

I have read and understand the policies in this handbook.

Student Name: _____

Student Signature: _____

Parent Name: _____

Parent Signature: _____



STANSBURY HIGH SCHOOL

STUDENT HANDBOOK

Gailynn Warr
PRINCIPAL

Kalem Norton
ASSISTANT PRINCIPAL 11th & 12th grades

Andy Carlsen
ASSISTANT PRINCIPAL 9th & 10th grades

5300 Aberdeen Lane
Stansbury Park, Utah 84074
435-882-2479, Fax 435-882-4049
Attendance Office 435-884-7720
Counseling Office 435-884-7730

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone: _____

Tooele County School District Non-Discrimination Statement and Grievance Procedure

Tooele County School District is committed to providing educational opportunities to students without regard to race, color, sex, national origin or disability. If you have questions, please contact the Title IX coordinator 435-833-1900.

This policy applies to all school programs and employment handled by the school district or through contractors, sub-contractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974 and other Federal and State statutes and regulations. The Title VII Indian Education program provides supplemental services to meet the culturally related academic needs of American/Alaskan Native Students. The program is federally funded through the Department of Education in Washington D.C. by a Formula Grant Program. To enroll in the program students must be enrolled in one of the District's Public Schools and Parents/Guardians must complete a 506 form. 506 forms are available in the school office or you can contact the Indian Education Office at 833-1915.

Inquiries regarding the application of these laws and regulations or grievance procedures to be followed in the event of noncompliance may be directed to the district's Equal Employment Officer: Assistant Superintendent Ken Luke 92 South Lodestone Way, Tooele, Utah, or the Director Denver Regional Office for Civil Rights, U.S. Department of Health, Education and Welfare.

ADA Officer/504 Officer:

**Gailynn Warr, Principal
882-2479**

Sexual Harassment Officers:

**Gailynn Warr, Principal
882-2479
Assistant Superintendent Doelene Pitt
833-1900**

Indian Education:

**Gailynn Warr, Principal
882-2479
District Contact: Rae Garcia
833-1900
Director JoAn Coon
833-1900**

ALS Information:

**Gailynn Warr, Principal
882-2479
Home Liaison Contact: Angelina Montano
833-1900
Assistant Superintendent Doelene Pitt
833-1900**

Family Liaison Contact (Homeless Students):

**To Be Determined
833-1900**

School Lunch Manager:

**To Be Determined
882-2479
District Contact: Elva Roberts
833-1900**

TABLE OF CONTENTS

2 For 2 Credit.....	23	Drugs/Alcohol Prohibited.....	30
504 Accommodations.....	35	Due Process	29
Absences	21	Early Graduation	18
Academic Requirements	16	Earthquakes.....	40
ACT.....	17	Electronic Devices	33
Activity/ID Cards.....	34	Emergencies.....	40
Alcohol and Other Drugs	29	Enrichment/Honors Program.....	19
Assemblies.....	22&35	Excused Absences.....	21
Athletic Lettering	41	Explosive Devices	34
Attendance Appeals Process.....	22	Expulsion	29
Attendance Policy	21	Extracurricular Activities	42
Attendance Make-Up Policy.....	21	Extracurricular Activities, Absences.....	22
Behavior Guidelines	29	Extracurricular Activities, Eligibility Rules.....	41
Bell Schedules	9 & 10	Extracurricular Activities, Scholastic Requirements.....	41
Blue Peak High School.....	36	Extracurricular Activities, Tryouts.....	43
Bomb Threats.....	41	Fees Section.....	11
Bullying Policy.....	31	Fee Waiver	15
Buses.....	39	Fighting Prohibited	33
Calendar.....	7	Fire Drills.....	40
Career Center	36	Gang Activity or Association ...	33
Cell Phones/Elec. Devices.....	33	Gold Letter Award	18
Change of Address	35	Graduation Cord/Awards.....	18
Citizenship Grades	18	Graduation Requirements	16
Citizenship Policy.....	22	Guiding Good Choices.....	24
Citizenship Sessions.....	22	Gun/Weapon Control	34
Class Parties	36	Hall Pass	37
College & Career Ready Plan...18		Hazardous Release Event.....	41
Community Learning Center....35		Hazing/Initiation Policy	31
Computer Technology Acceptable Use Agreement.....	31	Healthcare Plan.....	37
Compulsory Education.....	24	Homebound Absences	24
Concurrent Enrollment	36	Homeless Students.....	37
Cord Awards.....	18	Homestudy.....	37
Counseling Department	37	Homework Requests	24
Course Requirements	16	Honors/Enrichment Program.....	19
Credits Required to Graduate ...17		Incomplete Grades.....	19
Custodial Rights of Parents.....	37	In Loco Parentis.....	28
Cyberbullying.....	31	In-School Suspension.....	29
Dance Dress Code.....	32	In-School Sheltering.....	42
Discipline Procedures.....	26	Initiation/Hazing Policy	31
Dress Code (school hours).....	32	Insurance	38
Drinking During Extracurricular Activities	43	Internships.....	38
Drivers Education	36	Interventions	19
Drug Use During Extracurricular Activities	43	Knives/Cutting Instruments	34
		Library/Media Center.....	38
		Lockers	38
		Lost and Found	38

Make-up Policy for Missed Work.....	24	Summer School.....	39
Media Center/Library.....	37	Suspended Students	29
National Honor Society	19	Suspension Alternatives	30
Non-Discrimination Statement...3		Table of Consequences.....	27
Out-of-State Travel.....	38	Tardiness	25
Parent in the Classroom	30	Teachers Assisting Teachers.....	40
Parent Release.....	19	Telephone Use	40
Parking Lot.....	36	Textbooks	40
Plagiarism.....	39	Tobacco Use	35
Posters	38	Transportation Policy for School Activities.....	39
Power Failure.....	41	Trespass	40
Public Displays Affection.....	39	Truancy Policy	26
Renaissance	20	Utah Scholars/Regents.....	21
Report Cards.....	38	Utah Students Connect.....	21
Respect	34	Vacation Plans	26
Returned Check Policy.....	15	Valedictorian Requirements.....	21
Reunification Centers.....	42	VIP Breakfast.....	20
Safe School.....	34	Visitors	40
Salutatorian Requirements.....	21	Weapon/Gun Control	34
Saturday School (labor).....	23	Withdrawals.....	20
Schedule Changes	20	Winter School.....	40
Scholarships.....	20		
Scholastic Requirements, Extracurricular Activities	42		
School Activity Absences	22		
Seminary or Released Time	25		
Sexual Harassment	34		
Sheltering in Place	42		
Skateboards	36		
Smoking During Extracurricular Activities	43		
Staff Directory	9		
Stallion School.....	29		
Sterling Scholars.....	21		
Student Activity Programs.....	12		
Student Body Officers.....	6		
Student Fees.....	12		
Student Messages	39		
Students Subject to Same Rule..	17		

Dear Stallions,

Welcome to all, teachers, administrators, staff, and students - newcomers and seasoned veterans! We are excited for a special year of memory making and tradition

setting. Our school has grown quickly from infancy into its maturing stages. In the past seven years we have seen champions crowned, successes shared, and scholars inspired! This year we hope that more than ever Stansbury High School will be a place where you are proud to come every day and even prouder to call home.

I'd like to especially welcome the freshman class of 2019 into the Stallion Nation. It wasn't long ago that I was a freshman coming through those doors for the first time. High school is a place where the entire world opens up before you. These are the years you will have countless opportunities to learn, grow, and develop. Everyday you will meet new people and make new friends. Please take hold of these opportunities and make the most of them. Don't be afraid to show your spirit in whatever way you can. *We love you so much we are even going to let you chew gum!*

As we take on this new year I hope that each of you will reaffirm your allegiance to Stansbury and what we stand for. A stallion is one who is proud of who they are and where they came from. They are not afraid to stand up and stand out. We take ownership for all of our actions. We conduct ourselves with class in all aspects of life. At the end of the day we are the envy of all other schools. Stallion Pride has power! Its that spirit and pride that will carry us through everything.

Not only are we united by the school we attend, we are brought together by something that runs deeper. We are all stallions no matter where we come from. Whether in the performing hall, the classroom, the fields, or the athletic arenas, we share a common belief and ideal of excellence in all we do. We are brought together by blood that runs blue in our veins. We stand behind each other every step of the way. As you look to your right and your left, take strength in knowing that we want you as an individual to succeed just as much as we want our school as a whole to succeed.

Some bleed blue but our blood is ALIVE, coursing through each of us as we deliver with determination the best of our abilities. And when we bleed, we bandage ourselves, get up and go again because nothing can stop us and nothing will.

Stallions, join together with me in making this year not just one of the best, but the absolute without a shadow of a doubt, BEST YEAR that Stansbury High School will ever record in history. Who's with me?

Stansbury on three...

1. 2. 3. STANSBURY!!

Best regards,

Clayton Holdstock
Student Body President

Vice President- Tanner Anderson
Executive Secretary- Hannah Christopherson
Business Manager- Randy Steadman
Historian- Mckenzie Didericksen
Public Relations- Aaron Hancock

Assemblies Officer- Nate Johansen
Activities Officer- Jake Graves
Service Officer- Madisyn Olsen
Spirit Officer- Shanna Shepherd

Stansbury High School Calendar 2015-2016

1st Quarter

August 24
August 25
September 7
October 15-16
October 28
October 29-30

(1st Semester)

Back to School Night (5-7PM)
First Term Begins (Students in School)
Labor Day (No School)
Teacher Convention (No School)
First Term Ends (44 Days)
District Day & Grading (No School for Students)

2nd Quarter

Nov 2
Nov 26
November 26-27
Dec. 1 -2
Dec. 21- Jan. 1
January 4
January 14
January 15

Start of Second Term
Early Release
Fall Break (No School)
Parent Teacher Conferences
Winter Break (No School)
Return to School
Second Term Ends (44 Days)
District Day & Grading (No School for Students)

3rd Quarter

January 18
January 19
February 15
February 16
March 1
March 22
March 23
March 24, 25, 28

(2nd Semester)

Human Rights Day (No School)
Third Term Begins
Presidents Day (No School)
District Day (No School for Students)
ACT for Juniors Only (9, 10, 12 No School)
Third Term Ends (45 Days)
District Day & Grading (No School for Students)
Spring Break (No School)

4th Quarter

March 29
May 26
May 27

Fourth Term Begins
Fourth Term Ends (44 days) LAST DAY
Graduation Huntsman Center 7pm
District Day & Grading (No School for Students)

BELL SCHEDULES

Regular Block Schedule:

Warning Bell	7:55
1 st /5 th period	8:00-9:25 (85 min)
2 nd /6 th period	9:30-11:05 (95 min)
1 st Lunch (bottom floor, gyms, portables)	11:05-11:40
3 rd /7 th period (bottom floor, gyms, portables)	11:45-1:05 (80 min)
3 rd /7 th period (top floor & seminary)	11:10-12:30 (80 min)
2 nd Lunch (top floor & seminary)	12:30-1:05
4 th /8 th period	1:10-2:35 (85 min)

Con-Current and Community Learning Center Classes always follow regular bell schedule, except for Mondays.

