CHANNING HALL

Channing Hall
Family Handbook
2026-2027

Channing Hall 13515 South 150 East
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www.channinghall.org

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VISION STATEMENT

"Channing Hall students are agile learners who value other perspectives and know how to learn. Their vision, passion, and unique abilities inspire them to achieve excellence and improve the world."

GUIDING PRINCIPLES

Principle I – CLEAR EDUCATIONAL OBJECTIVES

All learning activities support the educational objectives of the State Core, The International Baccalaureate Program, and school specific objectives/goals.

Principle II – INTELLECTUAL AGILITY

- Students gain a strong foundation of academic skills from which to draw upon.
- Students understand and apply a range of learning and thinking skills.
- Students examine and learn from multiple perspectives.
- Students learn and use different approaches to solving problems.
- Students are able to learn both independently and collaboratively.
- Students have the confidence to take risks.

- Students are active inquirers and have a passion for discovery.

Principle III – DIFFERENTIATED INSTRUCTION

It is essential for teachers to:

- Differentiate instruction according to student ability levels.
- Present material in different ways to expose students to multiple learning styles.
- Teach students to understand and work effectively with others who learn differently than they do.

Principle IV – STUDENT COMMUNITY INVOLVEMENT

- Students gain a sense of their personal value system by contributing to local, national, and global communities.
- Students gain international mindedness by organizing and participating in activities or causes that promote the common good.
- Students use their IB learner profile attributes to contribute in positive and meaningful ways.
- Students recognize their ability to achieve excellence and improve the world.

Principle V – STAKEHOLDER COMMUNITY INVOLVEMENT

- An involved community promotes optimal student learning.
- Channing Hall's community includes students, parents/guardians, teachers, administration, the board of directors, staff and volunteers.
- The Channing Hall community acts ethically, treats each other with respect and assumes responsibility for their actions.
- Parental/Guardian involvement is expected, as it is a leading indicator for student achievement.
- The Community works together to help each student achieve the defined educational objectives (see Principle I).

Principle VI – STUDENT ENGAGEMENT

- Students give their best effort, set and achieve personal goals and track their own progress.
- Parents/Guardians support their student's efforts while fostering individual responsibility.
- Teachers provide students with opportunities to reflect on and apply what they learn.

SCHOOL NAME

Our school name serves as the symbolic capstone to our school's mission and academic efforts. "Channing" is an old French and Anglo- Saxon name that means "wisdom," "wise one," and "young wolf." Interestingly, Native American mythology and symbolism regard the wolf as the tribe's greatest teacher; the forerunner of new knowledge who leaves the tribe to learn and discover and returns to share insight and wisdom.

MASCOT – WOLF "KODA"

As a natural extension of "Channing" as our school name, the Young Wolf is our school mascot.

The Young Wolf mascot stands as an enduring symbol of discovery, mastery, insight and wisdom as we foster individuals who are intellectually agile -- responding and contributing to a changing world.

SCHOOL COLORS

Navy, Red, and Tan

Front Office Hours:

Mon -Thurs 8:00 a.m. – 4:00 p.m. and Friday 8:00 a.m. – 2:00 p.m.

SCHOOL HOURS

Grades 1– 8
Monday – Thursday: 8:15 a.m. – 3:20 p.m. Friday: 8:15 a.m. – 1:20 p.m.

Half Day Kindergarten
Morning: 8:15 a.m. – 11:20 a.m.
Afternoon: 12:15 p.m. – 3:20 p.m. Extended Learning: 8:15 a.m. – 3:20 p.m. Friday Morning: 8:15a.m. – 10:30 a.m. Friday Afternoon: 11:05 a.m.- 1:20 p.m. Friday Extended Learning: 8:15 a.m. – 1:20 p.m.

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 others' 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 School is a time to learn proper procedures for academic behavior, writing, and research. Channing Hall teachers will help the student learn and apply the rules. Their goal is to teach students the basic standards now, so they can apply what they know with greater skill.

Students involved in cheating, as determined by their classroom teacher, will automatically receive no grade for the assignment, but may be required to re-do the assignment using

proper academic behavior and honesty at the discretion of the teacher. Students will be referred to the administration for additional disciplinary action. Such consequences may include but are not limited to: detention, missing class parties, field trips, or extra-curricular activities.

ADDRESS CHANGES & PARENT CONTACT INFORMATION

Channing Hall must have all parents' correct home and work addresses, phone numbers, and email addresses. Please update your personal information immediately by updating in SIS or notifying Channing Hall by phone (801) 572-2709 at the front office. It is the parent's responsibility to keep emergency information current.

ADMISSIONS/LOTTERY POLICY

Please view the **Enrollment & Lottery Policy** on our website for information on school procedures and state law governing enrollment.

AI POLICY

Please view the AI Policy on our website for information.

ALLERGIES POLICY

Channing Hall is committed to student safety and has created guidelines to reduce the risk that children with life threatening allergies/food intolerances will experience an allergy-related event. Parents must notify the school as soon as possible before the first day of attendance, provide necessary forms, and work with the school to create an appropriate health care plan. Full details are available in the **Allergies Policy**.

ARRIVAL AND DISMISSAL

Arrival: Supervision outside begins at 7:40 a.m. Students will be let into the building at 7:45 and directed to wait in the gym until 7:55, when they will be released to their teachers. Please follow all staff directions as well as the guidelines below and pull as far forward as possible before dropping your student off.

Dismissal: At the end of the school day, parents may wait in the car to meet their students at the front (south) of the school in the pick-up zone. Channing Hall does not provide after-school daycare. All students must be picked up by 3:45 p.m. (or 1:45 p.m. on Fridays), except students who participate in school-sanctioned after-school activities. After 3:25 p.m. students will be asked to sit outside. Students will not be allowed on the playground after school without parental supervision. Please be patient and follow all staff directions as well as the guidelines below.

