

# **ASHLEY VALLEY EDUCATION CENTER**

## **STUDENT HANDBOOK**

**2023-2024**

### **PURPOSE:**

**OUR PURPOSE AT AVEC IS TO HELP STUDENTS  
COMPLETE CLASSES AND GAIN THE CONFIDENCE,  
MINDSET, AND SKILLS TO GRADUATE.**

### **MISSION STATEMENT:**

**WE ALL LEARN BECAUSE IT IS WORTH IT**

### **VISION STATEMENT:**

**WE ALL LEARN AND GROW TOGETHER FOR A  
SUCCESSFUL FUTURE**



## **ASHLEY VALLEY EDUCATION CENTER**

### **FEE SCHEDULE**

**2023-2024**

AVEC/UON Registration/Activity Fee.....	\$60.00
Reenrollment Fee.....	\$10.00
Night School (per .5 credit).....	\$15.00
Lost or Unreturned Packet.....	\$5.00
Textbook Rental.....	\$55.00
Tobacco Violation.....	\$50.00
CASATest.....	\$20.00
Adult Education.....	\$75.00
Summer School (per .5 credit).....	\$15.00

\*Fee Waiver available in front office or online in district forms.

### **Enrollment Information**

Enrollment into Ashley Valley Education Center requires approval from UHS. Before enrolling, students must:

- ✓ Fill out an application
- ✓ Obtain approval from UHS administration
- ✓ Obtain approval from AVEC administration

# DISTRICT CALENDAR

## 2023-2024

August 23	Wednesday	1 <sup>st</sup> day of school
September 4	Monday	Labor Day (no school)
October 18	Wednesday	Trade Day (no school)
October 19-20	Thursday-Friday	Fall Break (no school)
November 16	Thursday	1 <sup>st</sup> Trimester Ends
November 17	Friday	Professional Development Day (no school)
November 22-24	Wednesday-Friday	Thanksgiving Break (no school)
December 22	Wednesday	Minimum Day
December 25-January 1		Christmas Break (no school)
January 15	Monday	Martin Luther King Jr. Day (no school)
February 16	Friday	Trade Day (no school)
February 19	Monday	President's Day (no school)
February 23	Friday	2 <sup>nd</sup> Trimester ends (professional development day)
March 29-April 5	Friday-Friday	Spring Break or Snow Makeup Day
May 24	Friday	Last day of School/graduation

# **ASHLEY VALLEY EDUCATION CENTER RULES**

## **Respect yourself**

- Take responsibility and be accountable for your own actions
- Set goals and expect to achieve them
- Be self-motivated
- Value yourself and your education

## **Respect others**

- Be supportive and motivate other students
- Use appropriate language
- Allow others to work without interruption
- Listen to teachers and staff

## **Respect property**

- Be proud of your school
- Keep the school clean
- Value school buildings, computers, furniture, and other school property
- Respect the belongings of others

## **PARENTAL – TEACHER CONTACT**

Parents, please contact your student's teacher every week. The teachers will inform you of your student's progress, attendance, and behavior.

- Shane Lance [shane.lance@uintah.net](mailto:shane.lance@uintah.net) (English, PE, Health)
- Lacey Murray [lacey.murray@uintah.net](mailto:lacey.murray@uintah.net) (UON)
- Dirk Collett [dirk.collett@uintah.net](mailto:dirk.collett@uintah.net) (UON, night school)
- Josh Reynolds [joshua.reynolds@uintah.net](mailto:joshua.reynolds@uintah.net) (History, CTE, Art, and Electives)
- Rebecca Halverson [rebecca.halverson@uintah.net](mailto:rebecca.halverson@uintah.net) (Uintah Online)
- Anna Dockins [anna.dockins@uintah.net](mailto:anna.dockins@uintah.net) (Adult Education Teacher)
- Ken Merrell [Kenneth.merrell@uintah.net](mailto:Kenneth.merrell@uintah.net) (Math, Science)

## **ACADEMIC HONESTY**

In the event a student is caught cheating, he/she will fail their class and will be required to start the class over.

## **CLOSED CAMPUS**

Ashley Valley Education Center has a closed campus policy. Once the student arrives at school, they are to stay on campus until school ends. In the event a student needs to leave school, a parent/guardian is required to check their student out through the front office. Parents are encouraged to not check student out during lunch.

## **DAYTIME CURFEW**

Uintah County has a daytime curfew law that requires all students be at school during school hours. City and County police will enforce this law.