Early Release (Mondays) OR PM Assembly Schedule:

Warning Bell	7:55
1 st /5 th period	8:00-9:10 (70 min)
2 nd /6 th period	9:15-10:25 (70 min)
1 st Lunch (bottom floor, gyms, portables)	10:25-11:00
3 rd /7 th period (bottom floor, gyms, portables)	11:05-12:15 (70 min)
3 rd /7 th period (top floor & seminary)	10:30-11:40 (70 min)
2 nd Lunch (top floor & seminary)	11:40-12:15
4 th /8 th period	12:20-1:30 (70 min)
Teacher Collaboration OR PM Assembly	1:35-2:35 (60 min)

Pep Assembly Schedule Gym:

Warning Bell	7:55
1 st /5 th period	8:00-9:15 (75 min)
2 nd /6 th period	9:20-10:40 (80 min)
1 st lunch (bottom floor, gyms, portables)	10:40-11:15
3 rd /7 th period (bottom floor, gyms, portables)	11:20-12:35 (75 min)
3 rd /7 th period (top floor & seminary)	10:45-12:00 (75 min)
2 nd lunch (top floor & seminary)	12:00-12:35
4 th /8 th period	12:40-1:55 (75 min)
Pep Assembly	2:00-2:35 (35 min)

Split AM Assembly Auditorium:

Warning Bell	7:55
1 st /5 th	8:00–9:10 (70 min)
AM Assembly (bottom floor, gyms, portables)	9:15–10:15 (60 min)
2 nd /6 th	10:20–11:30 (70 min)
2 nd /6 th	9:15–10:25 (70 min)
AM Assembly (top floor & seminary)	10:30–11:30 (60 min)
1 st Lunch	11:30–12:05
3 rd /7 th	12:10–1:20 (70 min)
3 rd /7 th	11:35–12:45 (70 min)
2 nd Lunch	12:45–1:20
4 th /8 th	1:25–2:35 (70 min)

Split PM Assembly Auditorium:

Warning Bell	7:55
1 st /5 th	8:00–9:10 (70 min)
2 nd /6 th	9:15–10:25 (70 min)
1 st Lunch	10:25–11:00
3 rd /7 th	11:05–12:15 (70 min)
3 rd /7 th	10:30–11:40 (70 min)
2 nd Lunch	11:40–12:15
PM Assembly (bottom floor, gyms, portables)	12:20–1:20 (60 min)
4 th /8 th	1:25–2:35 (70 min)
4 th /8 th	12:20–1:30 (70 min)
PM Assembly (top floor & seminary)	1:35–2:35 (60 min)

Students are released to go to assemblies after they report to their class, take roll, and an announcement is made that the assembly is ready to begin.

End of Term Early Release:

1 st /5 th period	8:00 – 8:40 (40 min)
2 nd /6 th period	8:45 – 9:25 (40 min)
3 rd /7 th period	9:30 – 10:10 (40 min)
Combined Lunch	10:10 – 10:45 (35 min)
4 th /8 th period	10:50 – 11:30 (40 min)

Staff Directory

ADMINISTRATION:

Gailynn Warr..... Principal
Kalem Norton..... Assistant Principal
Andy Carlsen..... Assistant Principal

COUNSELING OFFICE:

Andrews, Erica.....ELL Aide
 Clawson, Carolyn.....Work Based
 Gardner, Jill....CTE/Con-Current
 Hansen, Suzie.....Secretary
 Herrera, Kim.....Counselor
 Hill, Cristy.....Counselor
 Larsen, Rhett.....Counselor
 Keller, Pam....Scholarship Coord.
 Southam, Matt.....Counselor

SUPPORT STAFF:

Avery, Darrin.....PT Custodian
 Baker, Charles.....Custodian
 Broadhead, Toni....Perm. Substitute
 Brown, Amber.....School Nurse
 Campbell, Gordon.....Technologist
 Carr, Colleen.....Front Office
 Carson, Lynn.....Head Custodian
 Cavey, Kristin.....Registrar Aide
 Coombs, Steven.....Custodian
 Fish, Pauline.....Cook
 Fitzwater, Gordon.....Custodian
 Fraser, Sandy.....Attendance
 Galliard, Cami.....Cook
 Hall, Debbie.....Registrar
 Holt, Matt.....Custodian
 Hunt, Michelle.....Custodian
 Johnson, Carol.....In-School-Susp.
 Kelsey, Diane.....Copy Center
 Larsen, Grace.....Secretary
 Liddiard, Alan.....Custodian
 Linnell, Tyson.....Truancy
 Millett, Shanntel.....Cook
 TBA.....School Resource Officer
 Parkinson, Karen.....ASL Aide
 Richards, Althea.....Cook
 Rodriguez, Adriana.....Cook
 Schaub, Teresa.....Cook
 Singer, Eric.....Custodian
 Tauai, Brandy.....Cook
 Tovar, Rosario.....Lunch Manager
 Walton, Clarence.....Custodian
 Wilson, Barb.....Finance Secretary

TEACHING STAFF:

Allen, Steve- Science.....213
 Allie, Casey- Spec Ed.....144
 Alverson, Jeremy- Special Ed148
 Anderson, Laurie- Science.....139
 Andrews, Laura- Math.....220

Augustine, Richelle – LA.....209
 Bakker, Roy-Auto.....Shop
 Blanchard, David - Perf. Arts.....115
 Bleazard, Heath – Spanish.....213
 Bryant, Garrett- Social Studies...165
 Canard, Fred-French.....P2
 Carpenter, Glen- Perf. Arts.....110
 Christensen, Alan- Lang. Arts....210
 Christensen, Kathryn- FACS...152/4
 Christiansen, Clint- Phys Ed.117/121
 Clinton, Bridget PE/SS.....Gym/P1
 Collier, Charlotte- Art.....203
 Coyle, Melissa- Art.....202
 Dalton, Liz- FACS.....152/153/154
 Davis, Marni- Language Arts.....211
 Dangerfield, Megan – Math.....134
 Doherty, Jessie - Biology224
 Done, Heidi- Performing Arts.....129
 Dow, Mindy – Special Ed145
 Edwards, Daniel- ASL.....212
 Embleton, Linda- Science.....233
 Fordham, Robert- Social Studies.167
 Foss, Kimberly- Librarian.....172
 Genther, Brady- Science227
 Grossman, Tina- Science.....230
 Hales, Alaina- CTE.....137/157
 Hatch, Erica- Language Arts.....131
 Heiner, Thurman- LA.....132
 Henry, Timothy- Social Studies..166
 Hensel, Dustin- Social Studies....P3
 Hopper, Julie- Math.....221
 Hopkins, Gordon-Spanish/Hm...P4
~~Jennens, Paul- Chinese.....212~~
 Johnson, Amy- Special Ed.....P5
 Johnson, Karie- Math.....217
 Jones, Jacob- Math.....223
 TBA - Math.....P3
 Langlie, Tracy- Lang. Arts.....133
 Leonelli, Craig- Health.....151
 Lloyd, Cheryl- Math.....218
 Lorensen, Preston- Computers...130
 Lund, Gary- Math.....219/131
 Lundwall, Rod- LA/Spanish.....214
 Mangum, Judith - Special Ed148
 Miller, Codie- CTE Ag.....155/156
 Morse, Jenna- ColorGuard.Sm. Gym
 Mourtgos, Erik- Perf. Arts.....114
 Newton, Kenzie- Physical Ed...127A
 Petersen, Robert- CTE Ag..160E/155
 Quarez, Randy- Phys Ed ..119A/124

Rathke, Thomas-CTE Business...135	Walters, James-Criminal Just.....P5
Roberts, Kaycee - Social Studie..169	Whiting, Aubrey – Special Ed ...146
Romney, Angie - Perf. Arts.....129	Wilson, Mark- Language Arts.....206
Sanders, Emily- Art.....201	Wilson, Trever- Phys Ed/AD...119A
Saunders, Jeff -Social Studies....207	Yearby, Drew- Drivers Ed.....168
Smith, Heidi- Drill.....Small Gym	TEACHER AIDES:
Stapley, Mary Jo - Special Ed....146	Elkington, Marianne.....146
Stemle, Paul- Math.....222	Maloney, Jolynn.....141
Stewart, Lorna- CTE/Buisness...136	Peterson, Daniel.....142
Stewart, Natalee- Cheer.....Gym	Woolstenhulme, Michelle.....146
Taylor, Heather - Science226	Warner, Kathleen.....146
Tanaka, Julynn- Language Arts...208	

FEES SECTION

STUDENT FEES: Student fees need to be paid prior to the first day of school. These fees may be paid by cash, money order, check, debit/credit card or online. Parents may make payment arrangements with the Principal if needed. These payments will be due by November 15th. After that date, fees past due may be assessed 1.5% per month (18% per annum) on the student’s account balance. Any unpaid fees remaining on a student’s account will be sent to collections.

STUDENT ACTIVITY PROGRAMS AND FEES: SHS offers a wide range of extracurricular activities to students. All activities, clubs and teams are conducted under teacher supervision, but are designed to promote maximum student responsibility for selecting, organizing and evaluating the events and their outcomes. A participation fee provides money to offset the costs of uniforms, equipment, supplies, officials, supervision and waivers as required. Participation fees must be paid prior to the student participating in any contest or competition. There are no refunds on participation fees. The fees approved for the Tooele County School District, per activity, are indicated in the following list of various activities offered:

2015 - 2016 SENIOR HIGH SCHOOL FEES
Tooele County School District
Approved February 10, 2015

BASIC REGISTRATION FEES:

Student Activity Fee ¹ (Optional)	\$	35.00
Handbook/Planner	\$	10.00
Individual Class Fee (Optional)	\$	5.00
Locker (9th Gr & New Students Only)	\$	3.00
Online <u>Payment</u> Convenience Fee	\$	3.00
Instructional Resource Fee ²	\$	40.00

LUNCH & BREAKFAST PRICES:

<u>Elementary</u>
Breakfast \$1.30 and Lunch \$1.95
<u>Secondary</u>
Breakfast \$1.40 and Lunch \$2.20
<u>Adult</u>
Breakfast \$2.00 and Lunch \$3.50

EXTENUATING FEES

Calculator Rental	\$	15.00
Citizenship Make-up	\$	3.00
Copy for School Records	\$	1.00
Copy for Official Transcript	\$	3.00
Library Fines - per day	\$	0.25
Parking Violation - 1st Offense	\$	5.00
Parking Violation - 2nd Offense	\$	10.00
PSAT Test (Subject to change by PSAT)	\$	14.00
Saturday School for U's	\$	10.00
Schedule Change	\$	3.00
Transportation-Field Trips	\$	9.00
Yearbook price is assessed by each school		TBA
Tardy Ticket - 1st Offense		Warning
Tardy Ticket - 2nd Offense	\$	3.00
Tardy Ticket - 3rd + Offense	\$	5.00
Truancy Ticket - 1st Offense		Warning
Truancy Ticket - 2nd-4th Offenses	\$	5.00
Court Truancy Referral (increments of \$20)	\$	20.00

¹ The following examples of school activities may be funded from student activity fees (covered by the optional activity fee): Awards, concerts, musicals, performances, assemblies, dances, equipment & uniforms, newspaper, literacy magazine, promotions & graduations, student clubs, etc.).

² Instructional resource fee could include ebooks, ereferences, iPad applications, software programs, consumables, etc.

NOTE: Any fee may be less at the principal's discretion, but the fee cannot exceed the list approved by the Board of Education.