- All vehicles MUST enter the school ground Southbound from 300 East and exit onto 150 East. When waiting on 300 East to enter the school grounds please pull off the road onto the shoulder. Do not to block driveways and entrances.

- When entering on 300 E. do not bypass waiting cars to enter the parking lot. All cars must wait in carpool lines.
- For safety reasons, you must drop-off and pick-up your students in the designated drop-off and pick-up zones. Do not allow your children exit a vehicle before the designated zone. The curb is painted Green for the drop-off zone and blue for the pick-up zone.
- It is vital that you are aware of your surroundings so cell phones must be not be used once you enter the school pick-up and drop-off lanes.
- For drop-off use only the lane closest to the building. The Middle lane (the fire lane) must be kept clear and not be used for parking. There is also no parking in the left lane; if you wish to go inside the building please wait until after 8:30 to park there, or simply park at the nearby splashpad and walk over.
- During pick-up cars will merge into the safety zone as directed by a safety officer. No driver will be allowed to merge if they are on a cell phone.
- 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. Please be patient and courteous with them.
- Please have your students ready to exit the car as soon as you move into the Safety Zone to help expedite a quick drop-off and to alleviate congestion. Staff can often help students exit the cars, so you do not have to exit your vehicle to let your own child out. Have students exit from the right side of the car.
- When entering the Safety Zone please pull as far forward as possible and follow all directions given by the safety officers. Students should exit and enter all vehicles from the passenger side of the car.
- Always put your car in park when stopped and waiting. A foot slipping off the break could cause a serious or life threatening accident.
- If you arrive at the school after 8:30 am you will need to park and make sure your child gets into the building safely. You need to sign students in at the front office.
- Please place your blue carpool placard in your front windshield visible to staff before entering the school driveway
- Pick-up will begin at 3:20 pm when students are released from class. Please do not plan to be in the pick-up line before 3:00 pm (1:00 pm on Fridays and short days).
- Never drop off or pick up students along 150 E. or in the neighboring streets.
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    - Additional dropoff and pickup locations include the Splash Pad and the nearby park. Parents are encouraged to supervise their children during these times, as staff will not be monitoring students at the splash pad or in surrounding public areas.

ATTENDANCE/TARDIES

It is very important for students to be in class consistently. Channing Hall 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 disruption for students, teachers, and staff. Full details are available in the **Attendance Policy.**

Tardies

School begins at 8:15 a.m..

- 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.
- Students with habitual tardies will meet with administration to discuss a workable plan to help make it to school on time.

- After 8:30 a.m., a parent must check in their child at the front desk. A parent signing in their child does not constitute an excused tardy. Doctor appointments will not be excused without a doctor's note.

BEHAVIOR (GENERAL EXPECTATIONS)

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 the behavior continues, students will be removed and may not be permitted to attend future assemblies. Students also must respect the individual presenters request and requirements regarding the presentation and presenter interaction. Parents will be contacted regarding any removal from assemblies.

Bus Behavior: 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. Students who choose to disobey bus rules are subject to consequences as outlined in the Tiered Behavioral Discipline Plan. 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.

Cafeteria Behavior: Students must maintain an orderly line for the cafeteria. Students who push, take cuts, or are loud or disruptive will be removed from the line and must wait until all other students are served. Students cannot hold places or purchase food for any other students.

Students are responsible for cleaning the area where they eat. Throwing food, dropping items on the floor, and making messes are not appropriate behavior in the cafeteria, and may result in administrative consequences. Students may be required to eat in a separate area if behavior is not conducive to lunchroom policies. Students must sit at tables to eat and drink. Food is to be eaten in the cafeteria or classrooms (according to classroom lunch schedule). No food or drink may be eaten in school hallways or on the playgrounds. 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 detention. 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 a detention. The consequence for removal from class will be no less than 30 minutes of detention, and perhaps further disciplinary action.

Field Trip Behavior: Field trips are an opportunity to help students make connections between the classroom and the wider community. While students are off campus, they represent the school. 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.

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 for school property at all times. All school expectations are to be followed whenever students are in the hallways.

Recess: During recess and lunch, students must remain within the fenced playground**. Channing Hall is a closed campus, and therefore, students are not allowed to leave campus unattended by an adult 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 staff 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 staff on duty will 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 may result in detention. 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 may receive a warning and verbal correction and can return to play; physical aggression may result in students sitting out during their 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

Each teacher will include a class birthday/celebration policy in their course outline. All birthday treats should be non food items. A student may only hand out party invitations on campus if the whole class is invited. We encourage families to bring small item such as a pencil rather than treats. We encourage each student to donate a book to the library on their birthday. Students will be recognized for this contribution.

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 implement 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.

Board Members

See website **Board Members**

Addressing the Board

At Channing Hall we respect and value your input. We invite you to attend our Board meetings so you better understand our dedication to the vision of Channing Hall and how the meetings are conducted. If you would like to address the Board, please follow these basic guidelines:

- Requests that center on the specific needs of your individual child or issues you have with faculty should be discussed with your child's teacher first. If the issue is not resolved then you are encouraged to talk with the administration. Teachers and administration are there to help and this is the appropriate channel for communication.
- Decisions on resolving parent concerns are made by the administration. Although the Board supports their direction and decisions, you are able to appeal to the Board.
- If you wish to address the Board, prepare a formal written proposal for the Board. Please note that the Board only has authority when a legal quorum is assembled and the public has been notified of the meeting. Individual board members possess no legal individual authority.
- Compare your proposal to the school's documented vision, guiding principles, and academic framework.
- Submit your proposal to the Board President at least two weeks prior to the next board meeting.
- Confirm with the Board President if your issue will be addressed by the Board and the date on which the board meeting will take place.
- If the executive committee decides the issue needs to be addressed by the Board you will be invited to attend the board meeting to discuss your proposal. If the proposal is on behalf of a group you will need to appoint a spokesperson.
- We recommend attending several board meetings before submitting your proposal to help gain an understanding of the role of the Board.
- Please remember that the first five minutes of every board meeting is open for public comment. One individual may take 2 minutes and if speaking for a group, he or she may take up to 5 minutes. The same person may present the same issue for discussion only

once in a three month period.

