Provo Peaks Elementary  
PUMA Policies Handbook  
Updated 8/1/15

Metacognition Realized!

**I am Part of the Puma Pride!**

Pride in myself and my school.  
Understand my strengths and weaknesses.  
Motivated to be better.  
Accountable to myself and others.  
I am the vehicle to my own success!

School Website  [www.peaks.provo.edu](http://www.peaks.provo.edu)  
801-374-4940

**Leadership Team**

Principal – Geovanni Guzman  
Facilitator – Lisa Twitchell  
Title I Coordinator – Emily Wall  
Special Ed. Facilitator – Jeremy Barker

Welcome to Provo Peaks Elementary!

Provo Peaks is a place where students are encouraged to reach for the bounds of excellence through the process of metacognition. The mission of Provo Peaks Elementary is to foster a culture of pride in ourselves and our school. By understanding our strengths and weaknesses, we are accountable for our own growth and we can achieve and surpass high expectations. By becoming critical thinkers and active learners, we invest in ourselves and our future.

**Schedules**

<table>
<thead>
<tr>
<th><strong>Regular School Day:</strong></th>
<th><strong>Early Out School day:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>First bell 8:30</td>
<td>First bell 8:30</td>
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<tr>
<td>School begins 8:40</td>
<td>School begins 8:40</td>
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<tr>
<td>School ends 3:20</td>
<td>School ends 1:30</td>
</tr>
<tr>
<td>After School Classes 3:25-4:30</td>
<td>After School Classes are not held on Early Out Days</td>
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</tbody>
</table>

Please arrive at school no earlier than 8:20 as the doors will not be open and there is no student supervision before that time.
Daily Routines

Drop Off and Pick Up Locations and Procedures
Parents may enter the front parking lot on the east or west side. The traffic travels in a counter clockwise direction. All cars should pull as far forward as possible to allow for other cars to pull into the parking lot. For the safety of all students, students should never be dropped off away from the curb to run across the line of traffic to enter the school. The drop off zone in the back of the school is for bus loading and unloading only. Please do not drop students off in the back of the building.

Absences, Tardies, Checking Out
Students at Provo Peaks are expected to be in class and on time every day. Students arriving late to school (after 8:40) should report to the main office to get a late slip to give to their teacher. If your child is going to be absent please call the main office at 801-374-4940 before 9:00 a.m. the same day to inform the school of the absence. If your child misses school for sickness, please submit a doctor’s note for the absences in the main office. If your child is going to miss several days (i.e. vacations, etc.) please go to the main office and fill out the proper request form for the extended absences. If you have any questions regarding attendance please see the following district website for accurate information on the district attendance policy.

http://policies.provo.edu/students-3000-series/3150-student-attendance/

All students are expected to remain in school for the entire day. If a student must leave school for an appointment, he/she must be checked out in the main office. The student must have permission from his/her parent/guardian and from the school before leaving the school grounds. We want all students in school everyday, however, if your child is sick please keep them home. DO NOT SEND SICK STUDENTS TO SCHOOL.

Breakfast
Students will be allowed to enter the building through the cafeteria doors on the west side of the building at 7:55 for breakfast. After they eat they will be allowed to go to the playground to wait for the bell to ring at 8:35.

Lunch
Lunch is served in the cafeteria with a variety of choices each day. We ask students to act responsibly in the lunchroom at all times. Students have the option of purchasing school lunch or bringing a lunch from home. No food is allowed outside the lunchroom without prior approval from teachers or administration. Parents and toddlers are asked not to attend lunch with their school-aged children unless invited by administration.
School Policies

Dress Code
All students should arrive at school dressed appropriately for the weather. What a student wears to school frequently influences his or her behavior and contributes to the overall learning environment of the school. Therefore, the following dress code will help students and parents make the best choices when deciding what to wear for the activities of the day so they can be safe, comfortable and prepared for full participation inside and out.