6/18/2015

2015 - 2016 SENIOR HIGH SCHOOL CLASS FEES

Approved February 10, 2015

CLASS FEES	
Accounting Workbook	\$ 30.00
Advanced Auto Cad Home Access	\$ 40.00
Advanced Graphics	\$ 60.00
Advanced Placement (per class)	\$ 25.00
Advanced Placement (per test & subject to change by National AP)	\$ 84.00
Art Classes	\$ 30.00
Automotive	\$ 30.00
Band	\$ 25.00
Biotechnology (coat, gloves, goggles)	\$ 30.00
Business/Computer	\$ 10.00
Ceramics/Sculpture/Pottery	\$ 30.00
Child Care	\$ 15.00
Choir	\$ 15.00
Clothing	\$ 25.00
CNA (nursing)/EMT (lab) +	\$ 35.00
Construction Class	\$ 20.00
Cosmetology (includes kit)	\$ 500.00
Dance	\$ 10.00
Dental Assisting +	\$ 35.00
Drafting I Tool Kit	\$ 34.00
Drafting II, III, IV, Architectural, EDDT	\$ 20.00
Drivers Education	\$ 120.00
Engineering	\$ 25.00
Fashion Strategies	\$ 20.00
Floriculture	\$ 20.00
Foods	\$ 35.00
Graphics Printing	\$ 50.00
Instrument Rental (no refund)	\$ 50.00
Interior Design	\$ 15.00
IT Courses (tool kit, cd, discs)	\$ 45.00
Law Enforcement/Criminal Justice	\$ 15.00
Marketing	\$ 30.00
Medical Anatomy & Physiology (includes lab fee)	\$ 25.00
Medical Assisting (fee & textbook) +	\$ 60.00
Orchestra	\$ 15.00
Outdoor Life	\$ 40.00
PE Class	\$ 5.00
PE Uniform	\$ 15.00
Pharmacy	\$ 30.00
Photography	\$ 35.00
Printmaking/Journalism	\$ 20.00
Pro-Start	\$ 50.00
Chef Concurrent (includes assessments)	\$ 130.00
Chef Concurrent-Jacket & Hat	\$ 25.00
Safety Glasses	\$ 5.00
Science	\$ 5.00
Sports Medicine +	\$ 25.00
TV Broadcasting	\$ 20.00
Theater/Drama	\$ 15.00
Vet Assisting	\$ 30.00
Welding / Ag Systems	\$ 30.00
Wood Shop (1st project)	\$ 30.00
World Language	\$ 20.00
Zoology	\$ 20.00

NOTE: + Indicates the student must be CPR certified to take the class. The certification fee is \$50.

CONCURRENT ENROLLMENT - All Concurrent Classes \$5 per credit.

SLCC:
\$40 Registration Fee
(Subject to change by SLCC)

Textbook Rental Fee for Concurrent

Courses:
\$20 - Some concurrent courses may require a textbook rental fee. Other concurrent courses may require the student to purchase the textbook.

NOTE:
After students have registered for concurrent courses, there may be additional fees according to the course outline (lab fees, workbook fees, etc.)

6/18/2015

SENIOR HIGH SCHOOL PARTICIPATION FEES

**Tooele County School District
2015 - 2016**

Approved February 10, 2015

The senior high schools have difficulty securing enough funds to operate the activity programs. A participation fee provides money to offset the cost of uniforms, equipment, and supplies.

Tooele County Board of Education Policy states that drill, dance, cheerleaders and flag team uniforms will not exceed \$500. This includes money raised through fund raising for uniforms.

Band - Marching Shoes (if needed)	\$ 35.00	FFA	\$ 30.00
Band - Pep Band	\$ 25.00	Football	\$ 45.00
Band - Summer	\$ 35.00	Golf	\$ 35.00
Band - Uniform (no refund)	\$ 20.00	HOSA (CTE/Health)	\$ 30.00
Baseball	\$ 40.00	Key Club	\$ 25.00
Basketball	\$ 45.00	Mock Trial	\$ 20.00
Bowling	\$ 20.00	National Honor Society	\$ 20.00
Cheerleaders	\$ 30.00	Overnight Hotel	\$ 30.00
Choir - Concert Uniform	\$ 20.00	Pep Club	\$ 30.00
Clubs (Art, World Language, Chess, etc.)	\$ 20.00	Skills USA/DECA	\$ 30.00
Color Guard	\$ 30.00	Soccer	\$ 35.00
Cross Country	\$ 35.00	Softball	\$ 40.00
Debate	\$ 35.00	Swimming	\$ 35.00
Dance	\$ 30.00	Tennis	\$ 40.00
Drama Club	\$ 30.00	Track	\$ 40.00
Drill Team	\$ 40.00	Volleyball	\$ 35.00
FBLA	\$ 30.00	Wrestling	\$ 45.00
FCCLA	\$ 30.00		

The participation fees identified on this page are not all inclusive of the costs that may be incurred by participating in the activity.

THERE WILL BE NO REFUNDS OF PARTICIPATION FEES.

6/18/2015

Approved February 10, 2015

CREDIT RECOVERY

Registration Fee	\$ 35.00	Per Year
Credit Fee	\$ 10.00	Per 1/4 Credit

SUMMER SCHOOL CLASSES

Elementary Schools	\$ 40.00	Summer School
Junior High Schools	\$ 40.00	Per 1/2 Unit of Credit
Senior High Schools	\$ 40.00	Per 1/2 Unit of Credit

ADULT EDUCATION FEES

Registration Fee	\$ 100.00	Per Year - Non Refundable
GED Registration Fee	\$ 15.00	
GED Test	\$ 120.00	
GED Test Retake by Section	\$ 24.00	
GED Workbooks	\$ 40.00	Per Subject - OR -
Graduation Fee	\$ 140.00	All Subjects Purchased Together
	\$ 15.00	Tassel and Cleaning of Gown

6/18/2015

RETURNED CHECK POLICY: If a check written to Stansbury High does not clear the bank, it will be forwarded to collections. Anyone who has over two checks returned in a year will be requested to pay future payments by money order or cash.

FEE WAIVER: Students who are in State Custody or foster care, or are receiving public assistance in the form of Aid to Families with Dependent Children, or Supplemental Security Income, or are eligible for free school lunch, may have all fees waived. Other fee waivers may be granted because of extenuating circumstances, such as exceptional financial burden, substantial reduction of income, or extraordinary medical expenses. Request for fee waivers are to be made to the building Principal.

In compliance with Senate Bill 284, a partial tuition will be charged for all concurrent enrollment classes starting summer 2013. All fee's and tuition payments will be made directly to the universities and will not be payable to your individual high schools. The tuition amount set by the USHE is \$5/credit hr. (i.e. 3 credit class will cost \$15.00). As part of the current bill the partial tuition is NOT FEE WAIVABLE.

Appeals of his/her decision on the granting of fee waivers may be filed at the school office, Superintendent and, ultimately, to the School Board. At all times the privacy rights of students and parents will be protected and no student will be discriminated against because of inability to pay or because of a request for a fee waiver.

Fee Waiver does *not* cover the following: Extended day classes, Homestudy, citizenship fees, (2) Saturday Schools, Stallion Schools, clearing U's, any of the associated costs for concurrent enrollment (fees, admissions, registration costs, and texts), yearbooks and winter/summer school (fee waiver will not apply if the student is remediating a class that has previously been taken). Complete fee waiver packets are available in the finance office or at registration.

ACADEMIC AND GRADUATION REQUIREMENTS
Counseling Office 435-884-7730

COURSE REQUIREMENTS:

LANGUAGE ARTS - # Required Units (Yrs.) 4.0

A full credit in each of the following courses; English 9, English 10, English 11, and English 12. *College Prep English, AP English, Journalism I, Foreign Language Level 3 or higher, Creative Writing, Advanced Creative Writing, Debate, Literature and Sci Fi Fantasy, Shakespeare, & English 1010 can fill part or all of the requirements for English 12.*

SOCIAL STUDIES - # Required Units (Yrs.) 3.0

- 9th Grade Geography for Life.....0.5
- 10th Grade World History.....0.5
- 11th Grade U.S. History1.0
- 12th Grade US Gov & Citizenship.....0.5
- 10th-12th Grade Social Studies Elective.....0.5

Options that can fill part or all of the elective Social Studies requirements are Law Enforcement, Criminal Justice, Psychology, Sports Psychology, Sociology, Current Issues, or Economics.

MATHEMATICS - # Required Unit (Yrs.) 3.0

Students must complete a full credit of at least two different levels of mathematics. *The math sequence is: Secondary Math I or Honors, Secondary Math II or Honors, and Secondary Math III or Honors. 3rd and 4th math options are: Mathematical Decision Making for Life, Accounting, Pre-Calculus, Statistics, AP Calculus, AP Statistics, MATH 1010, Math 1050 and Math 1060.*

SCIENCE - # Required Units (Yrs) 3.0

Freshmen are required to take a science. To fulfill the requirement a student must take a minimum of 3 units to include Earth Systems, Biology, Chemistry, or Physics. *Medical Anatomy & Physiology, Natural Resources, Meteorology, Astronomy, Environmental Science, Zoology, Animal Science, Biotech 1010,*

Vet Assisting, Vet Tech, Pre-Engineering, and Forensics Science can fill part or all of the 3rd science credit.

HEALTH -.....	0.5
0.5 Health II (required)	
HEALTHY LIFE STYLES (P.E.) -	1.5
0.5 Participation Skills (required)	
0.5 Fitness for Life (required)	
0.5 Sports Credit or Elective Physical Education or Dance Classes	

Credit should be earned in Participation Skills and Fitness for Life classes before receiving physical education credit from other acceptable physical education classes. Other physical education classes, such as Swimming, Beg./Adv. Weights, Strength & Conditioning, Ind. Lifetime Activity and Team Sports will only count for elective credit. Participation Skills and Fitness for Life will count as an elective PE credit AFTER both have been taken. Dance would also count as PE, but only AFTER Participation Skills and Fitness for Life have been taken. Otherwise, the dance would count as a Fine Arts credit. Students can only take 2 PE classes a year.

With successful completion of two seasons of competitive sports participation AFTER the two above classes have been completed, a student can apply for a 0.5 PE credit through their counselor.

COMPUTER TECHNOLOGY -	0.5
FINE ART - (visual or performing arts).....	1.5
<i>Digital I and II, Interior Design, Advanced Interior Design, Floriculture, and Advanced Floriculture can fill part or all of these credits.</i>	
CAREER & TECHNICAL EDUCATION -	1.0
FINANCIAL LITERACY -.....	0.5
REQUIRED CLASS CREDITS -.....	18.5
ELECTIVE CREDITS -.....	9.5
TOTAL CREDITS REQUIRED TO GRADUATE -.....	28.0

COLLEGE RECOMMENDATIONS FOR ADMISSIONS

FOREIGN LANGUAGE: - # Required Units (Yrs.)	2.0
UofU requires, Utah State, BYU, and others recommend 2.0 years of same language counted in grades 7-12.	
MATHEMATICS: - # Required Units (Yrs.)	3.0-4.0
A minimum of Algebra II is recommended.	
SCIENCE: - # Required Units (Yrs.)	3.0-4.0
Minimum requirement – Earth Systems, Biology, Chemistry, Physics. Make sure two of your science choices have a lab component.	
**ACT: Juniors will take the ACT at SHS, usually the 1 st Tuesday in March.	

ALL STUDENTS SUBJECT TO SAME RULES: All students attending SHS, regardless of age, are subject to the same rules. This statement is suggested by the State Office of Education and helps define that a student who turns 18 is still under our rules of parent involvement in their child’s education.

If students want to excuse themselves from class or choose not to inform parents of school problems, then the adult education system may be the best placement for them. Students who are 18 and living on their own must meet with Administration for any exceptions to this policy.