- Note: Personnel issues cannot be discussed at public board meetings and must be addressed in a closed session in which case only board members and specifically invited individuals may attend.

CAFETERIA/FOOD SERVICE

Hot lunch is available to all students. Students may also bring their own lunches. 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. Free or reduced lunch is available for students who qualify. Applications may be obtained in the front office or online.

CALENDAR

The school calendar is posted on the Channing Hall website, www.channinghall.org. This calendar lists all vacations and special events.

CANCELED/BOUNCED CHECKS

Checks sent for payment of expenses are subject to a $25.00 returned check fee.

CELL PHONES AND SMART WATCHES

Cell phones may not be turned on or used during school hours. Phones and smartwatches must be kept in a student's backpack or locker (not on the person). Phones and other devices may be confiscated. Any cell phone seen (even in a pocket) or heard during school hours will be taken to the office. A parent/guardian may be asked to pick up the phone after school.

Channing Hall PTO

The mission of Channing Hall PTO is to enhance the educational experience of Channing Hall students through uniting the efforts between educators, parents, students, and the school community. Channing Hall PTO strives to provide activities that promote and are in alignment with the school's mission and vision.

CHECKING OUT 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. We also encourage scheduling all doctor and dentist appointments 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. Once a parent arrives, the front office will call the classroom and ask that the students come and meet their parent. Due to our pick-up procedures, we ask parents to avoid checking out students during the last 20 minutes of the school day.

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. More information is available by reading the **Child Abuse and Neglect Reporting Policy**.

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. Younger siblings are not allowed to accompany parents on field trips, or while the parent is volunteering in a classroom.

CLOSING OF SCHOOL/ WEATHER-RELATED SCHOOL CLOSURES

If the school is going to be closed this information will be reported to the local news stations posted on our website as well as a recorded message sent to all families. Channing Hall will consider Canyons School District closures. If a storm warning or watch is announced in the middle of a school day, based on driving conditions and warnings, school may be closed early that day.

COLD WEATHER

Since fresh air and exercise are two very important aspects of a healthy lifestyle, students are taken outside each day. Students at Channing Hall enjoy recess outdoors. The weather can change at a moment's notice. Families are advised to follow the forecast and send their students with a jacket or coat if inclement weather is possible. At the discretion of the administration, indoor recess may be called if:

- The "feels like" temperature is below 22 degrees F or above 95 F.
- Thunderstorms and lightning are spotted within 10 miles of the school.
- A significant and intense amount of precipitation (ie, leading to students coming back to class soaking wet)

In addition, all students K through 8th grade will have outside physical education activities at the teacher's discretion. Students must dress appropriately.

COMMUNICATION/NEWSLETTER

Channing Hall will email a Weekly Update and other correspondences directly to the parent/guardian. In grades K – 3rd, teachers will send home weekly email communication. For students in grades 4th and 5th, weekly and general communication will be through the teacher's website. Teacher's websites will be updated weekly. For students in grades 6th - 8th, information will be emailed or in Canvas.

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.

COPYRIGHT POLICY

All Channing Hall employees and students are expected to fully comply with all laws regarding copyrights. Details about authors' rights, users' rights, proper attribution, and more is available in the school's **Copyright Policy**.

DETENTION

Service or school detention may be required of students for various reasons that include but are not limited to: behavior, dress code, gum chewing, tardies and/or truancy. Detention must be served within two Fridays of the date of infraction or student's detention time may be increased. All detention sessions are SILENT and if a student talks during detention, they will receive an additional day of detention.

DIABETES POLICY

Families who have children with diabetes must notify the school as soon as possible before the first day of attendance and may work with the school to create a health plan that addresses signs and symptoms, treatment, and special instructions. More information is available in the **Diabetes Policy** and the **Administration of Medication Policy**.

DISCIPLINE/GENERAL EXPECTATIONS

Channing Hall has adopted policies and procedures that aim to support students in their efforts to become productive, innovative, cooperative, and high-achieving students. Each student is expected to manage their behavior and take responsibility for their words and deeds. The School-wide Positive Behavior Plan outlines the strategies and systems used.

Families should read and discuss the full **Discipline Policy**; discipline decisions are at the discretion of administration.

The School-wide Positive Behavior Plan outlines the strategies and systems used.

DONATIONS/ANNUAL GIVING

Channing Hall is a non-profit organization and 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. Channing Hall has an Annual Giving program where donated funds are allocated for the overall benefit of the school and students. Donations may be tax deductible. Check with your tax advisor as appropriate.

DRESS CODE

Please refer to the **Dress Code Policy** on our website for full details, including fitness dress code, free dress, and consequences for non-compliance.

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. More details available in the **Drug and Alcohol Policy**.

ELECTRONIC DEVICES

Electronic devices are not to be seen, heard, or used at school during the hours of 8:15 a.m. to 3:20 p.m., as they are a distraction to the learning environment. The exception is that electronics are allowed during Middle School lunch. Some examples of prohibited electronic devices are, but are not limited to: smart watches, cell phones, radios, compact disc players, portable gaming devices, headphones, iPods, pagers, or laser pointers. Any electronic device either seen or heard will be confiscated and sent to the office. The device can be retrieved after school by a parent. This may include calculators or any other device that is necessary for a class activity, and is required by a teacher. The school does not carry insurance to cover replacement or repair of lost, stolen or damaged property belonging to individual students.

ELEVATOR

The elevator is available for physically challenged individuals. Teachers can use the elevator at their discretion. Students in need of the elevator may use it 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.

EMERGENCY CONTACTS

The school uses the emergency contact information you provide for us when you registered online. If your child becomes ill or is injured at school, this is the information we use as our reference to contact you. The person you designated as an emergency contact other than yourself may be asked to pick up and care for your child if you cannot be reached. Contact information may be changed in SIS. 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. The school emergency preparedness plan is available to review at the front desk or in the business manager's office.