• Students should wear clothing that is modest, neat, clean and in good repair.
• Clothing should cover from your SHOULDERS to your MID-THIGH with no gaps—no bare midriffs, bare shoulders, or low-cut necklines. This includes but is not limited to the following:
  o Halter tops, spaghetti straps, tank tops, belly shirts, crop tops, midriffs, sheer see-through shirts, sagging and bagging. Oversized pants must be belted. Underwear must be covered and belts must not hang.
• Clothing or jewelry that displays obscene or suggestive words, or slogans (in any language) or pictures that portray or advertise any substance which a student may not legally possess or use (drugs, alcohol, cigarettes) is not allowed.
• Bike pants, skin-tight clothing, or knit tights (unless covered by appropriate skirt or shorts) are unacceptable.
• Loud, unnatural hair, colored sprays, hats or anything covering the head is not acceptable.

Visitors
All visitors are welcome at Provo Peaks Elementary. For security purposes, all persons, including parents, who visit campus during the regular school day, must check in with the main office prior to visiting any area of the school. Students may NOT bring friends, relatives, or siblings to class with them at any time.

Bikes, Roller Blades and Scooters
Students who ride bikes, roller blades or scooters to school must store them in designated areas and provide their own lock to secure their own property. Storing these items in the classroom is up to the individual teacher, however, the school is not responsible for any loss or damage incurred to bikes, roller blades or scooters while on school property.
Behavior

Student Code of Conduct
Provo Peaks is dedicated to providing an excellent education for all students. To accomplish this goal, students are expected to behave appropriately at all times to promote a safe, fun and healthy environment for all participants.

It is expected that all students will:

• Conduct themselves responsibly.
• Wear appropriate clothing to school each day (see Dress Code).
• Participate fully in all activities including class work, projects, specialty classes and homework assignments.
• Be on time each day and ready to participate (see School Schedule).
• Be respectful, cooperative and willing to contribute positively to the experience of fellow students.
• Be careful that one’s actions, behavior and language do not hurt others in any way, intentionally or accidentally.
• Show respect to all Provo Peaks staff and cooperate fully with their instructions and directions.
• Respect the values and beliefs of others.

Stop! Walk! Talk!
Provo Peaks practices a schoolwide problem based learning program. Students are encouraged to take control of their own minor difficult social challenges by first giving the sign and asking the offender firmly to STOP what they are doing. If the offender continues the student is asked to WALK away from the situation. If the offender continues still, the student is then to TALK to someone who can help. In this way we feel our students are empowered to stop the offending behavior of another on their own. For any major offense the student is expected get help from an adult supervisor immediately.

Discipline
Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially acceptable standards of conduct. Corrective measures used will be dealt with on a case-by-case basis and depend upon the nature of the behavior, the frequency and the degree to which the student is willing to try to correct the undesirable behavior. With the exception of serious violations of the Student Code of Conduct, corrective measures will normally begin at a minimal level and then proceed to more serious levels. Disciplinary action may be taken as a result of any behavior which violates the Student Code of Conduct, is disruptive, disrespectful or violates the rights or others.

For any major behavior the administration will refer to the Provo City School District Policies and Procedures for Students Handbook.
Health and Safety

Communicable Diseases
For the health of all our students and staff, parents are required to notify Provo Peaks administration of all communicable diseases your child may have contracted (i.e. chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential, however, we are obligated to notify all parents of the situation. Please do not send sick students to school.

Medication
The legal issues involved with students taking prescribed medication while in school prevent any school Provo School District employee from distributing medications to any student that is not prescribed to that student by a medical physician. The only medication school staff is authorized to distribute to students is regular strength (325 mg) acetaminophen with parent permission. Students should bring medications to the office where they can be locked up.

Students should NEVER bring any medications, over the counter or prescribed, to school to administer to themselves or distribute to other students.

Special Nutrition Needs and Allergies
It is the parent’s responsibility to communicate all special nutrition needs and allergies to the classroom teacher and administration of Provo Peaks.

First Aid/911
In the event of a serious injury, 911 will be called, first aid will be administered, and parents will be notified immediately. Provo School District employees will not transport any student in a personal vehicle and will call an ambulance in the event of an emergency. Provo School District is not responsible for medical costs including hospital bills, ambulance fees, etc. related to injuries requiring special medical attention.

