

Alice C. Harris Intermediate School



515 North 800 West Tremonton, UT 84337

P: 435-515-5000

F: 435-515-5044

Clark Funk- Principal

Jonathan Call- Assistant Principal

STUDENT HANDBOOK 2026-2027

Clark Funk, Principal

Jonathan Call, Assistant Principal

Megan Loveless, Administrative Assistant

Jennifer Shaw, Attendance Secretary/Receptionist

<http://www.achi.besd.net>

Student Information Link:

<https://portal.besd.net/Passport/loginp.aspx>

Dear Harris Huskies,

Welcome to Harris Intermediate School! The teachers, administrators, and support staff are happy to have you in our school, and we invite you to take full advantage of the many opportunities you will have while you are here.

We have prepared this handbook to inform you of the privileges and responsibilities you will have as a student at Harris Intermediate. Get ready for a great school year!

Sincerely,

The Staff of Harris Intermediate School

Mission Statement

Our mission is to ensure high levels of learning for all students and promote the development of the whole child.

OUR MASCOT: THE HUSKY

Our mascot was chosen by the incoming students of Harris Intermediate School in 1995. Huskies have many traits that make them a fitting role model for the students and staff of our school. Huskies are a breed of working dogs developed in Siberia and valued as sled dogs, companions, and guardians. They are graceful, quick, alert and strong. In 1909 huskies were brought to Alaska for sled dog races, and because of their ability to work in teams they have become consistent winners. The breed is noted for intelligence and gentle temperament. You'll see our mascot featured throughout the school in a variety of ways. Catch the Husky Spirit as you become involved in all of the various programs of our school.

***At Harris Intermediate, we celebrate all positive
and healthy ways to enjoy this important time of life.***



We demonstrate our **Husky Attitude** by following the three school rules:

The Three School Rules

Harris Huskies are KIND. We are Safe, Respectful, and Responsible.

SAFE

- I will keep my hands and feet to myself
- I will keep objects to myself
- I will walk
- I will not have harmful objects

RESPECTFUL

- I will use kind and school appropriate language
- I will follow directions of adults in charge
- I will allow others to learn
- I will take care of the school property

RESPONSIBLE

- I will be where I am supposed to be
- I will be accountable for my actions
- I will clean up after myself
- I will have needed supplies

AMERICANS WITH DISABILITIES (ADA) POLICIES

Box Elder School District and Harris Intermediate do not discriminate on the basis of race, color, national origin, sex or disability. Should you need special services, please contact the principal.

ATTENDANCE POLICY

Regular attendance is one of the biggest influencers on academic success at school and increases the opportunities for students to benefit from educational programs. The Utah Compulsory Attendance Law ([53G-6-202](#)) directs parents to require their children between the ages of 6 and 18 years of age to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process, thus impairing a student's opportunity to learn.

When a student must be absent, we ask that the parent or guardian contact our attendance office by using one of the following methods:

- Call the school 435-515-5000
- Visit our [attendance website](#) and click on the 'absence verification' link.
- Send a written note signed by a parent/guardian
- Email our attendance secretary (jennifer.shaw@besd.net)

Parents please provide a valid reason for the student's absence WITHIN ONE week of the missed days.

When a student knows ahead of time that he/she will be missing school, a "[Pre-arranged Absence](#)" form should be picked up in the office prior to the absence. **Students are responsible for any and all work missed in class while absent for any reason.**

We advise parents to allow extra time when checking students out for appointments, as they may be in other parts of the building for interventions (6th grade). See [Bell Schedule](#) here.

For more information on the district attendance and tardy policy, please click on [this link](#). ([Español](#))

BACKPACKS (including any bag)

Backpacks are used to transport items to and from school. All backpacks need to remain in lockers at all times. Passing time is designed to allow students to retrieve any items they may need from their locker prior to the next class. Any exemptions will be made through the office.

BEGIN THE DAY RIGHT

School will begin at 7:50 a.m. and end at 2:33 p.m. each day. Students are welcome in the building from 7:25 a.m. until 2:45 p.m. (unless supervised by a teacher). Four minutes will be given between each class period. Students are expected to be to every class on time. On Fridays, school will end exactly two hours earlier. For details about our schedule please visit our website <http://www.achi.besd.net>.