EXTRACURRICULAR PARTICIPATION POLICY

A student needs to be present for 2 hours of a school day to participate in extracurricular

activities. Any student who has been suspended from Channing Hall for any reason shall also be suspended from attendance at or involvement in any extra-curricular activity during the full period of the suspension, including any non-school days spanned by the period of suspension.

FAMILY EDUCATIONAL RIGHTS AND PROTECTIONS ACT (FERPA)

Channing Hall has adopted policies for student records and information consistent with FERPA and PPRA, 20 U.S.C. 1232 g. For more information see the **FERPA Policy** on the school website.

FEES

At Channing Hall our goal is to create agile and lifelong learners. One of the ways we do this is by providing as many educational and learning opportunities as possible for our students. To this end, we have established a policy of a fee schedule and a fee waiver that lends itself to our goal. This policy allows the school to establish a reasonable structure of fees, while working with those families who are unable to afford the fees for school-sponsored activities.

Channing Hall must abide by the State Board of Education rules which direct the Board of Education to implement a policy regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution which vests general control and supervision of the public education system in the State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature. State Law also allows schools to establish money collection and handling procedures. See Fee Schedule

Any student for whom fees or school activity charges may cause financial stress should see the administration for a reduction or waiver.

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. A doctor's note is required if a student is not to participate for more than 3 days. When air quality is poor, students are allowed to sit in the front lobby and quietly read a book. During recess and lunch, students must remain within the fenced playground. Channing Hall is a closed campus and students are never allowed to leave the campus during school hours unless checked out by a parent/guardian.

FOOD/DRINK POLICY

Food and drink are permitted only in designated areas. Channing Hall encourages students to bring a water bottle with them so they can hydrate continually during the day. Channing Hall discourages students from bringing soda to school for lunch. We allow students to bring only fruits, vegetables and/or cheese and meat stick to school for snacks.

FORGOTTEN ITEMS

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.

GENERAL EDUCATION PROVISIONS ACT

In compliance with the General Education Provisions Act, Channing Hall ensures equitable access to students, teachers, and other program beneficiaries with special needs. Channing Hall provides equal access to enrollment and attendance, regardless of gender, race, sexual orientation, national origin, color, disability, or age.

ACTION SERVICE PROJECT

Taking action is an integral conclusion to the learning that incorporates students making connections to what they have learned, applying a variety of real life skills, demonstrating an enduring understanding through concepts and reflecting on the attributes of the learner profile and attitudes. Action is best grounded in the students' own concrete experiences and it can be a small thing that arises from a genuine concern and commitment. It is also noteworthy to understand that as action happens, it may not be witnessed by the teacher, frequently after a unit of inquiry has been completed and often takes place beyond the classroom.

We strive to provide students with opportunities to choose, to act, to decide on their actions and to reflect on these actions in order to make a difference – all of which are an integral part of the PYP. The actions students take in the elementary school will look different at each grade level and may require appropriate adult support in making choices and facilitating students' efforts. Students will identify the stages of the Action Cycle, and will complete a 'proposal,' a 'plan and a 'reflection.' Each year the reflection and project they complete will be placed in their portfolio.

GUM

No gum is allowed on campus at any time (this includes before and after school hours).

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 at 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. Please note that previous behavior may be taken into account when applying consequences. Channing Hall's policy prohibits discriminatory harassment based on real or perceived race, color, religion (creed), national origin, marital status, gender, sexual orientation, gender identity, disability or on the basis of association with others identified by these categories. The school shall act to investigate all complaints of discriminatory or other harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against anyone who is found to have violated this policy. Please view the full Harassment, Hazing, and Bullying Policy.

Bullying Prohibition and Prevention

All Channing Hall students should feel safe at school. Channing Hall does not tolerate 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 at Channing Hall. 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 in route to or from school are subject to disciplinary action, up to and including detention, suspension (in or out of school) 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 (see Level II and III offenses). Parents will be contacted regarding any behavior deemed as bullying. Similar behaviors that are considered one time instances will be addressed as mean behavior. Mean behavior is defined as words or actions, of minimal nature, which are intended to hurt another person's feelings. These behaviors are addressed by the classroom teacher or the school administration.

HEAD INJURY AND CONCUSSION POLICY

Channing Hall requires the training of its staff on the signs and symptoms of head injuries and the implementation of reasonable precautionary measures to ensure that concussed students are identified, treated and referred appropriately, receive follow-up medical care during the school day, and are fully recovered prior to returning to activity. Channing Hall seeks to provide a safe return to activity for all students following any injury, but particularly after a head injury and/or concussion. Full guidelines are outlined in the **Head Injury and Concussion Policy**.

HEALTH AND RELATED ISSUES

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child should stay home until the fever has been normal for 24 hours.
- If your child has vomited or had diarrhea, the child should stay home.
- If your child has had any rash that may be disease related or if you do not know the cause, check with your family physician before sending the child to school.

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 and check the student out at the office and take the student home. Please notify the office of any updated emergency numbers. An ill student may not walk home alone. We require that you, or someone you designate, pick up your child.

Chronic or Serious Conditions

Chronic or serious conditions such as allergies, diabetes, epilepsy, asthma, etc., which could

conceivably require emergency treatment, should be brought to the attention of school personnel (front desk and the student's teacher) immediately and noted on the registration card. This information is important for the safety of your child. The parent should also inform the child's teacher of any medical conditions.

HOMEWORK AND DAILY PLANNER

At Channing Hall, homework is introduced at the kindergarten level and continues as part of the school curriculum for the remaining years. Beginning in 2nd grade, teachers will use a daily planner to help students learn how to organize homework assignments, keep track of important information, etc. Homework assignments are designed to promote active learning, self-discipline, practice/reinforce classroom work and develop good study habits. Homework should be thematically-based, developmentally-appropriate and tied directly to the unit of study. The amount and length of homework will increase as a student progresses through the grades as developmentally appropriate.