School ID Badges
Parents/visitors are always encouraged to come in the building as long as a specific academic or business purpose is the goal. However, for the safety of all students, all visitors (including parents or other family members) are required to wear a school issued ID badge or check into the office whenever entering the building. An ID badge will be issued when car keys or other personal item is given as collateral for the badge. The item will be returned when the tag is returned to the office. A one-time family ID badge will be given to each kindergarten family. These family badges MUST be worn when parents, or others, come to pick up kindergarteners. If they are not wearing the family ID badge they MUST check into the office. If the family badge is lost it will not be replaced and the family members will then be required to check into the office to get a temporary ID badge when picking up their child. If any visitor is approached by a Provo Peaks employee or other adult wearing a badge asking you to check into the office or inquiring about your ID badge, please be kind and understand that wearing an ID badge is the policy of Provo Peaks Elementary and is for the safety of everyone in the building.
Technology

Electronic Devices and Toys
Provo School Board has determined that any device or object that interferes with the educational process is disruptive and inappropriate. Students may not possess disruptive electronic devices in the classroom such as electronic games, mp3 players or iPods, walkie-talkies, laser pointers, etc. Provo Peaks strongly discourages bringing these items to school and accepts no responsibility for lost items. Students may not leave class to answer phones or pagers. Students must turn phones off and put them away during class time. No pornography may be on any electronic device. **Disruptive electronic items brought to school may be confiscated and returned to parents.** Cell phones must not be used in class, for calls, text messaging or for taking photos.

- 1st violation-Taken by teacher
- 2nd violation-Parent retrieves from principal
- 3rd violation-Student suspension.

Toys and other disruptive items should not be brought to school and will be under the same policy as phones if they are confiscated.

Computer Use
All students at Provo Peaks will have access to computers and iPads for school use. Students may use them as often as needed and allowed by teachers and administrators. Inappropriate use will result in students losing their computer privileges for a time to be determined by teachers and administration. This includes but is not limited to the following:

- Sending, displaying, or accessing offensive messages or graphics
- Using obscene or vulgar language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks.
- Violating copyright laws
- Using another person’s password
- Trespassing in others’ folders, work or files (School officials may monitor student or staff folders, work or files without permission or notice).
- Disrupting the system or wasting resources in any way (such as disk space or printing capacity).
- Using the Network Services for illegal or commercial purposes.
- Using the equipment in any way that is inconsistent with individual school policies.
- Students using the equipment without staff permission and supervision.
New Students and Student Programs

Temporary Placement
The principal reserves the right to place all new students in a temporary class until it can be determined that the student has been placed in the most beneficial classroom for his/her individual needs. The teacher will complete assessments as soon as possible and the results will be communicated to parents if a change is necessary.

New PUMA Culture Meeting/Tour
All new students will be welcomed into the PUMA Pride with a tour of the building and meeting led by one of our Student Council members. This meeting will include information regarding the school culture, policies and procedures. The meeting/tour will take place every other week throughout the school year and all new students will be invited to attend one meeting at their earliest convenience.

PUMA Paws
PUMA Paws are given as a reward to students for demonstrating positive behavior characteristics. We encourage teachers and staff members to give any student a PUMA Paw for any positive behavior. We also encourage students and parents to give PUMA Paws to those outside of their circle of family and friends who display positive behavior as well. These PUMA Paws are in triplicate form so that one copy can be given to the recipient, one to the office and one to the teacher. The PUMA Paws are then collected and used in drawings each week.

Principal’s 100 Club
If a student does something that would be considered metacognitive or above the normal positive behavior, he or she can be a PUMA Pride Candidate and is entered into the Principal’s 100 club by his/her teacher or supervisor to receive greater rewards.

After School Programs
The After School program helps students develop skills both inside and outside the classroom. We offer Math and Reading classes, by teacher referral only, where students receive extra help. Some of the class options that we have had in the past are dance, art, orchestra, and robotics. The class choices change a little each year and offer a lot of fun varieties for all students. After school classes are open enrollment, but there is limited space so enrollment is on a first come first served basis. Some classes have a small fee and others are available before school. In our program, we want parents and teachers to be involved to better the students' education. After School classes are Monday through Thursday from 3:20 - 4:45 p.m. All students receive a snack before going to their classes.
Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation in Title I and their right to be involved.