BIKES, SCOOTERS, SKATEBOARDS, ETC.

Students riding bicycles to school should use the bicycle rack on the west side of the building and are encouraged to lock their bikes. Bicycles, scooters, skateboards, roller blades, shoes with wheels, and similar devices must be walked on school property and are to stay outside the building.

A storage shed on the south side of the school is available for scooters and skateboards. The shed is open before and after school and locked during the school day. School personnel are not responsible for the storage, loss, theft, or damage of these items.

BULLYING and CYBERBULLYING

Bullying, including cyberbullying, in any form at Harris Intermediate School WILL NOT be tolerated.

See [policy 5270](#)

Bullying of any type should be reported to a counselor, a teacher, or an administrator as soon as possible.

BUILDER OF THE MONTH

Students are nominated by one of their teachers for following the school rules: Being Safe, Respectful & Responsible.

BUSING

Riding the bus is a privilege, and the rules that apply at school also apply on the bus. Violations of bus rules will result in loss of riding privileges. See [POLICY 2216 - Transportation: Conduct on Buses](#) for more information. ([Politica 2216- Transporte- Conducta en los autobuses](#))

CELL PHONES and OTHER ELECTRONIC DEVICES

As per district policy, cell phones and electronic devices **must remain off at all times and in your student's locker.** Cell phones may only be used **before the first bell at 7:45 or after school is out at 2:33.** Taking and/or posting photos and video with a cell phone or other electronic device at school is prohibited without permission from an adult, students found to have recorded unauthorized media will be required to meet with administration and parents and will have their electronic privileges revoked. Earbuds/headphones are not to be worn from 7:45-2:38. Speakers are not allowed at school at any time

Harris Intermediate School is not responsible for any theft or damage to any cell phone or electronic device. We advise that all electronic devices are left home and not brought to school.

Consequences for misuse of cell phones and electronic devices include:

1st offense: item is taken to the office and returned to student at end of day

2nd offense: item is taken to the office and a parent/guardian will need to pick it up.

3rd offense: phone is kept in the office until the parent and student meets with administration.



CIVIL RIGHTS POLICY

It is the policy of the Box Elder School District to provide equal educational and employment opportunities for all individuals. Therefore, the District prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, disability, or veteran status. This policy extends to all aspects of the District's educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities. Any individual who initiates a good faith complaint under these protections will not incur retaliatory measures.

<https://www.besd.net/page/civil-rights-disclosure-english>

<https://www.besd.net/page/civil-rights-disclosure-spanish>

CLASS CHANGES - during the trimester

Before class changes are considered, the following steps must be taken:

1. The class change request form must be filled out and signed by the parent.
2. An appointment to meet with the principal and teacher, will need to be set by the registrar.
3. Any class changes may be approved after a meeting with parent, child, teacher and a school administrator.

CLOSED CAMPUS

Once students arrive at school in the morning, they are not allowed to leave the school grounds prior to school dismissal unless they have been checked-out in the office by a parent or guardian.

COMPUTER USE

District policy leads us to remember that all Huskies "accessing district network resources will adhere to high standards of digital citizenship and conduct themselves in a responsible, decent, ethical, and polite manner." To use the computers at ACHI, students must agree to the BESD Acceptable Use Policy ([District Policy 4177 - Responsible Computer Use](#)), ([Politica 4177 - Uso Responsable del ordenador](#)). This document is signed at registration. Additionally, students must agree to the Acceptable Use Policy each time they log onto a computer at school.

Huskies know that having "access to the School District network is permitted primarily for instructional purposes and is a privilege, not a right." Huskies behave according to the school rules when using School District technology. This privilege may be revoked. Being responsible means paying for damages you cause (up to \$270 to replace a Chromebook)

DELIVERIES

If deliveries are made, we will notify the student and keep the object in the office until class change time. Food deliveries are only allowed if a parent brings it to school personally. We would ask that Door Dash or other deliveries not occur.