CITIZENSHIP GRADES: Citizenship grades will be earned in each class in which a student is enrolled. Students' citizenship will be assessed as follows:

H - Honors

S - Satisfactory

N - Needs Improvement

U – Unsatisfactory (attendance)

See pages 22 for more about the citizenship policy.

COLLEGE & CAREER READINESS PLAN (CCR Plan): A CCR Plan for each student in grades 9 & 11 will be held individually and grades 10 & 12 will be held in small groups. Academic, extracurricular, career and personal goals will be addressed. At a student's annual CCR Plan conference, if a student has failed a required course of work, that student will complete an intervention plan with the counselor and parent. The CCR Plan team consists of student, parents, counselor and other staff members as needed. CCR Plan planning guide is available online through stansburyhigh.org under the counseling link.

EARLY GRADUATION: Students meeting all graduation requirements have the option of graduating as early as the end of their 11th grade year or at the end of any term in 12th grade. Students who graduate early may be eligible for the Utah Centennial Scholarship. See your counselor for details and for CMT approval.

GRADUATION CORDS/AWARDS:

GOLD CORD: High Honor Roll (3.75-4.0 cumulative GPA)

SILVER CORD: Honor Roll (3.5-3.749 cumulative GPA)

NAVY BLUE CORD: Outstanding attendance in accordance with the criteria established through the Renaissance Program.

LIGHT BLUE CORD: Gold Letter Award (8 varsity letters)

BLUE & SILVER CORD: Academic All-State

WHITE CORD: One diploma enrichment.

SAGE CORD: More than one diploma enrichment.

FOREST GREEN CORD: Military/ROTC

MAROON CORD: CLC completion of their portfolio program

RED CORD: American Red Cross Donor/Volunteer

BLACK SASH: Associates Degree

SILVER SASH: Sterling Scholar

NHS HOOD: National Honors Society

SILVER GOWN: Honors Diploma

PATHWAY MEDALLION: completion of State Pathway requirements

Students must be graduating from Stansbury High School in order to be eligible for awards. The evaluation of valedictorian and salutatorian, honors diploma, high honor roll and any other award requiring a GPA occurs after the 3rd term of senior year and is based on grades to that point.

HONORS/ENRICHMENT PROGRAMS: Stansbury High School offers a variety of graduation diplomas. The faculty has outlined a program for a Honors Diploma and for an Enrichment Diploma in various departments. Students must apply through the department chair in the area of the enrichment desired. For further information contact the counseling department for a booklet outlining the requirements. Each department head is the contact for the subject.

INCOMPLETE GRADES

Students may receive an Incomplete 'I' grade at the end of the grading term if the student was sick or had an unforeseen situation making him/her unable to complete the work. A teacher can assign an 'I', then the student has two weeks to complete any work to be graded to calculate for the final grade. Incompletes not solved after two weeks will be permanent and the student will need to retake the credit.

INTERVENTIONS/CONTENT INTERVENTION SESSION: We have several interventions available at SHS. Interventions include; summer and winter school, homestudy, extended day, tutoring, and math lab.

NATIONAL HONOR SOCIETY: The selection process for acceptance into NHS takes place once a year, usually in the fall. The four qualifications for membership are: scholarship, service, leadership, and character. To be eligible for induction into the Chapter, a student must have a 3.75 GPA and be in 10th-12th grades. The final selection for membership is determined by the Faculty Council who evaluates the inductees using the following criteria:

Scholarship - A 3.75 GPA is the national standard.

Service - The student puts service to others above self-interest, demonstrates a willingness to render service to the school and community, and assists visitors, students and teachers.

Leadership - The student takes a constructive lead in classroom, school and/or community activities, exemplifies positive attitudes, and/or successfully holds offices or positions of responsibility.

Character - The student demonstrates his/her character by the degree of integrity, positive behavior, cooperation and ethics that are manifested. Personality or minor incidents are not to be considered.

PARENT RELEASE:

See your counselor to complete the parent release form to allow senior students to be released from classes during the regular school day when written permission is granted by a parent or guardian. Students will not receive credit for the class periods they are released from school. A student must be on-track to graduate **and must leave the school grounds for those periods**. Students must attend four classes or more to be eligible to participate in extra-curricular activities.

RENAISSANCE: The purpose of Renaissance is to recognize and reward students. Areas of recognition include outstanding attendance, academic excellence, student of the month, and academic improvement. Rewards may include: certificates of recognition, invitation to the Renaissance Party held

each term, an invitation to the VIP breakfast, and an Attendance Cord at Graduation. To qualify you must have less than 32 total tardies all four years, less than 16 unexcused absences for all four years (4 days total) [one day worth of unexcused absences = four (or five) classes missed and is four (or five) absences AND absences for Intervention do not count], less than 64 total excused absences for all four years (16 days) [excused absences do NOT include doctors note, funeral, and school activities], no sluffs on your record, and you may have up to one day of Suspension and In School Suspension.

SCHEDULE CHANGES: Students who receive schedule changes must have their change forms signed by the teacher accepting the student into the class and by the teacher dropping the students from a class and approval from administration. The form must be returned to the Counseling Office before the schedule change is final. Schedule changes will occur only on the schedule change dates noted on the calendar. A schedule change fee of \$3 will be assessed. Students are reminded that they are obligated to attend all classes until an official drop or change of schedule is processed. Teachers may recommend a change in placement for math or foreign language classes through midterms. Once school has started, ALL requests for class changes MUST involve the parent. Students will only be allowed to change schedules the week prior to a new term and the 1st week of that term. Any student who withdraws from a scheduled class after the mid-term will not receive credit. If the student is passing the class being dropped, a withdrawal W/(A,B,C,D) will show on the transcript and will not receive credit. According to UHSAA the W/(A,B,C,D,F) will be calculated for eligibility, a WP is not calculated. If the student is not passing, a W/F will show on the transcript. Upon approval from parent, teacher, counselor and administration, the student will receive a Release to Parent class.

SCHOLARSHIPS: Universities, schools and industries give scholarships to students who meet their special requirements. The scholarship coordinator is Mrs. Keller located in the Career Center. Most scholarships are awarded on the following basis: Classes taken, grade point average, grades 9 – 12, ACT or SAT test scores, evaluation of school performance by principal, counselors and teachers, school activities, school and job experience, special talents or abilities, leadership, and/or community service.

Students should inquire into scholarship possibilities early in their high school career and apply early their senior year. Students should work closely with counselors and principals when making application for scholarships. Scholarships are posted with Senior English teachers, counseling web page, counseling office, and Facebook.

STERLING SCHOLARS: Being a Sterling Scholar is a great accomplishment. Sterling Scholars compete on a region/state level, for which they prepare an extensive portfolio that tells about all of their major accomplishments. Students who win locally go on to compete on a statewide basis. These students are honored on television and by the Deseret News Agency. Please contact your counselor for more information.

UTAH SCHOLARS, STATE BOARD OF REGENTS: SHS was approved in 2011 by the State Board of Regents to be a Utah Scholar school. The Utah Scholars Initiative provides guidelines for students and parents to help students become more academically prepared for life after high school. It also provides students with the foundation they will need to qualify for scholarship and financial aid opportunities. For more information go to www.utahscholars.org or schedule an appointment with your counselor.

UTAH STUDENTS CONNECT: Online education program through Tooele County School District offering courses to students in high school for ORIGINAL CREDIT only. For more information about course offerings and course start dates, please visit www.utahstudentsconnect.org and see your counselor to register for classes.

VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS: To be considered as a valedictorian or salutatorian at SHS, students must conform to the following requirements:

-Complete four full years of secondary school credit, (grades 9-12). These years may consist of 16 quarters equal 8 semesters.

-Students must attend SHS for at least two years, one of which must be their complete senior year.

-Upon completion of the above requirements, a student will be considered for the position of valedictorian and/or salutatorian based on grade point average, ACT Test score, and class load. Ranking = $.25(\text{class load}/14) + .25(\text{ACT}/36) + .5(\text{GPA}/4)$. (In determining class load: No more than a [28] period high school academic summary will be considered; no credit recovery or correspondence classes will be considered; and class weights will be accounted for according to the listing in the SHS class catalog).

ATTENDANCE POLICY

Attendance Office: sfraser@tooeleschools.org or 435-884-7720

ABSENCES: Excused- illness, medical or dental appointments, funerals, ½ day for driver's license, or emergencies (which are in accordance with Utah State Law) Unexcused- An "unexcused absence" will indicate that the parent reported that the student will be absent from classes for reasons that do not meet the criteria for an excused absence; i.e., slept in, needed at home, out of town (unless prior approved), shopping, etc. If an unexcused absence occurs, a teacher may deduct a percentage of the points for the work completed according to the teacher's disclosure statement.

An excused absence must be cleared by the parent **within three days of the absence by calling the attendance office, or by fax, or by a written communication from the parent.** Once a student is on campus and has a need to leave, he/she must check out at the Attendance Office. **If a student does not check out at the Attendance Office, the absence cannot be excused and will be marked as a sluff. The sluff may result in a truancy ticket.**

ABSENCES AND EXTRACURRICULAR ACTIVITIES: Students participating in extracurricular activities must be in school the entire day of the activity. Funerals and doctor appointments are approved exceptions when the

student provides documentation to the Attendance Office. All absences on activity day must be cleared by Administration. If the student is found to have been absent on a game/event day, he/she will not be allowed to participate in the next upcoming event. Continual truancy will affect the student's eligibility for extracurricular activities.

APPEALS PROCESS: If a student has unusual circumstances with his/her attendance, appeals will be considered on an individual basis and are kept on file for future reference. Appeal Forms are available in the Attendance Office. Appeals will be reviewed by Administration. Appeals must be submitted within **two weeks** after the final grades are given. Students and parents will be notified as to the status of the appeal, whether approved or denied. Students should continue to make-up absences during the appeal process.

ASSEMBLIES: Assemblies are school time and attendance is mandatory. If you do not or cannot attend the assemblies, you must check out through the attendance office. If a student cannot attend an assembly, the student must checkout through the Attendance Office.

CITIZENSHIP POLICY: Attendance in class, punctuality and acting appropriately enhances growth, learning, and enjoyment of school. Stansbury High School encourages student responsibility through the implementation of the Tooele County School District Citizenship Policy. The policy includes H (Honors), S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory). Unsatisfactory U citizenship results from any of the following:

Attendance: an U will result from 3 un-cleared absences per term in any one class. An un-cleared absence is any absence without parent/guardian notification. **Tardiness:** an U will result from 5 tardies per term in any one class.

A student may not participate in athletics, extracurricular activities or represent Stansbury High School in any capacity if he/she has a U. Students will forfeit the privilege to participate in graduation commencement ceremonies if they have a U on their permanent records. Needs Improvement N will be marked by teachers for minor classroom behavior problems. Teachers shall mark specific comment codes for minor behavior problems when assigning a N.

Citizenship Make Up Policy: Makeup Sessions.

-In each class, students are required to makeup un-cleared absences beyond two by spending hour-for-hour time in makeup sessions. Students may check their attendance on the Internet at www.tooeleschools.org. Parents may request print-out information from the attendance office at a cost of \$.05/copy.

-Citizenship sessions will be offered after school throughout the term as determined by the school administration.

-Citizenship sessions run for 45 minutes every day *but* Friday and start promptly at 2:40 p.m. in room 139.

-There will be *no* morning makeup sessions.

