and the teacher should be notified of the situation. Forms should be obtained from the office.

Parent Concerns

Parents are always free to bring any problems or questions to the attention of the Administration. It is the policy of the school for parents to first discuss any classroom concerns with their child's teacher prior to involving the Administration. In almost every instance, frankness and consideration of all points of view can bring an equitable solution. Should questions still remain, the parents are invited to bring the concern to the Administration. Conversely, teachers will communicate with parents any concerns they may have about a student's progress or behavior. **Any concerns brought to the Administration from a parent will be shared with the teacher.** It is only through open and honest communication that issues may be resolved.

Physical Contact (Fighting and Inappropriate Displays of Affection)

Fighting will not be tolerated at school, any school function or school-sponsored activity. Students who threaten to fight may be suspended. Any child who hits a student will be automatically suspended. People who promote, instigate or encourage fighting will likewise be held responsible. Consequences will be determined based on age and past behavior. Fighting is defined as any physical contact in aggression, which would include, but is not limited to: hitting, kicking, pushing, striking a person with any kind of object (i.e.: pencil, elastic band, etc.), or spanking.

Students who display inappropriate attention towards one another in and/or near school or at a school sponsored activity will be reminded to refrain from such behavior. It is distracting and will not be allowed. Examples of PDA (public display of affection) include but are not limited to: kissing, inappropriate hugging, etc. After one reminder, the students involved in inappropriate PDA will receive an office referral and will participate in a parent conference.

Pornography

Pornography consists of, but is not limited to (any image, whether still or video), story, or audio, that is sexually explicit in nature. Pornography is not permitted at school for any reason. Students who are found participating in any form of pornography will receive a referral to administrators, and may be reported to legal authorities for further actions. Students, who are participating in any form of pornography while using a computer, will lose computer privileges for the remainder of the school year.

Report Cards/Grading Policy

Report cards will come out four times a year. Report cards will be available electronically for quarters 1, 2, and 3. A hard copy will be sent home 4th quarter. Parents will need to sign and return a tracking sheet to their student's teacher indicating they have looked at Grade Book for their student and seen their grades. Students will complete a reflection sheet each quarter on their progress to apply the IB Profile Traits and Attitudes.

School Fees

EIGHTH AND NINTH GRADE

Locker Maintenance	\$5.00
Activity Fee	\$5.00
Book Rental	\$30.00
TOTAL	\$40.00

SEVENTH GRADE

7 th Grade Introduction to Career and Technical Education (CTE)	\$25.00
Art	\$5.00
Locker Maintenance	\$5.00
Activity Fee	\$5.00
Book Rental	\$30.00

TOTAL\$70.00

Some classes may have an additional small fee (e.g. art, band and orchestra for instrument rental, choir for purchase of a dress, etc.).

Note: Fees may be waived in accordance with state regulations. For information on fee waivers please review the School Fees Notice, Hawthorn Academy Fee Waiver Policy and Declaration of Household Income documents found in your registration packets, or contact a school administrator.

Screenings

Vision will be conducted for the kindergarten students by the staff during the school year. Hearing Screenings will be done according to school procedures. Please contact the office if you have questions regarding these health screening programs.

Search and Seizure

School officials have the authority to search a student's person or personal property while located on school property or at a school-sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. School administrators will do random locker checks.

Selling Products on Campus

Selling any products on campus not approved by the administration is prohibited.

Suspension: Students who have been suspended from school must not come on campus during the suspension period and are not allowed at extracurricular activities during the suspension period.

Student Check-in and Check-out Procedures

If a student arrives at school after 8:25 (grades 6-9) and 8:35(grades K-5) a.m., the supervising adult must personally escort and check in the student at the front office. If it is necessary for a student to leave school during the school day, a parent/guardian or designated person on the emergency contact card must sign the child out at the front office. In the interest of student safety, please be ready to show photo identification when requesting to have contact with a student.

Student Government

Students in grades 5 – 9 may run for a Student Government Office. Elections are held in the spring for the following year. Students must maintain the following requirements while in office:

- Grades- Students elected into office will be required to have and maintain a GPA of C or higher. Students may not have a D or F in any subject/class. Periodic checks will be given to monitor grades. Midterm and final grades must be submitted to Student Body Advisors to ensure that students are maintaining the required GPA.
- Citizenship- Students will be required to have and maintain an S or higher in each class/subject as well as be a positive and productive example to their peers.
- IB Profile- Students must be a constant example of the IB traits to both teachers and other students. Candidates and those elected into office must set the bar high and work to be a role-model to those around them.