DISCIPLINE SCHOOL-WIDE PLAN

The faculty and staff take a trauma-informed, restorative justice, and *Love & Logic* approach to discipline. It is our expectation that Harris Huskies will follow all school and classroom rules. Those students making good choices will be positively rewarded and recognized. They will feel more confident and content at school. There are times, however, when students make poor choices and do not follow school rules. Therefore, the following is in place:

If students cause a problem, they will be asked to solve it. If students can't solve the problem or choose not to, teachers, staff, and possibly administration will provide a consequence. That consequence will depend on the unique person and unique situation. Staff members will use their best judgment based **upon the information they have at the time**.

Severe Clause: *In the event that a child violates the district's [Safe Schools Policy](#), a parent will be contacted immediately. Consequences could include those listed in the policy and possibly suspension. In addition, a student may immediately incur any consequences listed in the district policy or school handbook.*

Note: *An individualized behavior plan may be put in place for continual, repeat offenders at any time.*

DRESS CODE

ACHH has implemented the following dress and appearance standards for students. Please refer to the graphic below as you read the dress and appearance standards.

Dress and Appearance Standards include (but not limited to) the following:

Parents are the primary educators of their students. We ask that parents encourage students to support the dress code while attending classes at ACHH.

1. Hats and other headwear:

- May be worn unless it disrupts the school or school activity, limits the ability of others to identify the student or is being used to conceal earbuds or headphones.
- The hoods of coats and hoodies may not be worn while in the building.

2. Clothing (See figure):

- While standing, clothing must cover all areas of the body as identified in the illustration below. Note that the illustration is the same for front and back clothing.
- No viewable undergarments. Shoulder straps should be at least 2 inches wide. No spaghetti straps.
- Clothing should be made of fabric that is not see through.
- If there are holes or rips in the clothing identified in the illustration below, there needs to be an undershirt or other clothing item worn underneath so that the skin is not showing.

3. Clothing appearance, jewelry, accessory, footwear, or personal items shall be free of any writing, images, symbols, or any other insignias that:

- Are lewd, vulgar, profane, obscene, or sexually suggestive.
- Advocate, represent, or promote racism, discrimination, or violence in any form.
- Signify or depict gangs and/or illegal or criminal activities. Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.
- Show or reference tobacco, alcohol, drugs, or any illegal substance.

4. Sunglasses may not be worn within the school except as a part of an approved school activity or for medical reasons.

5. Footwear, appropriate for the day's activities, shall be worn at all times.

6. Costumes are prohibited; except during days identified by the school administration.

7. Any dress or appearance item or practice that creates an unhealthy or unsafe environment, or causes a disruption to the school environment or activity may be prohibited.

8. Clothing worn as part of a PE course needs to follow the ACHI Dress and Appearance Standards.

School administration will have the final judgment on all matters concerning interpretation of student dress and appearance.

The following consequences will be used with students who fail to comply with the dress code.

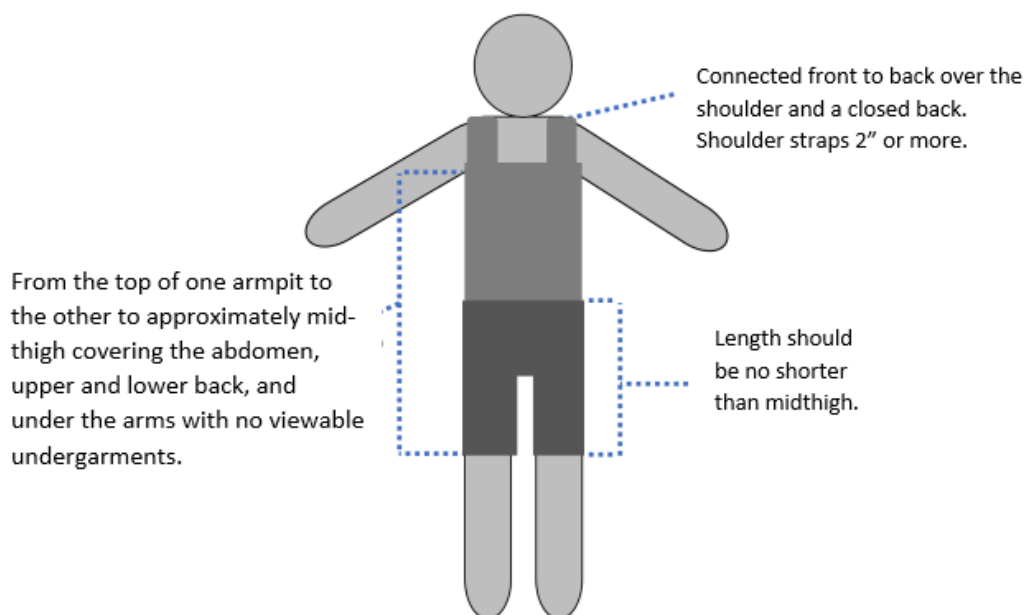
1. **First offense** – Students will be warned and asked to change clothing to comply with the policy. Parents may be notified.
2. **Second offense** – Parents will be notified, and students will be asked to change clothing to comply with the policy.
3. **Third or further offense** - Students will receive consequences consistent with those for defiance such as lunch detention or ISS time.