-Students must do two, 45-minute sessions (totaling 1 ½ hours) for *each* un-cleared absence over 2 per class.

-Twenty-five minutes of a citizenship session clears one tardy. To make up tardies; one 45-minute makeup session will clear two tardies.

- The cost is \$3.00 per session and must be paid at the time of the session.
- Citizenship sessions will be closed to students as soon as the session is full.
- Students must bring schoolwork to work on during the makeup session.
- There will absolutely be no talking or sleeping, and students must remain on task (otherwise the session will be void and not count towards an absence or tardies).
- Upon completing one citizenship session, the record of attendance will automatically be transferred to the teachers for the following session. Students may attend sessions simultaneously or separately, but an un-cleared absence will only be removed after a student attends two sessions totaling 1 ½ hours.
- Students are encouraged to take care of makeup hours immediately. Students may have difficulty getting in to citizenship sessions if they wait until the end of the term. Students may not bank or hold in reserve hours for future absences or tardies.

Previous semester makeup can *only* be made up under the following circumstances:

Skills for Success – Classes taught by the Counselors the last few weeks of each term (worth 2 Us/term for attending three 1 hour– up to 8 Us/year). Sign up in the Finance Office – the cost is \$10.00. Class size is limited to the first 40 students who sign up. The dates will be determined by the Counseling Office.

2 for 2's – Students who go 2 consecutive terms with no Fs or Us will qualify to remove 2 Us. Students cannot use terms that previously had an U. Students must see their counselor to complete this process.

Youth Summit – The Tooele County Summit is usually held at Tooele High School in March or April. Attendance to the Summit will remove 1 U, 2 Us with a parent. Students cannot bank or hold in reserve hours for future absences.

CTE Fair – Students can attend the CTE Fair usually held in February at the District Office or CLC with their parent and clear 1U. Both student and parent must sign in at the door to clear the U.

Stallion School – To makeup absences/tardies, pay fee of \$10 and complete seat time on Saturdays. Mr. Carpenter will supervise Stallion School with at least 10 students in attendance, dates to be determined.

Saturday School – (9th-12th grade) September 27, 2014, 8:00am-12:00pm and May 2, 2015, 8:00am-12:00pm. Cost is \$10.00. Labor only. Students who complete all four hours will clear 8 absences or 16 tardies. Students cannot bank or hold in reserve hours for future absences.

Guiding Good Choices – A 5 week class developed to help improve family communication and bonding. Clears 2 Us. Tooele City 435-843-2185.

Credit Recovery - Students can clear U's through credit recovery w/ Compass learning.

School Service – This option is only available on a case-by-case basis at the discretion of the principal in consultation with the student's parents/guardians, after other means have been completed. To clear 1 absence, 1.5 hours of service must be completed. Or to clear 1 U, a student must complete 3 hours of service. The fee is \$10.00

COMPULSORY EDUCATION: Stansbury High School will follow the District's compulsory education policy that was made available at registration.

In short, the policy states students will first receive a warning citation after six unexcused absences. If the truancy continues, a second citation will be issued accompanied with a \$20 fine. Finally, if the student continues to be truant, he/she will receive a third citation, an additional \$20 fine, and a court referral.

Note: Truancy Citations are not to be confused with *SHS truancy tickets*. *SHS truancy tickets* are issued to students during the regular school day for sluffing class periods and carry a fine of \$5.00. Students will be allowed to “work-off” truancy fines through the community service program at the school through one of the administrators.

1st Truancy will be a warning, and a parent/guardian notification.

2nd Truancy will result in a \$5.00 truancy ticket, and parent/guardian notification.

3rd Truancy will result in a \$5.00 truancy ticket and In-School Suspension.

4th Truancy will result in a \$5.00 truancy ticket and two days of In-School Suspension. At this time a parent/guardian will be notified to meet with a school official to discuss educational alternatives.

5th Truancy will result in a \$20.00 truancy citation and a referral to Juvenile Court. A parent/guardian will be notified to meet with a school official to review educational alternatives.

HOMEBOUND AND HOSPITAL: Any student who is absent for reasons of health, accident or injury for more than ten consecutive days is eligible for homebound instruction. The school must receive a notice from a medical doctor before authorization is given for homebound privileges. Contact your administrator for further information or application for homebound instruction.

HOMEWORK REQUESTS IN CASES OF UNEXPECTED EXTENDED ABSENCES: 1. Email teachers to request homework 2. Look on SIS for missing assignments 3. Logon to the teacher(s) website (if applicable) 4. Have a sibling or friend gather to bring home 5. Gone more than three days? Contact the Attendance Office 435-884-7720 to request homework be gathered.

MAKE-UP POLICY FOR MISSED WORK: Students who are absent for any reason are missing valuable educational time. Every student is expected to make-up all work when absent within a reasonable amount of time (to be determined by the teacher). If a student is absent on a day when a test or assignment is due, that work is due on the day the student returns to school. Each teacher will determine the extent of the make-up policy for their class according to their disclosure statements. To collect make-up work please see homework requests above.

Students may receive full credit for their make-up work for the following types of absences: excused, participation in school activity, homebound, suspension from school, and prior excused vacations.

OPTIONS TO EXCUSE STUDENTS: Parents/Guardians have three options to notify the Attendance Office of their student's absences:

-Telephone the Attendance Office at 435-884-7720 between 7:00 a.m. and 3:30 p.m. or email sfraser@tooeleschools.org.

-Upon returning to school, the student reports to the Attendance Office with a written note from a parent/guardian. The note should contain: 1. the student's full name 2. the date of the absence 3. the reason for the absence, and 4. a day phone number where the parent/guardian signing the note can be reached. The note should be written and signed by the guardian.

-Fax a written note meeting the above criteria to the attention of the Attendance Office. 435-882-4049

-Absences may be appealed up to two weeks after the term in question ends. Afterwards, they will not be able to be appealed.

SCHOOL ACTIVITIES: Students participating in school activities must be excused by the advisor responsible for the activity. These absences are cleared in advance with the Attendance Office by the advisor. Students will be allowed to make up any classroom exercises, homework or tests, which took place during the absence. It is the student's responsibility to obtain make-up work from each teacher.

SEMINARY OR RELEASED TIME: Students may be released during school time to enroll in one period of religious instruction. Limited early morning classes are offered for those who cannot enroll during regular class time. Those abusing the privilege (i.e.: truancy and excessive tardiness) will lose the privilege. **Being anywhere but at seminary during the scheduled time without proper clearance will be considered truancy.**

TARDIES: Students arriving more than twenty minutes late to class are considered absent. Utah law requires all students between the ages of six and eighteen years to attend school on a regular basis. When student's non-attendance causes a loss of credit, this is considered truancy and will be referred to the Juvenile Court System.

TARDY CODES: T = tardy 3 mins or less, ^ = tardy 3-10 mins,
! = tardy 10-20 mins, X = absent after 20 mins

Excessive Tardy Procedures

-On a student's 3rd tardy the teacher will notify parent/guardian.

-5th - 7th tardy the student will serve lunch detention in ISS room
8th and 9th Tardy student will be sent to ISS for that class period.

-On a student's 10th tardy a parent/guardian and student will meet with the administration before student is allowed to return to class.

-If excessive tardiness continues the student will receive a truancy citation and begin the referral process to the Juvenile Court System. At this time other educational alternatives may be considered.

TRUANCY: A Student is truant if he/she:

-Leaves home for school, but does not arrive at school.

-Arrives at school, but does not attend classes.

-Leaves school without properly checking out through the Attendance Office. (This includes leaving school between classes to run home, store, etc.)

-Obtains permission to go to a certain area, but fails to report there.

-Leaves class without teacher's verbal permission.

-Attends classes other than those assigned. A student wanting to go to another instructional area must have written permission from his/her assigned teacher and from the teacher accepting responsibility for the student missing a class. The written permission slip must be submitted to the Attendance Office PRIOR to the absence. A student who fails to get prior approval will be considered truant.

-The Truancy Court process may occur when a student is habitually truant.

1. Warning on the sixth day of all unexcused absences
2. First Citation, \$20, parent meeting following the 9th unexcused absence.
3. Second Citation, \$20, court referral after the 11th unexcused absence.

VACATION PLANS: If possible, arrange to get work prior to missing school. A pre-excused vacation/homework form is in the Attendance Office.

DISCIPLINE GUIDELINES
STANSBURY HIGH SCHOOL TABLE OF CONSEQUENCES

TCSO Student Discipline Guide				
<p>LEVEL I. (Educators Handbook) These acts of misconduct include those behaviors which are described as mildly disruptive, committed without malice, but not purposefully disrespectful, but which are in clear defiance of the safe and orderly educational process in the classroom, on school grounds, or at any school related function or activity.</p> <p>Acts of Misconduct:</p> <ul style="list-style-type: none"> • Running and/or making excessive noise in a building • Littering • Improper Dress (refer to dress code) • Failure to carry out directions • Unauthorized use of electronics • Tardiness 	<p>LEVEL II. (Educators Handbook) These acts of misconduct include those behaviors which are deliberate and disrupt the safe and orderly educational process in the classroom, on school grounds, or at any school related function or activity.</p> <p>Acts of Misconduct:</p> <ul style="list-style-type: none"> • Continuation of documented Level I acts • Habitual tardiness • Throwing potentially dangerous objects (snowballs, stones, pencils, etc.) • Possession, posting, or distributing unauthorized materials on school grounds • Leaving school grounds without permission • Harassment, verbal/physical (non-sexual) • Contering • Cheating on homework assignments 	<p>LEVEL III. (Educators Handbook) These acts of misconduct include those behaviors which are described as seriously disruptive and are in clear defiance of the safe and orderly educational process in the classroom, on school grounds, or at any school related function or activity.</p> <p>Acts of Misconduct:</p> <ul style="list-style-type: none"> • Continuation of Level II acts • Using profane, obscene, indecent, immoral, or offensive language, and/or gestures, racial or ethnic slurs, or biased language as a behavior • Interfering with school authorities or program through walk-outs, boycotts, sit-ins, or trespassing • Displaying disrespect toward school authorities or staff • Participating in unacceptable physical contact (rough horseplay, kissing, etc.) without permission/refusal, etc. • Use of an electronic device during instruction • Possession of tobacco and/or paraphernalia • Cheating/plagiarism on exams/projects • Violation of student dress code 	<p>LEVEL IV. (Educators Handbook / SIS) These acts of misconduct include those behaviors which are described as seriously disrupting the safe and orderly educational process in the classroom, on school grounds, or at any school related function or activity. In many cases, these behaviors are also illegal.</p> <p>Acts of Misconduct:</p> <ul style="list-style-type: none"> • Continuation of Level III acts • Disorderly conduct (fighting) • Use of intimidation, coercion, extortion, force, or threat (bullying) • Possession of a lighter with intent to harm person or property • Defacing property • Petty theft • Sexual harassment • Making a false report of sexual activity • Violation of Acceptable Computer Usage Agreement • Possession and/or sale of stolen property • Habitual truancy • Possession of sexually explicit material (pictures, writing, paraphernalia, etc.) • Fighting/disruptive behavior – gang behavior 	<p>LEVEL V. (Educators Handbook / SIS) These acts of misconduct include those illegal and continually disruptive student behaviors which most seriously disrupt the safe and orderly educational process in the classroom, on the school grounds, or at any school function or activity.</p> <p>Acts of Misconduct:</p> <ul style="list-style-type: none"> • Continuation of Level VI acts • Violation of fire alarms, bomb threats, etc. • Assault and battery • Aggravated assault, Arson • Distribution, use or possession of alcohol or controlled substances/drugs • Possession of a weapon, attempted use or concealment of a weapon • The actual or threatened use of a lookalike weapon with intent to intimidate person or disrupt activities • Burglary, larceny, vandalism, forgery • Sexual crimes, sexually explicit activities • Possession, distribution, concealment, use or threatened use of a flammable, noxious or explosive device, any gas-stained or flammable substance which can be used as an explosive noxious or flammable device • Any other illegal behavior or criminal conduct
Intervention and Supports				
<p>First Violation</p> <ul style="list-style-type: none"> • Staff intervention and/or teacher-student conference • Tier I intervention (1-5 days) • In-school suspension (1-5 days) • Out of school suspension (1-10 days) <p>Maximum:</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Tier II intervention (2-3 days) • In-school suspension (1 day) <p>Repeated Violations</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Document in Educators Handbook <p>Maximum:</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Document in Educators Handbook • Move to Level II 	<p>First Violation</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Teacher-student-parent conference • Tier II intervention (2-3 days) • In-school suspension (1 day) <p>Maximum:</p> <ul style="list-style-type: none"> • Staff intervention or teacher-student-parent conference • In-school suspension (1 day) <p>Repeated/Flagrant Violations</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Staff intervention or teacher-student-parent conference • In-school suspension (3 days) <p>Maximum:</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Document in Educators Handbook • Disciplinary re-assignment 	<p>First Violation</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Tier II intervention (1-5 days) • In-school suspension (1-5 days) • Out of school suspension (1-4 days) <p>Maximum:</p> <ul style="list-style-type: none"> • Staff intervention/parent conference • Out of school suspension (1-4 days) <p>Repeated/Flagrant Violations</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Staff intervention/parent conference • Tier II intervention (5-10 days) • In-school suspension (5-10 days) • Out of school suspension (1-5 days) • Out of school suspension (4-10 days) • Tier III intervention/referral • Disciplinary re-assignment 	<p>First Violation</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Tier III intervention/referral • Out of school suspension (1-5 days) <p>Maximum:</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Out of school suspension (1-10 days) <p>Repeated/Flagrant Violations</p> <p>Minimum:</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • Law enforcement referral • Tier III intervention/referral • Out of school suspension (1-10 days) • Staff intervention/parent contact • CMT referral • Long term suspension (10+ days) 	<p>Violation(s)</p> <ul style="list-style-type: none"> • Staff intervention/parent contact • CMT referral • Law enforcement referral/arrest • Long term suspension (10+ days) • Arrest