Student Led Conferences

Student Led Conferences will be held two times a year (September and March). This is a time when students, parents, and teachers talk about the students' progress in the school and their individual needs. **Attendance is crucial!** Students will be released early on one day and should plan on being involved in the conference. This time is considered an official school day and the conference will mainly be led by the students, depending on age. If you need to meet with your teacher more than twice a year or if a problem arises please contact the teacher directly to set up an appointment. Parents may ask for a conference at any time.

Student Recognition

Honor Roll and High Honor Roll Students

Grades 5 - 9 (the upstairs)

End of Terms 1, 2, and 3

-

Honor roll - B+ or higher

High Honor roll - 4.0 GPA

Reading and Math on grade level.

Assembly (or combined assembly) only for specific grades. Parents are invited.

Certificate mailed to parents.

Individual Pictures displayed in foyer.

Soaring Eagle Awards (sequel to honor roll students upper grades)

Grades K - 4

End of Terms 1, 2, 3

-

Grade requirement - B+ or higher

Reading and Math on grade level.

Awards distributed in classrooms

Group Pictures outside grade level doors. .

Rising Readers K-4

Students who increase reading levels during

The quarter. Certificates handed out in classes.

Grade 1
teachers.

-

Criteria in process of being established by 1st grade

Awards established by teacher, signed by administrator.

Group Pictures displayed in foyer.

IB Principled Eagle Award

All Grades

End of Terms

1, 2, 3, 4

- Students are selected for displaying IB Profile traits.
- Each individual teacher can select one per month - elementary and secondary. Reading and math levels are not part of the selection criteria.
- Certificate of Achievement will be given out to students in an assembly, and the assembly will introduce the IB Profile trait for the up-coming month.

Shout Out Awards

- Students are recognized by teachers for demonstrating an IB trait or IB attitude.
- Teachers fill out a "Shout Out" slip and students bring the slip to the office and put it in the "Shout Out" Box.
- Once a week 10 - 15 slips are drawn from the box. Students draw a number for the recognition board. The first 15 names in an row earn an IB leader

activity. If there are more than 15 in a row, all in a consecutive row get to attend.

IB Leadership Award

End of the Year

Grades K – 9

- This award is “student driven.” Some goals can be accomplished at school, but most require outside of school efforts. Students are responsible to organize, and complete goals. Accomplishment of this award is NOT to be done as a group; rather it is designed to build initiative and independent effort on behalf of students.
- Accomplishment of this award will be based on successfully completing and having the necessary signatures on the IB Leadership Award Completion Form.
- Each elementary teacher team grade level (i.e.: all 3rd grade classes) will establish a common criteria for the IB Leadership Award form, based on their individual levels. Teachers will incorporate the 10 IB Profile traits from Hawthorn Academy, and other goals as they deem necessary.
- Students will be honored in an assembly at the end of the year. Parents will be invited.

Student Visitors

To provide for a safe environment, students are not allowed to have student visitors attend school with them at any time during school hours. This also applies to after school activities unless otherwise specified. A school administrator must approve all exceptions.

Successful School Year Tips

- Be positive about school.
- Talk to your child’s teacher frequently. Together you are a team for your child’s academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
- Sit down with your student or set a time with an older student for reviewing homework.
- Help your student set short-term and long-term goals.
- Help your student to follow through with homework assignments.
- Teach your child to show respect for others by using polite phrases such as “please,” “thank you,” and “excuse me.”
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Limit, guide and monitor your child’s television viewing.
- Listen to your child and encourage your child to talk about new experiences.
- Explain the meaning of new words to your child.
- Encourage your child to succeed by encouraging his/her best work but do not expect more than your child is capable of doing. Praise your student’s effort!
- Involve your child with reading and writing activities.
- Encourage your student to communicate with you and the teacher if there are particular difficulties with classmates or peers.
- See that your child gets a good night’s sleep and a nutritious breakfast.
- Write your child’s name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.

- Refrain from sending a sick child to school or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent. Your child will need a written excuse upon returning to the classroom.
- Outside activities will take place when the weather permits, so please dress your child according to the weather. A note from you will be required if your child should remain inside because of a physical condition.