For excessive dress code violations, guardians will be contacted for collaborative solutions.

***Administrative Note - Dress codes are inherently subjective. The administration will make every effort to be consistent in the implementation of the dress code.

Student Dress & Appearance Illustration

Front and Back



DRESS CODE EXAMPLES

DRESS CODE EXAMPLES

ACCEPTABLE TOPS			ACCEPTABLE BOTTOMS		

UNACCEPTABLE TOPS			UNACCEPTABLE BOTTOMS		
Sheer, under arms to low, spaghetti straps.	Inappropriate Logo/Vulgar	Bare Torso, Inappropriate Logo, Sheer	Too Short	Skin Showing Through	No Costumes
Inappropriate Logo	Bare Shoulder(s)	Bare Underarms	Too Short/Shirt longer than bottoms	Too Short	Inappropriate Logo

DRUG/ALCOHOL/TOBACCO POLICY

The possession, use, distribution or sale of tobacco, vapes, alcohol, narcotics and all other drugs is prohibited in all BESD schools, on school grounds, at all school-sanctioned activities, or when students are being transported in vehicles dispatched by the District.. Please refer to our district's Drug/Alcohol and/or Tobacco Student Discipline Policy at [Policy 5290](#) for the most current information regarding consequences for students choosing to not comply with this policy.

END OF TRIMESTER CELEBRATION ACTIVITY

Part of the Whole Child philosophy is to celebrate growth, to provide opportunities for students to have fun in social settings, and to celebrate as a school community.

End of Trimester Celebration Activities may include: movies, swimming, games, and other fun events. All students will attend these events as part of their academic day. The administration may exclude students based on student behavior. Please know that students may be bussed to and from End of Trimester Celebration Activities.

Additional life skills, and honor roll awards may be given at the end of each trimester to students who have met the necessary criteria.

FEE WAIVERS

We follow State and District fee waiver policies to ensure that no student is denied the opportunity to participate in class or school-sponsored activities because of an inability to pay associated fees. Fee waiver eligibility is based upon qualification under income level, SSI, AFDC, State custody, or special cases. Written verification is required for all fee waivers as listed on the waiver application form. **In families with multiple school age students, the fee waiver process must be completed at the school of the oldest child in the family.**

FIGHTING, THREATS, INTIMIDATION OR SEXUAL HARASSMENT

Fighting, threats, intimidation or sexual harassment will not be tolerated. Parental contact will be made and the administrative team will determine consequences. Consequences, including a referral to local law enforcement may occur.

FREE / REDUCED LUNCH

Information regarding the application for free/reduced lunch is available online [here](#). Please fill out the online application.

GRADES-ACADEMIC

Student grades will reflect Standards Based Grading, therefore, students' grades reflect only their academic proficiency as it has been assessed by teachers. **Homework is practice in preparation for work that will be done independently at school.**

Grades will be recorded on a 1-4 scale as follows:

1. Below Benchmark
2. Approaching proficiency
3. Proficient at grade level standard
4. Above Proficient/approaching mastery

GRADES-LIFE SKILLS

In addition to academic grades, Life Skills Grades are earned by each student. The Life Skills grade is printed on the report card. Life skills scores communicate how students are performing relative to their classroom behavior, attendance and work completion. We consider these scores to be very important and will recognize students accordingly.