DISCIPLINE GUIDELINES
STANSBURY HIGH SCHOOL TABLE OF CONSEQUENCES

Consequence	1st offense	2nd offense	3rd offense
Tardies [same class /term]	(5,6,7,8,9) ISS that period	(10,11,12,13,14,15) Full day ISS Meeting w/ Parents	(Over 15) Extended ISS & Possible Youth Court Referral
Discipline [same class /situation]	Full Day ISS	Stallion School or Extended ISS	1-3 Days Out of School Suspension
Major Discipline [same class /situation]	1-3 Days Out of School Suspension	4-6 Days Out of School Suspension	7-10 Days Out of School Suspension, Possible CMT Referral

Situations not covered in this policy will be dealt with on a case-by-case basis.

Explanation of “Discipline” classifications outlined above:

1. **“Discipline”** includes, but is not limited to:

- Improper language/behavior (in class, in the halls, on the bus, etc.)
- Dress Code violation
- Public displays of affection (hand holding and hugging allowed)
- Cheating (the student will receive a 0 on the assignment/test and the teacher will call the student’s parent)
- Defiance of authority
- Bullying, verbal, physical, or sexual harassment
- Tobacco Possession/Use or possession of a lighter

Note: Law enforcement officers *may* be notified.

2. **“Major Discipline”** includes, but is not limited to:

- Theft/Vandalism
- Insubordination
- Fighting
- Substance abuse
- Intended use of drugs/possession of drug paraphernalia
- Other safe school violations; knives, weapons, explosive devices, etc.

Note: Law enforcement officers *will* be notified.

3. Mandatory referral to Tooele School District’s Case Management Team will be done for all safe school violations and law enforcement officers will be notified.

****Note:** Administration reserves the right to use discretion in issuing consequences for behavior infractions. Due Process will be afforded each student. *In Loco Parentis* assigns the right to school officials to act as the parent of students in attendance. In such cases, school administrators can search students’ belongings if they have reasonable suspicion. *New Jersey v. T.L.O.* set the precedent that probable cause is not necessary to search a student; reasonable suspicion is enough to search a student’s belongings.

DUE PROCESS: A student can appeal an action within 15 days of the date of notice of a suspension, grade, or citizenship grade. A written, dated appeal shall be made to the person from whom the notice came. If an appeal is not made within the 15 days, the notice is final. The appeal hearing is as follows:

1. Within ten (10) calendar days a conference shall be held with the student, parent/guardian, administrator and the necessary staff members. If the issue is not resolved, the matter will be referred to an appeals committee.
2. Within ten (10) calendar days after the conference, the appeals committee will review the complaint.
3. If the issue is not resolved, the Tooele School District Grievance Procedure for Student Rights and Responsibilities will be sanctioned.

The SHS Appeals Committee will consist of one Student Government Member, one Youth Court Representative, one Community Council Representative, two teachers and one administrator selected by the principal.

EXPULSION: Expulsion is a more serious disciplinary action than suspension as it terminates a student's attendance at school and school activities for the remainder of the quarter, semester or school year. Expulsion records are attached to the student's permanent records. Safe School Policy indicates parameters of expulsion. If a student is expelled, educational responsibility lies with the parent.

IN SCHOOL SUSPENSION (ISS): We provide an alternative learning center for students who have had discipline, attendance, or tardy issues. The center is open from 8:00 a.m. through 2:35 p.m. Students follow a strict behavior policy in ISS. Work must be completed and students must demonstrate consistent appropriate behavior before being released to return to class. ISS is an excellent opportunity for many students, who otherwise might be suspended, to stay in school. Supervisor Carol Johnson.

STALLION SCHOOL: In lieu of home suspension, a student will be assigned Stallion School with a fee of \$10, which will run on Saturdays from 8am-12pm. Mr. Carpenter will supervise Stallion School with at least 10 students in attendance, dates to be determined. Pre-arrangements may be made with administration to make up absences and tardies through Stallion School.

SUSPENDED STUDENTS: Suspension is viewed as a serious matter. According to Utah law, suspension may be used when students do not comply with rules for the governance of the school, pursue the prescribed courses of study, or do not submit to the teacher's authority. Suspension is:

- An educational process that teaches accountability for actions and that there are consequences.
- A method of bringing students, parents and the school together to discuss the student's issues and possible solutions.

The disposition of the student while at home on suspension is the responsibility of the family. The effectiveness of the suspension rests with how the student and his/her family view the time. A student who is suspended may not participate in school activities/functions, return to school, or be on school

premises until he/she is readmitted from the suspension by an administrator, or it will be considered trespassing. Due process requirements prior to suspension:

- The student must have had a reasonable opportunity to know the expectation for acceptable conduct in the school.
- The student has the right to know the charges that are made against him/her and must be given a chance to explain the occurrence as he/she perceived it.
- Parents/guardians must be notified immediately of the suspension. They have a right to know the events that led to the suspension and the specific charge made against their child.
- Suspended students will remain on membership rolls, and they must be counted as an excused absence during the period of their suspension.
- Under State Law, suspended students have the opportunity to make up class work from suspension days for full credit.

SUSPENSION ALTERNATIVE:

Parent in the Classroom: When it has been determined that a student shall be suspended for any period of time, the parent/guardian, upon meeting with administration and with the consent of the teachers, may be given the option of attending all classes with the student. However, a student will not be able to participate in school activities/functions. If this option is accepted, the parent/guardian must agree to attend all of the student's classes with the student for each day of the suspension. If the parent/guardian fails to attend a class period with the student, the student will be excluded from classes and return to home suspension for the duration of the suspension.

BEHAVIOR CODE

ALCOHOL AND DRUGS: The use, possession, distribution, or sale of alcohol, drugs, prescription drugs, or drug paraphernalia constitutes a hazard to the welfare of students, staff and educational programs, and is illegal under the laws of the State of Utah. Students who may be under the influence of, possess, be knowingly present where there is use of, and/or distribute alcohol or drugs during school hours, on school property or during school activities will have discipline administered in accordance with the following guidelines:

Possess, Use or Knowingly Present When Use or Sales of Drugs or Alcohol Occurs:

First Violation: Suspended 3-10 days. The student will be referred to court. The student and parents shall sign a non-use contract. The student and at least one parent/guardian will complete the school sponsored drug and alcohol program completed within 6 weeks. A drug test 6 weeks after the incident which must be 'clean' and a meeting with the administration upon return.

Second Violation: The student will be suspended from school for 10 days until CMT can meet and may be put on homebound education for nine weeks. The student will be referred to court. The student may also be referred to a more extensive drug and alcohol rehabilitation program through CMT. Upon return, a 'clean' drug test and a meeting with administration are required.

Third Violation: The student will be referred to court and will be suspended from school for 10 days until CMT meets. The Principal will make a recommendation to the CMT Committee for possible expulsion up to one year.

The student may be requested to successfully complete an approved alcohol or drug treatment program prior to consideration for re-admittance. A clean drug test and meeting with administration upon return.

Sell or Distribute:

First Violation: The student will be referred to court, distribution is a felony. The student will be suspended from school for 10 days, until CMT can meet to discuss the situation. The Principal and Superintendent will consider whether a suspension longer than ten days is appropriate. The Principal may grant re-admittance to the school when the student demonstrates a readiness to return, including a clean drug test. The student will be requested to successfully complete an approved alcohol and drug treatment program prior to consideration for re-admittance. Upon return to school, a clean drug test and a meeting with the administration must occur.

Second Violation: The student will be expelled from school for at least one year.

Prescribed drugs/medications are to be stored in the Main Office where the secretary will distribute the prescribed dosages. A healthcare plan will also need to be created with the school nurse. See page: 35

BULLYING/CYBERBULLYING/HARASSMENT/HAZING POLICY:

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by the Tooele County School District (TCSD). TCSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, TCSD has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing – including but not limited to civil rights violations – as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment and hazing of students and/or employees by students and/or employees will not be tolerated in TCSD.

School officials have the authority to discipline students for off-campus speech that causes or threatens substantial disruption on campus or at school activities, including violent altercations, or a significant interference with a student’s educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and in accordance with the US Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including termination.

COMPUTER TECHNOLOGY ACCEPTABLE USE AGREEMENT: The first offense of students who misuse, access inappropriate material or conduct unacceptable in email correspondence will meet with the principal or assistant

principal and their parents, and the appropriate disciplinary action will be assigned.

DANCE DRESS CODE: Stomps (after sporting events, Halloween, Yearbook) – Hats are allowed as long as they are worn appropriately. Students who are not abiding by the dress code will not be permitted to enter dances. If clothing changes or is modified after entering the dance, students will be asked to leave without a refund and will be issued a school consequence. ‘Dirty dancing’ will not be tolerated. Students asked to leave for dancing inappropriately will be sent home without a refund and will be issued a school consequence. Rave paraphernalia will not be allowed at any dance (i.e. glow sticks, pacifiers, etc.).