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.

Homework Guidelines

As a general guideline, students should expect to spend approximately 10 minutes per grade level per night on homework. 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. Teachers will instruct students how to develop good study techniques and habits. Homework assignments may require the use of the internet or other resource materials. Rubrics will be designed by teachers and students to score assignments. This allows students to know exactly what is expected to receive the highest mark and best understanding of the material before beginning an assignment. Teachers have the responsibility for helping students understand not just what is to be done, but why it is to be done and how it should be done. Working within school policies and regulations, teachers chose the amount and type of homework assigned. 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 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

- Get your child to school on time: leave 5 minutes earlier if necessary.
- Feed your child a healthy breakfast or make one available.
- Know and follow all Channing Hall school rules and dress code every day.
- Do not give your student gum before school.
- 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.
- Get involved: volunteer in the classroom or be a chaperone on field trips.
- 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

Occasionally a teacher may ask that students bring things from home to class as part of a learning experience. We ask that students do not bring things from home unless specifically asked to do so. 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 a student's 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 Channing Hall is respect. If students respect others, themselves, and their environment, then Channing Hall becomes a great place for learning. Respectful language must be used at all times. We expect that no foul 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. Any language of sexual nature is considered offensive. This language is usually those terms which are considered vulgar, but are not limited to such. The restriction of this language creates a safe learning environment. 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.

LATE/MAKE-UP WORK

Students, not their teachers, in grades K-8th are responsible for making up the work and arranging a due date. See the MYP Supplement at the end of this handbook.

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 Procedures and Policies

- The main library will be open from 8:15 a.m. - 3:30 p.m. Monday through Thursday. The leveled library will be open daily for book exchange during individual class times.
- Library materials may be checked out by students and employees of Channing Hall.
- Each class will visit the library once a week. A lesson will be taught at each visit. Topics will include: state library core curriculum, each of the IB attributes, information literacy, literature, media literature, and holidays.
- Kindergarten students may check out one library book at a time. 1st through 5th grade students may check out two library items and a leveled library book at a time, and 6th through 8th grade students may check out three items at a time. All items must be checked out through the library computer system. This number may be adjusted at the discretion of the school librarian and may be increased for research needs.
- Books may be checked out for two weeks at a time. Magazines, periodicals, and eReaders may be checked out for one week at a time. Students may renew each item once by going to the library and talking with a librarian.
- eReaders may be checked out by 5th-8th graders with the returned permission slip signed by a guardian. The student is responsible for damage to their device. They may request favorite titles to be added to the devices. They will have passwords and the devices are locked to purchases. However, if any unauthorized purchases are made on the devices, the student the device was checked out to will be charged.
- The computers in the library are available for use by students, library aides, volunteers, and employees of Channing Hall. They may be used before school, after school, or during class by students who have received permission from a teacher. Their primary purpose is for research and class work. Other uses must be approved by the librarian. The computers have password access to the State of Utah's 'Pioneer System' which includes thousands of periodicals, newspapers, and resources.
- Students are responsible for the materials they check out. Students will pay for any damaged or lost books according to the scale below:
    - Water damage, coloring, tearing, etc. $1.50 per page, up to the price of the book
    - Barcode, spine label or cover missing $2.00 each
    - Lost books and Replacement Cost (average cost of book is $15 - $20)
    - All paid fees are nonrefundable.
    - The collected money will then be used to replace the lost or damaged books.
    - Students who have an overdue book will not be allowed to check out additional items until the overdue book has been returned. Students will need to pay for all lost or damaged books in order to check-out from the school at the end of the year. Once a student pays for a lost book, the money cannot be refunded. If the student finds the book, he/she can either keep the book, or donate it back to the library.

Library Donation Opportunity

Channing Hall Library will gladly accept gifts of books and other materials. Students are

encouraged to donate a favorite book to the library on their birthday. A note will be sent home at the beginning of the month of each student's birthday reminding them of this opportunity. The student may choose to donate their favorite book, or choose from the Amazon.com wish list of needed books found on a link on the library web page. A label of appreciation with the student's name will be placed in the donated books, and the student will be recognized and receive a birthday surprise during their class visit to the library.

Library Volunteer Opportunity

Volunteers are welcome in the library. Time spent here qualifies toward the hour per week per student volunteer expectations. Time can be scheduled in regular weekly intervals, or we welcome parents who can drop by and give time as the opportunity arises. The volunteers help with shelving books, returning and entering books in the computer, 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. The library will also sponsor two Scholastic book fairs to raise money to purchase books for the library and classroom libraries. This can only be accomplished with the help of volunteers. Please consider donating some of your time to support these events.

Leveled Library

The leveled library is a collection of books that have been categorized into reading level from Lexile. Leveled reading uses various assessment tools to determine how well each child reads, and then matches him/her to books that are challenging enough for him/her to make progress, but not so hard that the student will become frustrated. Each student grades K - 5 will be given an envelope that has their current level on it. As often as a student finishes a book, he/she may come and trade for a new one on the appropriate level. Only one leveled library book may be checked out at a time per student. A new one may only be taken when the prior book is returned. Each class will have a daily time when students may trade their books if desired. If the envelope is lost, the student will need to pay $1.50 for a new one.

Library Website

The library has a website dedicated to providing resources for students, parents, and teachers. It can be found from the **www.channinghall.org** main page. From there choose "Library" on the right sidebar. Patrons can search the library database computer, and can add the "Alexandria" app on iPads to browse the library collection. It is continually changing and improving, so check back often.

LICE

Due to the high transference rate of lice and in order to limit those affected, a student will be sent home if there are any nits or lice found in their hair. If the presence of lice on a student is confirmed or suspected, Channing Hall reserves the right to discreetly check the student's hair. Parents may choose not to have their child's hair checked at school but must provide a medical check-up to confirm that there is no evidence of infection. Proof of using lice shampoo and a check of the student's hair are required prior to the student returning to school.