The annual meeting to be held on August 25, 2015 covering the following items:

• Provo Peaks is a School-wide Title I School
  • Certified teachers and professional development
  • Curriculum: Utah State Core, Treasures, Math Go Math, C.M.I., and ESL
  • Interventions: ERI, Triumphs, Reading Plus, ECRI
  • Interactive white boards
  • e-MINTS classrooms (Currently 3 classrooms)
  • Laptops for certified teachers
  • Audio enhancement in classroom
  • Computer generated reports, such as: Progress reporter, DIBELS, etc.
  • Collaborative and on-going assessment

• School Compact
• Parental Involvement Policy
• Binder with Title I plan, School Compact, Parental Involvement Policy, Plan Summary, compliant procedure, and parent right to know available in the office.

Offer flexible meeting times, such as meetings in the morning or evening.

There will be three more parent nights on October 28-29, January 27-28, and March 10.

Involves parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school parental involvement policy and the joint development of the Title I School-wide Plan.

• Principal and Title I coordinator meet on the first Friday of each month with PTA members. PTA members participate in designing and conducting activities for students, parents, and families.

• The Provo Peaks Elementary Community Council will meet monthly. In these meetings, the Title I plan and School-Parent compact are reviewed. Also, academic and physical concerns are addressed.

• Parents can suggest and/or are informed of changes in the parental school policy during parent-teacher conferences (held three times a year) and parent nights (once a month).

Provide parents with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.

Parents are notified of school curriculum, assessment, and proficiency expected for student through the following ways:

• Information posted on the website

• Information clarification is provided by teachers during parent-teacher conferences

• A note included in the PTA newsletter about where to find this information
Provide assistance to parents, as appropriate, in understanding such topics as the state's academic content standards and state and local academic assessments.

Parents receive assistance to understand school curriculum, assessment, and proficiency through:

• Meeting with teachers in parent-teacher conferences or by appointment
• Parent training during different parent nights
• Meeting with school administrators to explain such topics

Provide materials and training to help parents work with their children to improve their child's achievement, such as literacy training.

Parents will receive training during parent nights. The purpose of each of these meetings is to enhance parents’ abilities to support their child’s academic success.

To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, and other programs.

Parent nights will incorporate Head Start and preschool when the theme is applicable.

Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Parents are notified of parent programs, meeting, and other activities through the following ways:

• Information posted on the website
• Information sent home in notes
• Information is provided by teachers during parent-teacher conferences
• Posters on the school walls about specific activities
• Information included in the PTA newsletter
• All media will be provided in English and Spanish.

Provide such other reasonable support for parental involvement activities as parents may request.

Other parental involvement activities may be provided as parents request them. This is achieved through parent-teacher communication, request from PTA, Provo Peaks Elementary Community Council, and surveys.
Se estará llevando a cabo una reunión anual en un tiempo conveniente en donde todos los niños de los padres de familia estarán invitados.
La reunión anual se llevará a cabo el día 25 de Agosto, y se cubrirán los siguientes temas;
* La escuela Provo Peaks es una escuela amplia en título 1.
  * Los maestros de la escuela están profesionalmente certificados.
  * Curriculos: Utah State, creciendo con “GoMath” para la instruction de matematicas, C.M.I., ESL.
  * Intervenciones: ERI, Triumphs, Reading Plus, ECRI
  * Pizarras blancas o acrilicas interactivas.
  * 3-MINTS clases. (actualmente 3 clases.)
  * Computadoras portátiles certificadas por los maestros.
  * Accesorio de audio en cada salon de clase.
  * Informe generalizado de computadoras como; reporte de progreso, DIBELS etc.
  * Evaluación y colaboración continua
* Compacto Escolar
* Política de involucración de padres
* Carpeta de Titulo I que contiene la política de involucación de los padres, resumen del plan escolar, procedimiento de queja y la carta del derecho de los padres para saber las calificaciones de los maestros.