## **ATTENDANCE EXPECTATIONS**

In order to afford students, the opportunity to be academically successful they need to follow state and federal guidelines. Students must attend school for 180 days and 990 hours in order to achieve these requirements, students must:

- ✓ Attend school 6 hours each day Monday - Thursday
  - 8:00 am – 2:20pm
- ✓ Daily breaks Monday-Thursday:
  - Break 9:30 – 9:40 am
  - Lunch 11:00 – 11:30 am
  - Break 1:00 – 1:10 pm
- ✓ 2 hours on Friday
  - 9:30am – 11:30 am

Attendance will be on each trimester. Beginning with each trimester, students will start over with zero absences.

- ✓ After the fifth absence of any kind classes are locked, only accessible on campus, parents are contacted, and students are referred to an intervention aide

## **AWOL(Absence without leave)**

- ✓ **Students who leave campus/classroom without being checked out before leaving campus will be put on the AWOL list. On the third AWOL, students will be reset in their current class. Upon any multiple of 3 AWOL's the student will fail their current class.**

## **EXCUSING STUDENTS FROM SCHOOL**

Students may occasionally need to be absent for illness, emergencies, court, etc. In such cases, students may be parent excused by calling **435-781-4675**.

## **BOUNDARIES**

Permitted areas:

- Southwest-AVEC
- Front-patio

Not permitted areas (potential trespassing ticket):

- USU/UBATC
- Uintah High School
- West – seminary building
- Uintah High School faculty parking lot
- North-Adult Education
- East – side of AVEC building
- East – doctors' offices
- South – front parking lot

## **BEHAVIOR**

Students not following school expectations or the directives of the staff, will be sent to the UON program to complete the class they are currently working on and one more. Upon completion of the two classes, they will be allowed back on campus. Each behavior offense will add another UON class.

Poor behaviors but not limited to:

- Vaping on school grounds
- Vandal on school grounds
- Bags on campus (ladies can have a small purse for personal hygiene).
- Sitting and laying on school floors
- Blankets
- Ect....

## **DRAMA/BULLYING**

- First offense is warning for all parties involved.
- Second offense sent to UON program for all parties involved.

## **SKILLS/SOCIAL WORK CLASSES**

- Skill classes are available for AVEC campus students only.
- Social Work classes are available for AVEC and UON students.

## **STUDENT PARKING**

Students will park in the middle two rows of the front parking lot of the main building. Students will not return to their car until 2:20pm or has checked out with the front office. Vehicle searches can be done if there is suspicious behavior.

## **STAR TESTING**

Every student is tested in Math and Language

- If on grade level no STAR testing rest of the year

## **PROGRESS**

Teachers will monitor student's time on task and assist students in setting weekly goals. Interventions will be used to help students complete their classes.

Student minimum progress expectations are:

- Earn .5 credit every two weeks
- Earn 1 credit per month
- Earn 3 credits per trimester
- Earn 9 credits within the school year

Student Progress:

- After 4 days
  - Less than 50% complete is an F
- After 8 days
  - 50-99% complete is a .25 credit move-on
  - Teacher discretion for student showing progress
  - Upon the Fourth .25 move on grades will become F's for each .25 move on there after
- Class completion must be met regardless of attendance

If progress is not met:

- First fail
  - Teacher will have made one communication with guardian.
  - Student will move to a different class.
- Second fail
  - Teacher will have made one communication with guardian.
  - Will be referred to an intervention aide.
  - Student will move to a different class.
- Third fail
  - Teacher will refer to counselor.
  - Student will be sent home to work on an elective online class and guardian is notified.
- Fourth fail
  - Teacher will have made one communication with guardian.
  - Student will move to a different class.
- Fifth fail
  - Teacher will refer to counselor
  - Student will be sent home with study skills packets one and two and guardian is notified.
- Sixth fail
  - Guardian and counselor meeting to discuss educational option

## **WARRIOR SCHEDULE**

Complete 1 credit in 4 weeks. Guardian will be notified if student wants warrior schedule.

- Warrior schedule:
  - Daily campus from 8:00-11:00 or 11:30-2:30 Monday-Thursday, Fridays work from home.
  - .5 Credit needs to be completed every two weeks.
  - Students will come in for midterm and final testing.
- If not met, student is back on campus full time. Counselor will notify guardian he/she is removed from warrior schedule. Student may earn warrior schedule back the following trimester.