LOST AND FOUND

Students who find items must turn them in to the office immediately. Channing Hall encourages

parents/guardians to write their student's name on any personal belongings coming to school. Unclaimed lost and found items will be donated to charitable organizations.

MEDICATIONS

Under certain circumstances, Channing Hall employees may be asked to administer medications to students with medical needs. Parents must submit a Student Medication Authorization Form (available from the Front Desk). For more information, please consult the **Administration of Medication Policy.**

MIDDLE SCHOOL

The Channing Hall Middle School is 6th – 8th grades. There are several different expectations in middle school. This handbook is a reference for the entire school. Any different references for middle school will be found in the MYP Supplement, found at the end of this handbook. Some examples of what will be found in the supplements are: Grading Scale and Assessment Criteria Summary.

OUTREACH PROGRAMS/COMMUNITY SERVICE

Community service is a fundamental dimension of the Channing Hall Experience. Students may participate in individual and grade level service projects throughout the school year. Parents who are aware of service opportunities in our community are encouraged to tell their student's teacher(s).

PARENT CONCERNS

Parents are always free to bring any problems or questions to the attention of the administration. It is the practice 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. Most often, concerns brought to the administration from a parent will be shared with the teacher. Any issue brought to administration that needs to be addressed with the teacher may have full disclosure of the name of the parent. It is only through open and honest communication that issues may be resolved.

PARENT INVOLVEMENT, NOTIFICATION, AND RIGHTS

Channing Hall welcomes parent involvement in many ways and strives to maintain open lines of communication with all families in an effort to improve school programs, practices, and offerings. In compliance with Utah State law, Channing Hall will inform parents or guardians about their child's behavior, allegations, activities, or performance. Reasons for notification, as well as procedures, are outlined in the full policy. In accordance with Utah law, Channing Hall has outlined a full but not exhaustive range of rights.

Read more in the Parent Involvement and Rights Policy.

PARENT NOTIFICATION

In compliance with Utah State law, Channing Hall will inform parents or guardians about their child's behavior, allegations, activities, or performance. Reasons for notification, as well as procedures, are outlined in the **Parent Notification Policy.**

PARENT RIGHTS

In accordance with Utah law, Channing Hall has outlined a full but not exhaustive range of rights in the school's Parent Involvement and Rights Policy available on the website.`

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. Depending on the circumstances, any child who hits a student may be 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 toward 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 may 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 action. Students, who are participating in any form of pornography while using a computer, will lose computer privileges.

RELIGIOUS FREEDOM

Channing Hall complies with existing state and federal law regarding religion and religious expression in public schools. Channing Hall allows students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and Channing Hall maintains official neutrality regarding sectarian religious issues. Channing Hall will neither advance nor inhibit religion. The school's Statement of Religious Freedom and Policy offers guidance on religious expression by both students and employees.

REPORT CARDS

Report cards come out four times a year. Report cards will be handed out to grades K-5 and emailed home for Middle School Students.

SCREENINGS

Vision and hearing screenings will be conducted for K – 3rd grade students by the staff during the school year. 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 (including but not limited to cell phones, computers, and lockers) while located on school property or at a school- sponsored activity, when they have reasonable suspicion that the search will provide evidence that the student has violated or is violating a particular law or school rule.

SELLING PRODUCTS ON CAMPUS

Selling any products on campus not approved by the administration is prohibited. Individual students may not sell items at school regardless of whether it is for personal profit or fund raising for a non-profit organization other than Channing Hall.

SPECIAL EDUCATION

Special Education services are offered at Channing Hall for students who meet eligibility criteria under the Individual with Disabilities Education Act (IDEA). For questions about special education services, please contact our Special Education Director at (801) 572-2709, ext. 301.

Identification and Evaluation

Consistent with the requirements of IDEA (300.111) and State Rules (II.A(1-3)), Channing Hall has policies and procedures in place to ensure that all students with disabilities for whom the school is responsible and who are in need of special education and related services are identified, located, and evaluated, including students with disabilities birth through 21 years of age, regardless of the severity of their disability. The determination that a student is a "student with a disability" under these Rules must be made on an individual basis, by a team made up of the parent and school personnel determined by the school.

Referral Process

Either a parent or a school may initiate a request for an initial evaluation to determine if a student is a student with a disability under Part B of the IDEA and State Rules. For more specific information, please contact our SPED Director

STUDENT LEAVE

Vacations are requested to be scheduled during natural breaks in the school year. By doing such, your child can experience the excitement of new places while not missing any instruction. If you cannot schedule a vacation during a natural break, students will still be responsible for completing homework and ongoing assignments and not fall behind. Criteria for granting student leave are outlined in the **Student Extended Leave of Absence Policy.**

Parent-Teacher CONFERENCES

Parent Teacher Conferences will be held two times a year. This is a time when students, parents, and teachers talk about the student's progress in school and their individual needs. Attendance is crucial! If you need to meet with your child's 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 teacher meeting at any time.

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 unless approved by the administration. 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 for him/her.
- 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 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 what 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.

SUICIDE

Channing Hall Suicide Prevention Procedure:

Risk factors for suicide could include: suicidal plan, history of attempts, family history of suicide attempts, divorce, break-up, death of loved one, bully and/or being bullied, abuse (physical, sexual, emotional), acute overuse of alcohol (and/or drugs), critical family situation, LGBT, attraction to death (writing/drawing), hopelessness, access to firearms, and contagion effect.

Channing Hall Faculty have been trained per the state on suicide prevention procedures. Schools play a major role in suicide provention. A student will be referred to the social worker/counselor where a risk assessment will be completed that day. Notification will be made to the parent or guardian of the student, the risk factor, and a follow up plan.

The Utah Board of Education preventions and programs can be viewed to see more in depth details of suicide prevention in schools to help schools keep protect students and help those in need.