Supporting Student Success

Hawthorn Academy recognizes and supports students as individuals, each with unique talents and interests. We are committed to helping students learn the skills and knowledge needed to understand their world by encouraging teaching that individualizes and personalizes challenges. Teachers will regularly assess students in order to diagnose levels of readiness and learning, deliver instruction and appropriately remediate or enrich maintaining highly rigorous expectations in alignment with the Utah State Core and the IB Programme.

Theft, Extortion, Vandalism, and Arson

Any student involved in stealing or extorting money, vandalizing school or personal property, or in causing fires of any nature may be suspended and/or expelled, and referred to law enforcement officers. Students found in possession of any incendiary device such as, but not limited to, matches and lighters are also in violation. Any student who destroys or defaces school or personal property will be responsible for restitution and may be referred to law enforcement officers.

Telephone Use

Students may only use the office telephone if necessary for emergencies. Any student feeling sick and needing to call their parent/guardian must call from the front office phone.

Testing Policies

Hawthorn Academy's aim for any test or assessment is to use the results as a tool to better understand the specific needs of the students.

The following are the required Utah Standardized Tests. The exact dates of the tests will be communicated in the school Newsletter. Please make sure that your student is in attendance during testing days.

- CRT: Criterion Referenced Tests in Math, Language Arts and Science will take place between April 16th & May 30th for grades 3 - 9. Students must be in attendance during these weeks.
- DWA: Direct Writing Assessment will be given March 6th - 9th to all 5th and 8th graders.

Parents and students need to be aware that changes were made in student accountability during the recent legislative session. Utah has now entered the era of what is referred to as "high stakes testing." Briefly stated, this means that students will be held accountable for their performance on the standardized testing required by the State.

Should a student have a planned absence at the time of these tests, they will be given an opportunity to take the tests at a specified time during the testing window. Please notify the teacher and front office as soon as possible if your child will be missing the testing. If a student is unable to take the test during that specified time, they will not be allowed to make up these tests.

Textbooks/School Materials

Textbooks and other materials will be issued to each student (at no cost in lower school and for a fee in Middle School). Hawthorn Academy encourages students to cover their books with book covers to help protect them from damage. If a book/material is lost or damaged, it is the responsibility of the student and parents/guardians to pay for the book and notify the appropriate teacher or administrator.

Withdrawal/Transferring Students

If a student is transferring to another school, the parent/guardian must fill out the official withdrawal form (located at the front office). A withdrawal form (needing parent/guardian signature) will be generated, grades will be assigned, and textbooks and library materials collected. Student transcripts and health records will be forwarded, once requested from the new school. We cannot send official school records with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to June 30th.

Visitors and Volunteers

Parents and guardians are encouraged to visit the school frequently and take an active role in the education of their children. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. *All non-employee adults must sign in at the front office and pick up a visitor's badge upon entering the building.* Any parent who wishes the option to work with students on an individual level must first take and pass a background check. Information regarding this check is available from the Office.

Please leave small children at home if you plan to assist in the classroom. Teachers may not conduct private conferences with parents during instructional time unless a prior arrangement with the teacher has been made. Visitors should also remember to sign out and return the visitor's badge prior to leaving the school.

Volunteer Hours

Studies show that parent participation is directly related to student success. Hawthorn Academy recognizes that parents want to be actively involved in the education of their children. Volunteer hours can be hours worked on campus or hours worked at home. **To this end, Hawthorn Academy expects all families to volunteer 30 hours.** You may wish to make a contribution in an additional way. In this case, you may make donations to Hawthorn Academy. Volunteer hours can be logged in at the HOPE table by the office.

Weapons

The School recognizes a responsibility to provide a safe environment where students and employees are free from unlawful and violent acts. A student may be suspended or expelled from school when the Administration has determined that he/she represents a threat to the health and/or safety of other students and/or school employees by:

- Possessing, using, threatening to use, selling or attempting to sell any firearm, facsimile of a weapon, knife, explosive, chemical/weapon/device, martial arts weapon or other dangerous object. A student who is found to have brought a weapon (as defined under section 921 of title 18, United States Code), to school or to a school-supervised activity or to be in possession of such a weapon while at school or when involved in any school supervised activity, or who has threatened the use of a weapon at school or in connection with any school-supervised activity, shall be expelled from school.
- Causing, attempting, or threatening to cause, personal harm, damage to personal or school property, and/or disrupting school activities or transportation. Such actions include, but are not limited to the following:
 - Arson - The willful and malicious burning of any part of a building or its contents.
 - Vandalism - The willful act of damaging or altering the physical appearance or property of the school, staff, or students.