H –Honor–

- Outstanding preparation and participation.
- A highly positive, supportive, and contributing influence in class.
- Very respectful of the teachers, self, other students, and property.
- No disruptive behavior.
- Work is consistently complete and on time.

S –Satisfactory –

- Good preparation and frequent participation.
- Usually a positive, supportive, and contributing influence in class.
- Shows respect for the teachers, self, other students, and property.
- Seldom disrupts the class.
- Work is usually complete and turned in on time

N -Needs Improvement –

- Fair preparation and participation.
- Non-productive influence in class.
- Shows some disrespect for teachers, self, students, and property.
- Often disruptive.
- Work is often incomplete and/or late

U -Unsatisfactory –

- Poor preparation and participation.
- A negative influence in class.
- Shows little interest or respect for teachers, self, students, or property.
- Very disruptive.
- Work is typically incomplete and/or late.

Attendance (applies to tardies only)

- Tardy Definition = Students are in the classroom when the bell rings.
- 5 tardies = N; 10 Tardies = U; Restarts each trimester.

GRADES- PARENT ONLINE ACCESS

Parents and students can keep track of their academic progress on a regular basis by logging on to <https://portal.besd.net/Passport> . Login information is available on the school and district websites, in the Back to School packet, or by calling the main office at 435-515-5000.

HONOR ROLL

We will honor all students once per trimester who receive a 3 or higher in all classes. We will participate in a fun celebration as a school.

BEACON OF HOPE MEMBERS

Members are trained and mentored by counselors. The Beacon of Hope members focus is on making our school a safe and welcoming place for all students. Through [Erika's Lighthouse](#), the members are empowered to seek help and save lives. The members are taught to recognize signs of suicide contemplation and how to properly and respectfully report this to an adult. These students do NOT act as counselors, rather they are taught to refer students to counselors. They also welcome new students by giving them a tour of our school and by being a friend and an example of kindness to students and adults.

ID CARDS LIBRARY/LUNCH

Each student will receive a photo ID lunch and library card at the beginning of the year. This card is used for lunch, to check books out of the library, or to check out playground equipment from the office. **The ID card must remain intact with a visible name and photo to be valid. Replacement ID cards may be purchased for \$3.00.**

KINDNESS is expected from every person who steps into our building. Those students who choose to be unkind will be given the opportunity to learn in an alternative setting.

LOCKERS

Lockers will be assigned to each student. Lockers assignments will be printed on your school schedule. **Keep your locker secure by keeping your combination private.** Sharing your locker comb with others is a bad idea. Treat your locker with care so it functions properly for everyone. Shut doors gently without kicking or slamming. Lockers should be kept neat and clean. The school has the right to inspect lockers at any time. Students should not jam lockers so they will not lock or latch. **No stickers, wallpaper, tape or labels, please! Magnets are great!** Decorating lockers for birthdays and other occasions is discouraged. **Students who intentionally mistreat lockers will be assessed a fine.**

LOST & FOUND

If you lost a book, clothing item or personal item, check in the commons (in the back northwest corner) for the lost and found. All items are donated to charity if not claimed. Donations are ongoing several times per year, so check as soon as you realize an item is missing. Lost electronics will be brought to the office and will be kept there until claimed.

LUNCH/BREAKFAST

Students may pay daily, weekly, or monthly (**prepayment** is expected). Payment may also be made online [here](#). Checks must be made out for the exact amount. ***Change will not be given in the office or in the cafeteria.*** Lunch from home is to be eaten **in the cafeteria or outside, weather permitting. All school-prepared food stays in the cafeteria.** Opened beverages are ONLY allowed in the cafeteria and should not be stored in lockers. **Students may carry a water bottle to class.** Students will be expected to clean up after themselves.

MAKE-UP WORK

Students will be allowed to retake or make up assessments. If needed, students will be provided with opportunities to receive additional help and instruction.