TECHNOLOGY USE

Computers may be available for student use in each classroom and in the library. T. 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. Student use of Channing Hall computers is a privilege. All use of computers must have educational objectives. It is not appropriate to use school computers for gaming, chat rooms, instant messaging, 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 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, Channing Hall cannot be responsible for lost or damaged property brought from outside of school.

Students may be issued a Channing Hall Chromebook. Students are responsible for the care of these devices and any repair or replacement costs per the Technology Use Agreement.

TELEPHONE USE

Students may only use the office telephone if necessary. Calls should be quick and students must be given permission prior to making a call. The telephone is not to be used to set up "play dates." This should be done prior to coming to school. If a student is overusing phone privilege, a student may be limited to making calls only in the case of an emergency. Any student feeling sick and needing to call their parent/guardian must call from the front office (not the classroom)

phone.

TESTING POLICIES

Channing Hall's aim for any test or assessment is to use the results as a tool to better understand the specific needs of the students. Teachers and administrators are then able to modify and adapt instruction to more fully meet the academic needs of the student.

TESTING SCHEDULE

Channing Hall administers all the Utah Standardized Tests. The exact dates of the tests will be posted on the school calendar. Please make sure that your student is in attendance during testing days.

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 by Channing Hall to each student (at no cost in lower school and for a fee in Middle School). Channing Hall 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.

THEFT, EXTORTION, VANDALISM, AND ARSON

Any student involved in stealing or extorting money, vandalizing school or personal property, or 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. Prior student behavior may be taken into account.

TRAVEL POLICY

Long distance/out of state/overnight travel may be permitted under certain circumstances. The purpose of each trip must be clearly defined and must relate directly to the educational objectives of Channing Hall. Procedures for requesting travel permission are outlined in the **Student Overnight Travel Policy.**

WITHDRAWING/TRANSFERRING STUDENTS

If a student is transferring to another school, the parent/guardian must fill out the official

withdrawal form (located in the front office). A withdrawal form (needing parent/guardian signature) will be generated, grades will be assigned, and textbooks, any unpaid lunch fees, and library materials collected. As state required student transcripts, health records, and SPED files 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 next year should withdraw prior to August 1.

VIDEOS

Videos or short clips shall be educationally based. As Utah Common Core requires, current events will often need videos to enhance learning. Movies shown in theaters must be approved by the Administration. Students may need permission slips from parent/guardian in order to watch. By definition, movies rated R can never be shown at school. PG and PG-13 movies may be shown with prior approval from administration and parents.

Prohibited:

- Any matter reflecting adversely upon persons because of their race, color, creed, national origin, ancestry, gender, sexual orientation or occupation unless pertaining to the lesson.
- Any sectarian or denominational doctrine or propaganda contrary to law unless pertaining to the lesson.
- Material which contains or implies excessive violence, sexual situations or improper language. Pre-approved sites include but are not limited to: Disney science videos, Discovery Channel, Science, Channel, NOVA, BBC, National Geographic, Animal Planet, Brain Pop, History Channel, TeacherTube and YouTube.

VISITORS AND VOLUNTEERS

Parents/guardians are encouraged to visit the school frequently and take an active role in the education of their children. Always sign in at the front office when you arrive at the school. 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 or is a chaperone on a field trip must first take and pass a background check. Information regarding this check is available from the front desk and on the website. For more details see our **Background Check and Offense Reporting Policy**.

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. Channing Hall 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, Channing Hall expects all families to volunteer for 36 hours. Volunteer hours can be logged in at the front office computers or by accessing the program at home.

WEAPONS

The school recognizes a responsibility to provide a safe environment where students and employees are free from unlawful and violent acts. Students may not bring a weapon to school. 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. A student's history of behavior may be taken into account.

WELLNESS POLICY

To optimize student performance potential, Channing Hall promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. Channing Hall supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Read more on the Nutrition and Physical Activity Wellness Policy.

MIDDLE YEARS SUPPLEMENT

Middle year program students are considered leaders in our school and are expected to set an example for the younger students. The standards MYP students are expected to uphold are delineated below. Additionally, the consequences for not adhering to these standards are discussed.

EXPECTATIONS FOR PARENTS OF MYP STUDENTS

- Check Canvas daily
- Check with your student regularly to ensure assignments are completed and submitted
- Ensure homework is completed BEFORE other activities
- Provide a quiet place for students to study
- Encourage, motivate, and prompt your student, but do not do the homework for them. The purpose of homework is for your student to practice and use what has been learned.
- Ensure that your student knows and follows all Channing Hall school rules and dress code policies every day
- Refrain from checking students out of school within the last 30 minutes of the day
- Schedule medical appointments during non-school hours
- Feed your student a healthy breakfast

BEHAVIOR MANAGEMENT PROCESS

Dress Code

Every day during the first period, the teacher will check each student for adherence to the school's standard dress code policy, which outlines the colors and types of clothing allowed. The student must adhere to the dress code policy throughout the entire school day.

The following dress code restrictions also apply:

- Shorts or skirts must be no shorter than fingertips length.
- Clothing with holes may not be worn at any time, including ripped jeans. This requirement applies to free dress days as well.
- Jackets may not be worn in classrooms, with the exception of the Channing Hall hoodie or navy sweater.
- Hoods or hats may not be worn in the building.
- Coats and backpacks may not be brought into the classroom at any time. Backpacks or belongings left in the hallway will be confiscated and must be picked up by parents.
- MYP has free dress every Friday.
- Gum is not allowed on campus or at any school-sponsored activities.

Any student found in violation of the dress code policy will be required to attend lunch detention. Failure to attend lunch detention on the assigned day results in two days of lunch detention.

Tardies

Students with habitual tardiness will be required to serve lunch detention for every tardy in excess. Habitual tardiness is defined as three tardies or more, per class period, per month. Failure to attend lunch detention results in two days of lunch detention.

ABSENCES

Students with a high number of absences may be put on a behavior intervention plan for attendance. The team to develop and implement this plan may include the administration, social worker, teachers, parents, and the student themselves.