**Ofrecemos horarios flexibles en las reuniones, tales como en la mañana y en la tarde.**
Habrá cuatro noches para padres el 28-29 de octubre, 27-28 de enero, y 10 de marzo.

**Involucrar a los padres de una manera organizada, continua y oportuna en la planificación, repaso y mejoría de la política de participación de los padres y el desarrollo conjunto de la escuela en título 1.**
* El director y el coordinador de Título I se reunirán el primer viernes de cada mes con los miembros del PTA.
* Miembros del PTA participarán en el diseño y la realización de actividades para los estudiantes, padres y familia.
* El consejo de la comunidad primaria Provo Peaks se reunirá mensualmente. En esta reunión el plan de el Título I y los padres/ escuela, serán revisados, asimismo se abordarán las preocupaciones académicas y físicas.
* Los padres pueden sugerir y/o ser informados de los cambios en la política de la escuela de los padres durante conferencias de padres y maestros (que tuvo lugar tres veces al año.) y las noches de los padres. ( una vez al mes.)

**Proporcionara los padres con una descripción y explicación de los planes de estudio en uso en la escuela, las formas de evaluación académica para el progreso estudiantil y niveles de competencia de los estudiantes expectativas para reunir.**
Los padres serán notificados de los planes de estudios, la evaluación y la competencia prevista para los estudiantes a través de las siguientes maneras:
  * La información se publicará en el sitio web.
  * La información será aclarada y será proporcionada por los maestros durante las conferencias para padres y maestros.
  * En una nota incluida en el boletín de PTA será sobre donde encontrar esta información.

**Proporcionar asistencia a los padres según corresponda en la comprensión de temas tales como normas de contenido académico del estado y locales y estatales evaluaciones académicas.**
Los padres recibirán ayuda para entender el plan de estudios, la evaluación y la competencia a través de:
* Reunión con los maestros en conferencias padres-maestros o por medio de una cita.
* Entrenamiento o la formación de los padres durante la noche de los padres que será el 29 de octubre.
* Reunión con los administradores de la escuela para explicar dichos temas.
Proporcionar materiales y capacitación para ayudar a los padres a trabajar con sus hijos para mejorar el rendimiento y logros de sus hijos, tales como la alfabetización.
Los padres recibirán capacitación durante las noches de los padres. El propósito de cada una de estas reuniones es mejorar las habilidades de los padres para apoyar el éxito académico de sus hijos.

A la medida de lo posible y apropiado, coordinarse e integrar programas de participación de los padres y actividades con “HEAD START” y otros programas.
Noches de padres se incorporara en edad pre-escolar de “HEAD START” cuando el tema es aplicable.

Asegurarse que la información relacionada a la escuela y programas de padres, reuniones y otras actividades se envía a los padres de niños participantes en la correcta forma y la medida de lo posible, en un idioma que los padres puedan entender.
Los padres seran notificados de los programas para padres por medio de reuniones y otras actividades atravez de las siguientes maneras:

- La información se publicara en un sitio web.
- Información será enviada por notas.
- Información será proporcionado por los maestros durante las conferencias para padres-maestros.
- Carteles en las paredes de la escuela acerca de las actividades específicas.
- La información incluida en el boletín de “PTA.”
- Todos los medios de comunicación se proporcionara en ingles y en español.

Proporcionar tal apoyo razonable para las actividades de participación de los padres a como ellos mismos lo pueden solicitar.
Otras actividades de participación de los padres pueden ser siempre que los padres así lo soliciten. Esto se logra atravez de la comunicación padre-maestro, la solicitud de PTA, consejo de la comunidad ESCUELA Provo Peaks y encuestas.
**PARENT’S PLEDGE: I will...**

- Talk to my child about my experiences and knowledge
- Monitor my child’s progress and let the teacher know right away if notice any problems
- Use reading and math materials the school sends home each week to help my child
- Ensure that my child reads at least 20 minutes a day and discuss about what was read.
- Show and have my child use measurement tools
- Limit screen time to 2 hours a day
- Ask my child to write a journal entry on an experience each week
- Help my child see how to use reading and math to pursue interest and goals
- Attend at least 3 Parent Nights during the school year
- Volunteer in the school and share my talents. For example, share my cultural experiences, come listen or read with the students, etc.