Semi-Formals & Formals (Homecoming, Winter Ball, Sweethearts [unless a different theme is chosen] and Senior Ball) – Students are expected to look their best and dress appropriately. The standard length of dress is 2 inches above the top of the knee. Slits in the dresses should not be any higher than 2 inches above the top of the knee. Strapless dresses are prohibited unless a jacket or shawl is worn. “Plunging” necklines are prohibited. The backs of dresses should not show more than 1/3 of the back (directly below the armpits). Midriffs should not show in any way. “Sheer” fabric is acceptable, as long as skin is not showing underneath.

During any stomp or dance, if you exit the building, you may not return to the dance.

DRESS CODE (During the School Day): Stansbury High School is a place of learning. Proper dress standards help set the tone for a proper learning atmosphere and reflect directly upon the school and the district.

Generally: To the Knees, Must have Sleeves.

-Clothing shall be of modest design.

-Appearance must not be disruptive to other students or staff. Student learning is the priority.

-Clothing and hairstyles must conform to reasonable standards.

Specifically (but not limited to):

-Hats/Headgear are not to be seen in the building between 7am-4pm. Hats, hoodies, beanies, headbands, or bandanas are not to be worn in the building (except in the gym at after-school athletic events, and those designated areas for safety concerns, and days approved by administration/faculty).

-Tank tops are not to be worn. Shirts must have a sleeve or a cap sleeve. No off-the-shoulder tops.

-Bare midriffs are not to show.

-Shorts and skirt length should be at or near top of kneecap length. If the skirt or shorts are shorter than that, it is permitted to wear thick, non-see-through tights or leggings with these.

-Pants should not have holes above the knee.

-Clothing should allow for NO visible cleavage. High neck undershirts or tank tops may need to be worn under some shirts to prevent cleavage.

-Outer clothing should never reveal underwear.

- Open-sided shirts are not permitted.
- Clothing shall not be worn that displays obscene or suggestive words, pictures, or advertises any substance a student cannot legally possess. Shirts or clothing depicting defiance, protest, dissent, or disrespect toward any race, culture, religion, or gender are prohibited. No clothing depicting criminal activity or violence is allowed.
- Chains and/or clothing with metal spikes are not to be worn.
- Gang-related dress is strictly forbidden (i.e., bandanas, pant legs rolled up, belt hanging out of the belt loops, excessively baggy clothing, gang related jewelry, gloves, button shirts with the top button fastened and shirt tails hanging out, hair nets, etc.).
- Hair styles/colors should not be distracting to the learning environment. (i.e. no mo-hawks, no spiked hair, etc.) It is recommend that hair color is to be within natural color ranges.
- Shoes or sandals must be worn at all times.
- Facial jewelry/makeup should not be distracting or extreme.
- Dress at after-school activities must conform to standards of decency.
- For reasons of student safety and ID purposes, students will not be allowed to have any body paint on any area of the body except the school logo on the face (cheek). All other body painting is prohibited.
- Performing teams (dance groups, cheerleaders, drill team, color guard) shall stay in their practice areas during class or practices while wearing practice clothes and uniforms.

ELECTRONIC DEVICES: Electronic devices may be carried to school at the owner's risk and used during class breaks, before and after school, and during lunch. However, they may be used if the student has permission from the teacher/professor to use these items. Unauthorized electronic devices in class will be confiscated by the teacher and returned at the end of the class period. Continued infractions will result in student referral to the office. *Photos and recording should not be taken. Anyone who prepares, publishes, prints, or possesses any pornographic material to distribute or exhibit is a misdemeanor.*

FIGHTING PROHIBITED POLICY: Students are advised that if they are threatened, harassed, or intimidated by any other student, they should immediately report the matter to a faculty member or administrator. Students taking matters into their own hands, or responding to being threatened, criticized, or hitting, pushing, shoving or slapping the other student is not acceptable and may receive disciplinary action. Students fighting will be sent home. *All students initiating or involved in a fight will be suspended.* Students prompting a fight or pushing a student physically into a fighting situation will be suspended as a participant in the fight. Students not yielding adult access to a fight will be disciplined.

GANG ACTIVITY OR ASSOCIATION: The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or symbol implies membership to a gang will result in disciplinary action. Incidents involving initiations or intimidation, which cause bodily harm or personal degradation or disgrace,

resulting in physical or mental harm to students, may result in suspension, expulsion and/or legal action.

GUN/WEAPON CONTROL: Any student who is in possession of a weapon at school will be expelled for a period of not less than one calendar year. In situations where school officials determine that objects may be used as weapons which pose a threat to staff or students, they will: 1. confiscate the item 2. notify proper law enforcement agencies 3. suspend the student 4. recommend an alternative instruction environment, such as homebound, and 5. press charges through juvenile court authorities. Facsimiles of weapons or toy weapons are also expressly forbidden at school and possession of such may result in suspension.

RESPECT: SHS staff is committed to providing a safe, healthy environment. Disrespect to and defiance of school staff members will not be tolerated. Acts of disrespect and defiance undermine educational excellence. Acts against school personnel will receive severe administrative consequence. Teachers will be expected to treat all students with mutual respect. They will strive to handle individual infractions privately. They will teach common courtesy by example.

SAFE SCHOOL: A violation of the safe school policy will result in suspension until CMT can meet to determine what consequences will be received. The consequences may include long-term suspension with a homebound teacher or expulsion. Law enforcement will also be notified who will determine consequences according to juvenile or adult law, on a case by case basis. Knives, explosive devices, fire crackers, smoke bombs, etc. are prohibited on school property or at any school activities regardless of location. Violation of these prohibitions may be cause for disciplinary action, which may include expulsion. Prohibited items are subject to confiscation by school officials.

SEXUAL HARASSMENT: The purpose of this policy is to assure a learning environment that is free from any harassment and is in compliance with state and federal law. Any form of harassment by staff or students is prohibited. This includes: any verbal, written or physical conduct or including a sexual nature, which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Any suggestion, request, demand, or pressure for sexual involvement, accompanied by implied or explicit threat concerning one's grades, extracurricular standing, job, etc., is prohibited. Sexual harassment includes, but is not limited to the following:

- Derogatory, demanding, or offensive jokes, teasing or comments of a sexual nature.
- Graphic remarks or sexual comments about an individual's body.
- Sexual suggestive or obscene telephone calls, letters, notes or invitations.
- Sexual suggestive or obscene pictures, cartoons, posters or objects.
- Grabbing, pinching, or touching of private areas.
- Deliberate cornering, shouldering or bumping in hallways.
- Sexual gestures, unwanted pats or hugs, any unwanted touching.
- Any form of sexual threat, intimidation or exploitation.
- Actual or attempted sexual assault, molestation or rape.

-Sexist remarks or gender-based stereotyping.

-Pantsing of students.

Sexual harassment by students or staff must be reported to administration. Parents of any students involved must be informed immediately. Following a thorough and fair investigation, students or staff members who have violated this policy may face: suspension, expulsion, alternative placement, other appropriate legal or school consequences.

TOBACCO USE: The use and/or possession of tobacco products (cigarettes, chew, e cigarettes, vapors) are prohibited and illegal. This applies to students who are in school, on the way to and from school, during lunch, and at all school sponsored activities. Administrators are agents of the court and will issue consequences for all offenses.

First Violation: If the student admits to using/possessing tobacco, the student will sign a non-use contract, meet with parents and administration, and must complete an approved smoking cessation class at the expense of the parent/guardian. ***If the student denies using/possessing tobacco, the student will receive a citation from the school's resource officer and meet with parents and administration.

Subsequent Violations: Student will have another meeting with the parents and administration. The student will receive a ticket from the school resource officer. The students will also be put into In School Suspension.

OTHER INFORMATION

504 ACCOMMODATIONS: To qualify for a Section 504 Accommodation plan, a student must have a disability that significantly affects a major life activity. A student must have a record of and be regarded as having such an impairment. Eligibility for a 504 must be determined by a team knowledgeable of the student. Please contact your counselor or administrator to discuss the possibility of a 504 accommodation. Universities that participate in the concurrent enrollment program are not required to follow the school districts 504 or IEPs. The Office of Disability at each university may be contacted – see the concurrent coordinator, Jill Gardner.

ACTIVITY/I.D. CARDS: Student activity cards are available to any student who pays the proper fee. Students who present their student activity cards will be admitted to athletic events of the school, allowed to check out library books, and pay reduced fees for various out-of-town athletic contests and some of the school dances. Regular general admission prices will be charged to those who do not have current student activity cards. School identification cards will be required of all students who do not purchase activity cards. **Students must carry a student activity card or school identification card to dances or evening activities.** When school officials request identification, a student must present their card. Noncompliance will result in the student being asked to leave the activity. Cards are available in the Finance Office a couple of weeks after school pictures and make up pictures are taken.

ASSEMBLIES: Assemblies are school time and attendance is mandatory. If you do not or cannot attend the assemblies, you must check out through the

attendance office. If a student cannot attend an assembly, the student must checkout through the Attendance Office.

BICYCLES, SCOOTERS AND SKATEBOARDS: For the safety and welfare of students and other people, no rollerblades, skateboards, scooters or bicycles are allowed to be used on any area of the campus. Skateboards, scooters or bicycles that are brought to the school are the sole responsibility of the student. They need to be placed in the racks that are supplied by the school and securely locked. Skateboards are not permitted inside the school.

BLUE PEAK HIGH SCHOOL (BPHS): A high school located in the Community Learning Center is focused on providing basic skills and core credit for 10th-12th grade students who are committed to graduating from high school. Each student enrolled at BPHS will design an individualized graduation and career plan through the CCR Plan with on-site career guidance and support. They offer small class sizes in a safe environment with a variety of educational options. BPHS is purposely kept with low enrollment in order to maintain the fidelity of educational services for non-traditional students. See your administrator to complete the application.

CAREER CENTER: The Career Center houses many resources available to students including the Internship Coordinator and the English Language Learner Aide.

CHANGE OF ADDRESS: Whenever there is a change in an address or telephone number, students or parents should notify the Counseling Office. In case of an emergency, it is necessary to have the correct address and telephone number on file so that the parent/guardian may be promptly contacted.

CLASS PARTIES: Class parties during school hours are discouraged. ‘**Donut runs**’ are **not allowed**. All school activities must have the approval of the principal.

COMMUNITY LEARNING CENTER (CLC): Courses offered at the BPHS/CLC will have a career pathway or technical focus. *There are three types of classes at the CLC; concurrent, state certified courses and regular high school classes.* Each course will be taught in a two period block, with most courses running for the entire year. Courses are open to all junior and senior high school students in TCSD. Bus transportation from your high school will be provided to the CLC. Please see your counselor if you want to attend the CLC.

CONCURRENT ENROLLMENT: Students wishing to participate must be 11th or 12th grade students, have a 3.0 cumulative GPA, and meet the ACT requirements. While in any concurrent classes, if a student earns a D or F the student will be dropped from the program. Concurrent enrollment students will be held to the same attendance policy as the rest of the student body. Some concurrent classes may end 1 to 2 weeks before the end of the second and fourth terms. If this occurs, students are considered ‘released to parent’ and are not to be on school property during this time.

COUNSELING DEPARTMENT: Students wanting an appointment with a counselor must come to the Counseling Office before/after school or during the student's lunch period to set up an appointment with the counselor. Parents may call the school for appointments 435-884-7730.