## **CELL PHONES**

- During class hours phones are put in pouches and/or out of sight. If seen using phone during class time, quizzes and or posttest scores will be deleted. Student will be required to retake deleted scores.
- Allowed during breaks and lunch

## **HALL PASSES**

- Students must have a hall pass to leave during class time.

## **CREDIT CUTOFF'S**

Upon enrolling into AVEC students must meet required credit expectations or Adult Education will be recommended.

- Juniors = 20 or fewer credits at the first of the school year.
- Juniors = 12 or fewer credits on April 15<sup>th</sup>
- Seniors = 10 or fewer credits at the first of the school year.

## **MASTERY**

- AVHS requires mastery of 73% for each class.

## **RETAKES**

When a student does not meet mastery on an individual test a retake must occur.

- First four attempts of failed test = free
- Fifth and sixth failed test = teacher intervention
- Seventh failed test = score received

Course mastery of 73% is required; therefore, units may need to be retaken in order to meet mastery expectations.

## **UINTAH HIGH SCHOOL ACTIVITIES AND SPORTS**

Students are welcome to attend after school activities at UHS. Students attending AVEC may participate in sports at UHS. Utah High School's Athletic Association eligibility requirements will be enforced.

## **USU/UBATC CLASSES**

UBTech and USU classes will be allowed only after 2:00 pm



## **STUDENTS RETURNING TO UINTAH HIGH SCHOOL**

Any student who wishes to return to Uintah High School needs to be on track to graduate at a trimester break.

## **GRADUATION REQUIREMENTS**

An Ashley Valley Education Center Diploma will be awarded to any student who has earned the total required units of credits as outlined by Uintah School District Policy and finishes their credits with AVEC. Students who want a Uintah High School diploma will need to return to Uintah by third trimester.

## **GRADUATION CEREMONIES**

- Students completing the requirements for high school diploma through the Ashley Valley Education Center program are eligible to participate in Uintah High School's graduation ceremonies and senior activities.
- Ashley Valley Education Center will have a graduation activity for all graduates, family, and friends.

## **MEDICATION**

School policy states that school personnel shall give no pupil medication during school hours except upon written orders from a licensed physician who has the responsibility for the medical management of the pupil, and a written statement from the parent or guardian asking the school to assist the student in taking the medicine. Parents are urged, however, to request that the physician develop a schedule so that the necessity for taking medication at school will be minimized or eliminated. **Students shall not carry or self-administer medication on school premises unless it is expressly ordered the student's physician and is included in a 504 plan.** Violation in this will result in a safe school hearing.

For students who require asthma medication, the Asthma Self-Administration Form is required and is available at the school office or on the district web site at:

<http://www.uintah.net/DistrictForms/index.html>

## **STUDENTS' DRESS CODE**

Uintah School Board of Education requires students to avoid extreme, unsafe or inappropriate dress appearance. The following should not be worn:

- Tank tops or shirts with spaghetti straps
- Midriff/belly shirts (no skin should show when raising hands)
- Short shorts or short skirts (lengths must be at least mid-thigh)
- See-thru clothing, too tight, and too low cut
- Clothing with inappropriate language, slogans, and/or pictures (including drugs, alcohol, violence, and silhouettes)
- Anything identified as gang attire
- Display of undergarments (bras and underwear)
- No handbags and book bags are allowed in the classroom. A drawer will be provided in the front office for storage.
- No blankets in classroom
- No ripped pants above the fingertips
- No bandanas
- Interpretations of the standards are the responsibility of school administration

## **SAFE SCHOOLS, CONDUCT AND DISCIPLINE**

Uintah School Board has a strict “Safe School” policy and provides guidelines for dealing with disruptive incidents at school. This gives students the right to attend school without undue concern for their physical safety.

Established penalties, citations, and procedures for (according to school district policies):

- Possession of any type of weapon (real, look-alike, and/or pretend)
- Any form of organized gang activity or gang related behaviors
- Destruction, defacement, and vandalism of school/public property
- Use of vulgarity, profanity, and/or gestures
- Direct and willful disobedience of school rules and policies
- Cheating
- Fighting
- Excessive absences/truancy
- Harassment/bullying
- Disruptive clothing
- Conduct in locations away from the school that threatens or does harm to school or persons associated with the school
- Use, possession, or exchange of drugs and alcohol within a 1000 feet of school campus or any school owned property or associated with Uintah School District
- Hazing, demeaning, or assaultive behavior, whether consensual or not
- Frequent or flagrant willful disobedience, defiance of proper authority (including foul, profane, vulgar and/or abusive language)
- Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school

## **BULLYING AND HAZING**

Bullying and/or hazing are intentionally or knowingly committing an act that endangers the physical health or safety of a school employee or student. All parties who are engaged in bullying and/or hazing of any kind in a school setting will have one warning. The second offense will result in all parties involved will go to UON.