**STUDENT’S PLEDGE: I will...**

- Talk to my family about my experiences at school and other places
- Ask for help from my teacher and family if I am having trouble doing my work
- Read on my own and/or with my family every day for at least 20 minutes
- Work on my math and reading skills at home, using the materials my teacher sends home
- Write down assignments, do my homework every day, and turn it in when it’s due
- Write a report every week with story elements that I learned in class
- Read on my own and/or with my family every day
- Complete assignments, do my homework
- Work on my math and reading skills at home, using the materials my teacher sends home
- Have trouble doing my work
- Ask for help from my teacher and family if I am having trouble doing my work
- Send home learning materials in math and reading as needed
- Explain clearly my approach to teaching, expectations, and grading to students and their families
- Continue working on my reading and math strategies so that I can reach all children
- Actively monitor hallis

**TEACHER’S PLEDGE: I will...**

- Build a relationship with every family in my class
- Keep families informed on their children’s progress and needs in each subject
- Make sure every student gets the help he/she needs as soon as it is needed
- Send home learning materials in math and reading as needed
- Explain clearly my approach to teaching, expectations, and grading to students and their families
- Continue working on my reading and math strategies so that I can reach all children
- Actively monitor hallis

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**PROVO PEAKS ELEMENTARY**

**2015-16 SCHOOL-PARENT COMPACT**

**PROVO PEAKS ELEMENTARY**

**2015-16 COMPACTO DE LA ESCUELA Y PADRES**

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**PROMESA DE LOS PADRES: Yo voy a...**

- Hablar con mi hijo acerca de mis experiencias y mi conocimiento
- Utilizar los materiales de lectura y matemáticas que envía la escuela semanales con mi hijo
- Asegurarme de que mi hijo lee 20 minutos cada día y haga leyes acerca del libro mientras lee y hacer una lista de nuevas palabras
- Mostrar cómo usar y hacer que mi hijo use herramientas de medición en casa
- Limitar televisión a 2 horas diarias
- Pedirle cada semana a mi hijo que escriba un reporte de una experiencia que haya tenido
- Ayudar a mi hijo a ver cómo usar lectura y matemáticas para alcanzar sus metas e intereses
- Asistir a por lo menos 3 actividades durantel el año escolar
- Ser volutario en la escuela y compartir mis talentos. Por ejemplo, compartir mis experiencias culturales, venir y escuchar o leer con los estudiantes, etc.

**PROMESA DE LOS ESTUDIANTES: Yo voy a...**

- Hablar con mi familia acerca de las experiencias que tengo en la escuela y en otros lugares
- Pedir ayuda a mi maestro y mi familia si tengo problemas con mis asignaciones
- Leer por mi mismo mientras y con mi familia cada día
- Trabajar en mis matemáticas e inglés  con el fin de servir a todos los niños
- Escuchar las asignaciones de la escuela, hacer mi tarea cada día y regresar la tarea a tiempo
- Escribir un reporte cada semana con los elementos de una historia que me enseñe mi maestro.

**PROMESA DE LOS MESTROS: Yo voy a...**

- Establecer relaciones con cada familia en mi clase
- Mantener a las familias informadas en cuanto a al progreso y las necesidades de el estudiante en cada materia escolar
- Asegurarme de que cada estudiante recibe la ayuda que necesite tan pronto como sea necesario
- Enviar a la casa materiales de matemáticas y de lectura con forma sea necesario
- Claramente explicar mis filosofía de enseñanza, mis expectativas y sistema de calificar con los estudiantes y sus familias
- Continuar trabajando en mis estrategias de enseñanza de matemáticas e inglés con el fin de servir a todos los niños
- Asegurarme de que los estudiantes entienden las asignaciones y el propósito de ellas
- Monitorizar los pasillos
To: All Parents  
From: Provo Peaks Elementary School  
Date: August 3, 2015  
Subject: Notification to Parents of Teacher Qualifications  

As a parent of a student at Provo Peaks Elementary, you have the right to know the professional qualifications of the classroom teachers who instruct your child. You have the right to request the following information about each of your child’s classroom teachers:  

• Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.  
• Whether the teacher is teaching under emergency or provisional status because of special circumstances.  
• The teacher’s college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.  
• Whether paraprofessionals provide services to your child and, if so, their qualifications.  