MEDIA CENTER

Students are encouraged to explore the books, magazines, and research materials. In order to maintain an adequate collection, we ask that materials be returned in good condition and in a timely manner. Fines will be assessed for late, lost or damaged materials. Students should never check out materials for one another.

MEDICATIONS, ACCIDENTS OR ILLNESS

Our office is open to take care of minor injuries or illness. Please have your student come to the office if in need of such services. We'll call parents or call the hospital, whichever is appropriate. In compliance with state law, students are **NOT** allowed to keep medication in their lockers or bags at school. **If a student is taking any prescription or non-prescription medication at school, a [School Medication Authorization](#) form signed by the parent and the doctor MUST be on file in the office. PARENTS must bring all medicine to the office in the CURRENT PRESCRIPTION BOTTLE (including refills) LABELED WITH THE STUDENT'S NAME**, and our secretary will keep it locked up and dispense it as prescribed. If you have any questions regarding medication please contact the office 435-515-5000.

We are not allowed to dispense ANY medication to a student unless a PARENT has brought it to the school with a school medication authorization form. This includes over-the-counter medications such as Tylenol or Ibuprofen.



MEDICATIONS IN BAGGIES ARE NEVER ALLOWED.



PORNOGRAPHY in any form is prohibited, including obscene or suggestive language or pictures including electronic or printed formats. ***Offensive materials will be taken and turned over to parents.***

PUBLIC DISPLAY OF AFFECTION (PDA)

Physical and public displays of affection such as kissing, and other prolonged touching are inappropriate in school, regardless of circumstances. Contact such as shaking hands, a hug, and high fives to greet and celebrate are acceptable.

SAFE SCHOOLS POLICY

Box Elder School District is committed to maintaining schools that are safe and orderly. A student may be disciplined for any prohibited conduct when it:

- a. occurs in a school building, or on or in proximity to school property,
- b. occurs in conjunction with any school sponsored activity,
- c. occurs in or on a school vehicle,
- d. occurs in the presence of or is directed at or against another student or district employee,
- e. threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.

You may view the full content of the policy on our district [website](#) [Safe Schools - 5005](#) and [Safe Schools: Discipline of students with Disabilities - 5006](#)

SALE OF ITEMS AT SCHOOL

- Students may not bring items from home to sell at school. This includes food, drink or any homemade items. Items will be taken and held in the office, until a parent comes to get them.

SCHOOL COMMUNITY COUNCIL

Our School Community Council meets regularly. This committee consists of parents, school employees, and the school principal. The committee's responsibilities are:

1. Develop and help implement a school improvement plan to include:
 - The School Land Trust Program.
 - Consult on TSSA & PBIS plan.
 - Approve the Digital Safety Plan.
2. Advise and make recommendations to the school and district administrators.

If you are interested in serving please contact Clark Funk clark.funk@besd.net . Parent members must be elected by a majority vote of parents who have children enrolled in the school.

SEVERE WEATHER / SCHOOL CLOSURES

Because of the sizable differences that can and do exist in the weather conditions in various parts of Box Elder County, parents are urged to use their best judgment relative to the safety and advisability of sending their children to school on stormy days. Please listen to **KSL Radio 102.7 FM or 1160 AM** and **check the BESD Facebook page and [website](#)** for information regarding school closures. **We will also use our automated School Messenger phone system to call and text with notifications.**

SNOW POLICY

For the safety of all, no throwing of snow or ice or sliding on snow piles is allowed. As a general rule, snow should be left on the ground.

SUBSTITUTE TEACHERS

Substitute teachers are considered guest faculty members in our school and should be treated with courtesy and respect. Be cooperative and offer assistance whenever possible.

TITLE IX

Any grievance or concern regarding gender equity issues should be addressed to the school administration. Megan Bushnell is the Title IX coordinator for the district. Any Title IX grievance will be addressed according to policy.

VISITORS

All visitors will enter through the east doors. You will be asked to provide identification prior to checking a student out. Students who are not registered at Harris Intermediate are NOT allowed on campus during school hours. All outside doors except the east doors will remain locked at all times.

YEARBOOKS

Yearbooks are available for purchase at <https://ybpay.lifetouch.com/>. Use code 10984327. Yearbooks are full color.