## **SEXUAL HARASSMENT - OF AND BY STUDENTS**

Uintah School Board prohibits sexual harassment of or by any student.

Prohibited sexual harassment includes, but not limited to:

- Unwanted sexual advances
- Request for anything that is sexual in nature (including visual, verbal, and/or physical)

Students who engage in sexual harassment of any person in the school setting may be subject to disciplinary action according to School District Policy.

## **STUDENT TRANSPORTATION**

Students will be allowed to ride the bus to and from AVEC. Students must follow the district policy on transportation. For transportation questions please call 435-781-3180.

Entire policies are available for review online at [www.uintah.net](http://www.uintah.net)

## DISCIPLINE INTERVENTIONS

PROHIBITED CONDUCT	1ST OCCURANCE	2ND OCCURANCE	3RD OCCURANCE	4TH OCCURANCE
Disruptive Behavior (Classroom)	1. Teacher/student conference 2. Teacher discipline 3. Parent contact	1. Parent/teacher conference 2. Teacher discipline	1. Referral to Admin. 2. In/Out school suspension 3-5 days	
Disruptive Behavior (Administrative)	1. Parent contact	1. In/Out school suspension 1-3 days 2. Parent conference	1. Suspension 3-5 days 2. SHO hearing	1. Suspension 10+ days 2. Safe school hearing
Defiance of Authority/ Insubordination	1. In/Out school suspension 1-3 days 2. Parent contact	1. Suspension 3-5 days 2. Parent conference	1. Suspension 10+ days 2. Safe school hearing	
Alcohol/Under Influence/ Drug Paraphernalia	1. Suspension 5-10 days 2. SHO hearing 3. Police contact	1. Suspension 10+ days 2. Safe school hearing 3. Police contact 4. Possible calendar year		
Vandalism / Destruction of Property/ Graffiti/theft	1. In/Out School suspension 1-3 days. 2. Parent conference 3. Police contact	1. Suspension 5+ days 2. SHO hearing 3. Police contact	1. Suspension 10+ days 2. Safe school hearing 3. Police contact	
Interference with building security/ Breaking and entering	1. In/Out School suspension 1-3 days 2. Parent contact	1. Suspension 3-5 days 2. Parent contact	1. Suspension 10 days 2. SHO hearing	1. Suspension 10+ days 2. Safe school hearing
Possession of Weapons	1. Suspension 10 days 2. Safe school hearing 3. Possible calendar year 4. Police contact	1. Suspension 10+days 2. Safe school hearing 3. Police contact 4. Probable calendar year		
Assaults / Fighting	1. Suspension 1-5 days 2. Parent contact 3. Police contact	1. Suspension 5+ days 2. SHO hearing 3. Police contact	1. Suspension 10+ days 2. Safe school hearing 3. Police contact	
Possession of Drugs	1. Suspension 10+ days 2. Safe school hearing 3. Police contact 4. Possible calendar year			
Obscenity/ Vulgarity	1. In/Out suspension 1-3 days. 3. Parent contact	1. Suspension 3-5 days 2. Parent contact	1. Suspension 5+ days 2. SHO hearing	

Gang Related Behavior	1. Suspension 5-10 days 2. SHO hearing. 3. Possible calendar year 4. Police contact	1. Suspension 10+days 2. Safe school hearing 3. Police contact 4. Probable calendar year		
Littering	1. Student conference 2. Parent contact	1. In/Out school suspension 3. Parent contact	1. Suspension 1-5 days. 2. Administrative U/Fine 3. Parent contact	
Cheating	1. Start class over 2. Parent contact	1. Fail class 2. Parent contact	1. In/Out school suspension 1-3 days	
Misuse of Computer or Internet	1. Parent contact 3. Loss of computer use in school up to school year	1. In/Out school suspension 1-3 days 2. Parent contact	1. Suspension 5+ days 2. SHO hearing	