If you would like to receive any of this information, please contact Geovanni Guzman at (801)-370-4940.
A: Todos los padres de familia  
De: Distrito Escolar de Provo  
Fecha: 3 de agosto de 2015  
Materia: Notificación a los padres de familia sobre calificaciones de maestros

Como padre de un alumno en la escuela primaria Provo Peaks, Ud. tiene el derecho de conocer las calificaciones profesionales de los maestros que enseñan a su hijo Ud. tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el maestro satisface las calificaciones y criterios de certificación estatales para los grados y materias que enseña.
- Si el maestro está enseñando bajo condiciones provisionales o de emergencia debido a circunstancias especiales.
- El campo de especialidad del bachillerato del maestro, si el maestro tiene algún título de posgrado, y en tal caso, el campo de materia de dicho título o certificación.
- Si paraprofesionales ofrecen servicios a su hijo, y en tal caso, cuáles son sus calificaciones.

Si Ud. quiere recibir esta información, sírvase comunicar con Geovanni Guzman al teléfono 801-374-4940.
Purpose
The Utah State Office of Education has developed this Complaint Procedure to meet the Federal requirement that state education agencies (SEA) adopt a written complaint procedure. The purpose of this complaint procedure is to address concerns, complaints and alleged discrimination or violations of federal regulations concerning the Title I programs experienced by students or parents over which the Utah State Office of Education (USOE) may have control or jurisdiction. It is the commitment of USOE to resolve complaints with fairness to all parties, quickly, efficiently, and, to the extent possible, at the local level.

Applicable Programs
(1) Part A of Title I (Improving Basic Programs Operated by Local Educational Agencies).
(2) Part B of Title I (Even Start Family Literacy Programs) (other than the federally administered direct grants for Indian tribes and tribal organizations, children of migratory workers, statewide family literacy initiatives, and a prison that house women and children).
(3) Part C of Title I (Migrant Education).
(4) Part D of Title I (Children and Youth Who Are Neglected, Delinquent, or At Risk of Dropping Out).

Definitions
“Utah State Board of Education (USBE)/Utah State Office of Education (USOE):” has general control and supervision of the public school system in Utah. The USOE is the administrative arm of the State Board of Education.

“affected parties:” may be students enrolled in the public school system, including charter school students and/or parents/guardians of eligible students participating in Title I schools, or students, parents, or representatives of private schools eligible for Title I services who are given specific rights under Title I of the No Child Left behind Act of 2001, who are disadvantaged or injured by the application of or failure to apply policies, rules or statutes. Students who are younger than 16 must have all documents signed or co-signed by parents/guardians.

“complainant:” any person who is an affected party, as defined in this policy, or an advocate or advocacy group acting on behalf of an affected party (e.g. public agency or organization) who makes a written complaint using these procedures.

“homeless child:” a child who meets the definition of “homeless” under the federal McKinney-Vento Act.

Applicability
4. Complainant contacts the State Title I Director regarding complaints related to Title I Programs. USOE will recommend a mediation process to resolve complaint and refers complainant to mediation form on USOE website. Website and mediation form provide mediation process and contact information. A formal mediation agreement will be developed and signed by participating parties when mediation resolves issues of complaint. If the complainant chooses not to participate in mediation or is not satisfied with the mediation process, a formal state complaint may be filed with the USOE.