Please avoid scheduling family vacations during the school year. Week-long breaks are scheduled in December, February, and April. There are also several long weekends throughout the school year.

If a family/student schedules an absence of 10 days or more, they will need to complete an “Extended Leave of Absence” form prior to leaving. This form is found on the school website under “Policies & Procedures:” Missed student work will need to be completed according to school policy. Please also refer to the Channing Hall Attendance Policy.

Students must check Canvas before and after vacations to get assignments, and discuss the missed work with their teachers.

LATE/ABSENT WORK POLICY

If a student has excused absences:

- The student will have an equal number of days (up to five) to make up work that was assigned while absent. If the absence occurs toward the end of the term, the student still must have all work completed prior to term end.
- Deadlines for major assignments and projects given prior to an absence remain in place regardless of absence. Students may submit the project in advance, upload it via the Internet, email it, or send it in with a sibling or friend.
- If a student needs to submit late work not due to an absence, they will work with the individual teacher to determine if the work will be accepted and when.

It is the student's responsibility to gather missed assignments and see each teacher for details after checking Canvas. "Hands-on" or group activities may require an alternative assignment.

One intended result of our MYP program's goals is that each student will be challenged to augment both the quality and quantity of his or her reading, writing, mathematics, and higher- level thinking skills, and focus more attention on the processes that support effective research and oral presentation. By doing this, students will gain confidence in themselves and their abilities. In order to meet these goals, students must attend class regularly, learn to organize their materials, and commit to becoming a better student and human being.

HOMEWORK AND DAILY PLANNER

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 as is developmentally appropriate. Students will receive a planner at the beginning of the term to be used to record homework, passwords, and due dates. They will also use Canvas as a planning tool to complete and turn in homework and large projects.

Parents and students in Grades 4-8 must use Canvas to check grades or missing assignments.

ACADEMIC HONESTY, EXPECTATIONS, AND PLAGIARISM

The MYP program is a cognitively rigorous program that requires students to take responsibility for research, writing, and reporting, as well as using technology appropriately. Students must follow all Academic Honesty & Technology expectations listed in the main Channing Hall Family Handbook.

As we are aiming to become a 1-to-1 technology school (i.e. one electronic device for every student), it is imperative that students use technology

appropriately. Channing Hall email and Canvas accounts must be used only for school purposes while in school. Any misuse of these accounts as determined by the MYP staff will be dealt with in accordance to the Misuse of Technology Rule from the main Family Handbook.

Plagiarism

In addition to the definitions and examples provided in the Channing Hall Family Handbook, plagiarism can also include:

- Not using MLA Works Cited to cite sources
- Misusing citation sources such as easybib.com
- Using the same Works Cited as a fellow peer
- No more than 10% of the final copy should be directly quoted

Teachers review the MLA format for Works Cited each year, along with rules and precautions for plagiarism itself and what it is.

If students have questions or concerns, they must ask their teacher for help before handing in the assignment. Once an assignment is submitted, it is assumed the student has ensured that the work aligns with the Channing Hall standards of Academic Honesty and Plagiarism.

Please refer to the full Academic Integrity Policy.

GRADES

IB MYP (Grades 6-8 at Channing) Grading and Class Marks
"Criterion-based Grading"

Overview

- Each subject area has 4 criteria (A, B, C, D). These differ a little from subject to subject.
- Formative and Summative Assessments and Assignments evaluate students based on one or more of these criteria. A maximum of 8 points can be earned in each criteria area. Typically, formative assessments are not counted in the overall end-of-term grade.
- See rubric for Criteria grading.

- At the end of the term, teachers determine an overall score for each criteria area that is reflective of both the work students did throughout the semester, and what their present level is. 8 points maximum (see rubric for criteria grading).
- The points for A, B, C, and D are added for a maximum score of 32.
- See the End of Term Marks Table.

Criteria for each Subject Area

Language and Literature (English)
A- Analyzing

B- Organizing
C- Producing Text
D- Using Language

Individuals and Societies (History)
A- Knowing and Understanding
B- Investigating
C- Communicating
D- Thinking Critically

Language Acquisition (Spanish)
A- Comprehending Spoken and Visual Text
B- Comprehending Written and Visual Text
C- Communicating in Response to Written and Visual Text
D- Using Language in Spoken and Written Form

PE/Health
A- Knowing and Understanding
B- Developing Skills
C- Applying and Performing
D- Reflecting and Improving

Math
A- Knowing and Understanding
B- Investigating Patterns
C- Communicating
D- Applying Math in Real-life Contexts

Arts
A- Knowing and Understanding
B- Developing Skills
C- Thinking Creatively
D- Responding

Science
A- Knowing and Understanding
B- Inquiring and Designing
C- Processing and Evaluating
D- Reflecting on Impacts of Science

Design (CTE, FACS)
A- Inquiring and Analyzing
B- Developing Ideas
C- Creating the Solution

D- Evaluating

Rubric for Criteria Grading In-class

MYP Criteria Grading		
Descriptor	**Grade**	**%**
Exceeds Expectations	8	100
	7	96-99
Meets Expectations	6	90-95
	5	84-89
Approaching Expectations	4	75-83
	3	65-74
Falls Far Short of Expectations	2	59-64
	1	50-58
Incomplete/Insufficient	0	0-49

End of Term Marks

MYP End of Term			
A+B+C+D Criteria Total	**Letter Equivalent/IB Mark**	**Adjusted %**	**Descriptor**
31-32	A+/7	97-100	Exceptional
30	A/6	93-96	Strong
29	A-/6	90-92	Strong
28	B+/5	87-89	Competent
27	B/5	84-86	Competent
26	B-/4	80-83	Developing
25	C+/4	77-79	Developing
24	C/3	74-76	Developing
22-23	C-/3	70-73	Developing
21	D+/2	67-69	Beginning
20	D/2	64-66	Beginning
19	D-/1	60-63	Beginning
1-18	F/1	59	Beginning