Tobacco	1. Tobacco citation/\$50.00 fine 2. Parent contact or 3. (2)+Police contact	1. In/Out school suspension 1-3 days 2. Tobacco citation/\$50.00 fine 3. Parent contact or 4. (1&3) + Police contact	1. Suspension 3-5 days 2. Parent meeting 3. Tobacco citation/\$50.00 fine 4. Police contact	
Dress Code Violation	1. Admin. Referral 2. Clothing change	1. Parent contact 2. In/Out school suspension 1-3 days	1. Suspension 1-5 days 2. SHO hearing 3. In-school suspension 3-5	
Public Displays of Affection	1. Inform and warn	1. Admin. intervention 2. Parent contact	1. Parent contact 2. In/Out school suspension 1-3 days	
Forgery	1. Parent contact	1. In/out school suspension 3-5 days 2. Parent contact	1. Suspension 3-5 days 2. SHO hearing	
Intimidation/ Harassment/ Threats/ Bullying	1. Inform and warn or 2. Suspension 1-3 days 3. Parent contact	1. Intervention or 2. In/Out school suspension 1-3 days 3. Parent contact	1. Intervention or 2. Suspension 1-3 days 3. Parent contact	
Truancy Excessive Absences	1. Student Contact	1. Parent Contact	1. Court Referral 2. Parent Contact	
Habitual Offender <sup>∞</sup>	1. SHO Hearing 2. Parent Contact	1. Safe School Hearing and/or 2. Habitual disruptive student behavior citation issued		
Cell Phones	1. Student/Teacher conference	1. Phone taken away 2. Parent contact	1. 1-3 out of school suspension	

**ASHLEY VALLEY EDUCATION CENTER  
2023-2024**

**Students and parents have read, understand the handbook,  
and agree to abide by the rules and expectations of the Ashley  
Valley Education Center.**

**Student (print name):**\_\_\_\_\_

**Student (Signature):**\_\_\_\_\_

**Parent (Signature):**\_\_\_\_\_

**Date:**\_\_\_\_\_

## **The Warrior**

The warrior steps onto the battlefield of life  
Armed only with knowledge and pride  
The warrior will be valiantly standing  
When others have withered and died.

When surrounded by the trails of life  
The warrior looks fear in the eye  
Knowing no matter how awful it gets  
This too shall pass the warrior by.

The warrior trained hard and learned much  
In the walls of a warrior school  
Guided by warrior trainers  
And lived by the warriors rules.

Respect for yourself is the first rule  
That's part of the warrior's creed  
The warrior continually shows this respect  
Not only in word but in deed.

Respect for others to another  
For one thing the warrior knows  
That it's through the strengthening of others  
The warrior's own power grows.

Respect for property is the final rule  
Lived by the warrior with pride  
Knowing how you must treat your surroundings  
It is a reflection of what is inside.

The warrior stands out from the others  
On this battlefield we call life  
It's easy to tell one who walks, talks, and acts  
With nothing but warrior pride.

## AVEC Staff Contact Information



Andrea McKea  
Principal  
[andrea.mckea@uintah.net](mailto:andrea.mckea@uintah.net)  
781-3100 ext. 2840

Mindy Deets  
Counselor  
[mindy.deets@uintah.net](mailto:mindy.deets@uintah.net)  
781-3100 ext. 2845

Christi Jenkins  
Attendance Secretary/Registrar  
[Christi.jenkins@uintah.net](mailto:Christi.jenkins@uintah.net)  
781-4675

Lori Hardman  
Social Studies Teacher  
[Lori.hardman@uintah.net](mailto:Lori.hardman@uintah.net)  
781-3100 ext. 2851

Josh Reynolds  
UON Teacher  
[joshua.reynolds@uintah.net](mailto:joshua.reynolds@uintah.net)

Ken Merrell  
Science/Math/Night School Teacher  
[Kenneth.merrell@uintah.net](mailto:Kenneth.merrell@uintah.net)  
781-3100 ext. 2846

Lacey Murray  
UON Teacher  
[lacey.murray@uintah.net](mailto:lacey.murray@uintah.net)

Kelli Anderson  
UON Teacher  
[Kelli.anderson@uintah.net](mailto:Kelli.anderson@uintah.net)

Shane Lance  
English/PE Teacher  
[shane.lance@uintah.net](mailto:shane.lance@uintah.net)  
781-3100 ext. 2853

Anna Dockins  
AVEC Transition Teacher  
[anna.dockins@uintah.net](mailto:anna.dockins@uintah.net)  
435-781-3100 ext 2843