5. The complainant files a formal complaint appeal with the USOE within 15 business days. The State Title I Director receives complaint appeals related to Title I programs. The USOE formal complaint form is available on the USOE website and can be faxed or mailed by USOE.
   a. Complaint shall be made in writing.
   b. Complaint shall state facts on which the complaint is based.
   c. Complaint shall state or cite, if possible, state or federal rule, statute or regulation that is being complained about.
   d. Complaint shall be signed by complainant and dated.
   e. Complainant shall include a copy of the local complaint investigation findings report.
   f. Appropriate USOE staff person logs in complaint received on secure, USOE website.
   g. In all cases, USOE will work to meet timelines. USOE staff will be trained and encouraged to resolve complaints as fairly and rapidly as possible.
   h. The USOE must, consistent with federal law, notify or refer certain complaints to the U.S. Department of Education.

6. Within 10 business days following receipt of written complaint, the State Director of Title I shall:
   a. Send a letter of acknowledgement to complainant
   b. State how complainant may provide additional information and that USOE may request additional information.
   c. State the methods and procedures USOE may use to investigate the complaint.
   d. State the USOE commitment to resolve complaints in the form of a “letter of findings.”
   e. Further inform complainant that USOE will send a copy of acknowledgement and letter of findings to local superintendent or other affected education entity, as appropriate.
   f. Appoint an unbiased and appropriate complaint investigator for the complaint.

7. Within 45 business days of receipt of complaint, the USOE shall:
   a. Carry out an independent on-site investigation, as needed.
   b. Review all relevant information and make an independent determination as to whether the alleged violation of federal law or regulation occurred.
   c. Issue a complaint investigation report (Letter of Findings) to complainant that includes, as appropriate:
Protects complainants from retaliation.

Implements the following procedures:
1. Any individual, public agency, or organization alleging a violation of federal or state statutes may file a written complaint regarding specific programs with the LEA.
2. Discrimination complaints must be filed with the LEA or Utah State Office of Education (USOE) by a person harmed or by a person on behalf of others. These complaints must be filed no later than six months from the occurrence or when first acknowledged. The LEA and the USOE must protect the confidentiality of the parties and the facts related to the case.

Resolve the complaint through mediation or investigation and completes a written report within 45 business days of receipt of the complaint. The LEA must also advise the complainant regarding rights of appeal to USOE within 15 business days of receipt of the LEA written report.

Submit, on notification of an appeal, the following to the USOE:
1. The original complaint
2. A copy of the LEA decision
3. A summary of the nature and extent of the mediation or investigation conducted by the LEA if not covered in the LEA decision
4. A report of any action taken to resolve the complaint
5. A copy of the LEA complaint procedures
6. Such other relevant information as the State Superintendent of Public Instruction may require

May appeal within 15 business days to the State Superintendent of Public Instruction if the LEA or complainant is dissatisfied with the decision of the USOE.
State of Utah Title I Complaint Form
For Programs under Title I of the
Elementary and Secondary Education Act of 1965 (ESEA)

Submit to the local School District Superintendent or Charter School Leader and a copy to:
Karl Wilson, State Director of Title I Programs
Utah State Office of Education
P.O. Box 144200
Salt Lake City, Utah 84114-4200

Date: __________________________

School District: __________________ School Student Attends: __________________ Grade: __________

Name of Student: ___________________________________________________________ Age: __________

Student’s Parent(s)/Guardian: ___________________________________________ Phone: ___________________

Address:_____________________________________________________________________

Mailing Address (if different): _______________________________________________

Student’s Address, (if different):______________________________________________

A Title I complaint may be filed if the parent/guardian alleges there has been a violation of Title I of
ESEA. Complaints must be regarding the failure to implement Federal Title I requirements as outlined in
the Utah State Office of Education (USOE) Title I Complaint Procedure.

Describe the problem relating to the failure to implement Federal Title I requirements.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

How do you think this violated ESEA? (If possible, list specific federal statute and/or regulation)

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Name of person filing complaint: _______________________________________________

Signature: __________________________________________ Date: ____________________

Email address: __________________________________________________________________

If this is an appeal to the Utah State Office of Education, please include a copy of the Title I Complaint
Investigation Findings Report prepared by the local school district or charter school.

State of Utah Title I Complaint Form (revised 3/23/10)