CUSTODIAL RIGHTS OF PARENTS: If the custodial rights of parents are divided, it is the parent's responsibility to notify the school as to who has access to the child and to provide legal documents in school records. We will not be able to release records to the non-custodial parent if the appropriate legal documentation is not on file in our Registrar's Office.

DRIVERS EDUCATION: The State of Utah requires all students enrolled in driver's education in public schools to be in attendance for 30 hours of instruction. "Driver Education for Utah High Schools Organization, Administration, and Standards." (2006) *Classroom Instruction* pp.6.

HALL PASS: No student should be in the hall during class time without the orange vest provided by your teacher. As members of the instructional team, teachers have the responsibility to speak to students who are in the hall without an orange vest and report to the office.

HEALTH CARE PLAN: It is the practice of the Tooele County School District to have a health care plan in place for children who have a health concern. The classroom health care plan (HCP) helps to ensure a better understanding of your child's health care needs and is directly reviewed with your child's teacher and principal. Issues that need to be addressed: administration of medication to students by school personnel, students carrying and self-administering their own medication, diet modifications, medical conditions, and physical cares that need to be done during school hours. HCP requires signatures from parents/guardians and health care providers. Under Utah Code 53-A-11-601 medication administration and possession of medication is allowed at school as long as consents are signed by parents/guardians and health care provider. If a student requires any of these services or attention regarding a health care concern, it is the parent's/guardian's responsibility to contact the student's school. The school will provide the appropriate paperwork so the student's health concerns can be addressed at the school.

HOMELESS: Students are considered homeless if they do not live in their guardians' home, (living with parents at the grandparents' home, living on their own, living with a friend, living with a relative other than guardian). See your administrator for assistance and resources for homeless students.

HOMESTUDY: Students needing credit recovery (who have failed a class) may do so by attending afterschool in Extended Day or in their school schedule during Homestudy class. See your counselor for details and the application process. Not available for original credit.

INSURANCE: Generally, a student injured on the school campus will be covered by his/her own insurance policy. A reasonable State health insurance policy is available to the student, but it must be obtained and paid for by each individual student at the beginning of the school year prior to athletic participation. Forms will be available in the Main Office. The school does not carry student health insurance. No student may participate in UHSAA activities without proof of insurance coverage.

INTERNSHIP: Students must have 2.0 GPA and one related class, cannot have more than 1 F or poor attendance history. An internship should match a CCR Plan goal. Attendance is required at a weekly workshop. All internships must be pre-approved by the Work Base Learning Coordinator.

LIBRARY/MEDIA CENTER: Students may be admitted to the Media Center during class time with written consent from the classroom teacher or during lunch hours. No food or drink is allowed in the Center. An area will be designated where students may leave personal belongings, but the Media Center cannot be responsible for lost or stolen items. Over-due books deprive other students from using the materials. Fines will commence on the first day after a book is due at the rate of \$.10 per day. Over-due notices will be given to students through their English teacher. Students are responsible to pay all fines and pay for lost books. Additional books cannot be checked out until over-due books are returned and fines paid. All charges not paid by the end of the school year will be entered on the student's fee account.

LOCKERS: Lockers are rental units owned by the school and each student renting a locker must keep the outside and inside clean. Students who need to replace a lock will be charged \$5.00. Contact Mrs. Kelsey in the Copy Center for lockers. Administration reserves the right to search school lockers.

LOST AND FOUND: All lost and found articles should be turned into the Main Office. Before articles can be claimed, they must be accurately identified by their owners. The school *is not* responsible for valuables lost at school. All items left in lost and found will be donated after the last day of each quarter.

OUT-OF-STATE TRAVEL SPONSORED BY THE SCHOOL: When school sponsored out-of-state trips occur during the school year and require missing school, district policy will be followed. The students must maintain a 2.0 GPA for the quarter prior to the trip.

PARKING LOT: The following regulations are applicable to parking on school property.

- Students are permitted to park in designated student parking lots only.
- All cars must be parked in designated parking stalls. Parking in any area other than between marked parking stalls is prohibited.
- The faculty parking areas shall be so designated, off-limits to student parking.
- The service and bus entrances are off-limits to student parking. Special areas of the student parking lot may be reserved for motorcycle parking and if so designated, motorcycles must be parked in that area.

Maximum speed in the student parking lot is 10 mph

*Violations of the above may result in a SHS parking citation.

**Note: Administration reserves the right to use discretion in issuing consequences for behavior infractions. Due Process will be afforded each student. *In Loco Parentis* assigns the right to school officials to act as the parent of students in attendance. In such cases, school administrators can search students' belongings if they have reasonable suspicion. *New Jersey v. T.L.O.* set the precedent that probable cause is not necessary to search a student; reasonable suspicion is enough to search a student's belongings.

PLAGIARISM: Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (i.e.: Cliff Notes, Spark Notes, books, magazines, newspapers, etc.) and/or from the Internet without proper documentation constitutes academic theft.

Consequences for cheating and/or plagiarism in Language Arts classes, and possibly other classes:

1st offense-Student will earn a zero on the assignment and will be required to make it up within two days to earn the credit. Parents will be notified.

2nd -Student will earn a zero and will not be allowed to make the assignment up. Parents will be notified and a meeting will be set up between parents, student, and teacher.

3rd -Student will earn a zero and will not be able to make the assignment up. Parents will be notified, the administration will be notified, and disciplinary action will be taken. Suspension from school may result.

POSTERS: Community announcements must be approved by the District Administrative Office before being put on display. Posters or announcements to be displayed anywhere in the building, in designated areas, must be approved by school administration. Do not use paste or cellophane tape, and do not attach to painted or brick walls. Poster size may not exceed 4' by 6'.

PUBLIC DISPLAYS OF AFFECTION: PDA is limited to hand holding and hugging at SHS. If this policy is violated, consequences will be assigned according to the table of consequences in the student handbook.

REPORT CARDS: Report cards are issued four 4 times a year. They are distributed at midterms and within one week after each quarter ends.

SCHOOL BUSES: The bus driver has complete authority over his/her bus, and all rules must be strictly adhered to by the students. Students, who refuse to promptly obey the directions of the driver, or refuse to obey riding regulations, may forfeit their privilege to ride on the bus. Any deliberate damage to a bus will be paid for by the student or parent.

STUDENT MESSAGES: The office personnel will not be held responsible to deliver messages to students, except in cases of an emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency.

Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, medical appointments, job times, meeting places, etc. should be made before students arrive at school. If a parent finds it necessary to communicate with a student during school hours, a message for the student may be left on a message board. Students needing to check the message board will be advised over the intercom system during class breaks. It is then the student's responsibility to check the board for his/her message.

SUMMER or WINTER SCHOOL: Credit Recovery will be done through Compass Learning. See your school counselor for more information.

TEACHER ASSISTING TEACHERS (TAT): TAT is a team of counselors, administrators and teachers where specific situations can be discussed to help assist teachers with students who may need more help in certain areas. The ultimate goal of TAT is to get students the resources they need through educator referrals to be successful.

TELEPHONES: Students will refrain from using office phones unless illness or an emergency arises. Students are to use the phone in the Attendance Office at these times.

TEXTBOOKS: Textbooks are rented to students by the Board of Education. Once a book is assigned to a student, it becomes his/her responsibility to take care of it. Lost and damaged books must be paid for by the student.

TRANSPORTATION POLICY FOR SCHOOL ACTIVITIES: Tooele School District Transportation Policy allows only guardians and designated adults over 21 years of age to transport a student to a school event when circumstances do not allow a student to ride in the district bus or car. Private Vehicle Transportation Forms are available in the office. It is policy at SHS all students will ride in district transportation to all events. Deseret Peak and the baseball fields have been approved as areas where students may transport themselves when necessary. Only under unusual circumstances will approval for other transportation be given.

TRESPASS: Under the law a person is guilty of a misdemeanor if he/she enters or remains on school property, parent release, release time (seminary), without authorization, when notice against such entry or remaining has been given warning personally by a school official; by signs posted to prevent trespassers or by current order of suspension or expulsion. Trespassing will result in a legal citation.

VISITORS: Parents are always welcome at SHS. An appointment needs to be made to see a teacher or to visit a classroom. To ensure the safety of all persons and to maintain an educational environment free from disruption, all visitors must sign in/out at the Main Office and wear a Visitor's Pass while on campus.

**** District policy mandates student visitors are prohibited on campus. ****

SCHOOL EMERGENCIES

When a school emergency or disaster situation occurs, we want to be prepared. A school emergency response chart is posted in every classroom with directions for emergencies that may occur while school is in session. Students will review these procedures with the teacher during the first week of school. We will briefly cover important information for parents and students in this handbook.

In case of major emergencies, parents can help us by not calling the school. The best way to gain information through radio, television, or websites to find important broadcasted information. Parents need to establish a meeting place with your students so they know where to go if disaster strikes and understand the codes and procedures we will take at SHS.

BOMB THREATS: The Principal will call 911 and the District Office. A lock down will be ordered. Teachers will scan their classrooms for unusual looking objects. Students are not to touch any unusual items. The administration will determine when to exit the building. Fire Drill procedures will be used to exit the building. If a bomb goes off in the school, a lock-down code will be called. The SHS CERT team will go into action. Students will be moved outside of the building by a route that would avoid the emergency area.

EARTHQUAKES - DROP AND COVER: At the first indication of ground shaking, students and staff should crouch under a desk, or door support, or table, also tuck head, and keep your hands on the sides of your neck need to hold on to the legs of the item you have shelter under. If no shelter is available you should move to the inside wall facing away from the windows. If students and staff are outside, stay outside and move away from hazard areas. Try to stay calm and listen for directions. Aftershocks are likely to occur within warning minutes after the earthquake. If students and staff move out of the building, they will *Drop and Cover* if aftershocks occur. Move to the area the teacher designated as a meeting place during previous drills.

FIRE DRILLS: A fire alarm will be sounded in the building. Students will move in an orderly fashion to meeting areas outside of the school. If they are in class when the alarm sounds they will quietly follow the teacher from that room out. If the alarm goes off during lunch or passing time, students will go out the closest exit and then move to the area where their teacher of their previous class meets. They will line up at the outside location and wait for further instructions from the teacher.

HAZARDOUS RELEASE EVENT: In case of a hazardous release event (chemical spill) near the school, a lock-down or shelter in place procedure will occur. All students outside will move quickly indoors and all efforts will be made to stop outside air from entering the building. If the incident happens inside the school, students will be moved away from the affected area and the next necessary steps will be taken.

POWER FAILURE: Stay in place and listen for teacher or administrative directions which will be directed from TCSD.

REUNIFICATION CENTERS: If students and staff need to relocate away from SHS because of an emergency, they will be at Rose Springs Elementary or Stansbury Park Elementary. Parents will be able to pick up student from there. **Students will only be released to parents or persons identified on the students emergency release form.**

SHELTERING IN PLACE (IN SCHOOL SHELTERING): **If there is a disaster that warrants staying in the school, the Main Office will announce a “Lock Down.”** Teachers will go to their doors and briefly check their hall to bring in students. They will then keep students in that room until an announcement to release is made, a runner comes to their room and announces the lock down is over, or an alarm indicates they are to move outside. A further announcement would indicate to students and staff that an armed intruder is in the building and that classroom doors should be immediately locked and no release would be made until directed to do so. Students or staff left in the halls would move to the closest classroom or secured area.

EXTRACURRICULAR ACTIVITIES

ATHLETIC LETTERING: Lettering criteria can be obtained from the coach of the requested sport.

ELIGIBILITY RULES: Participation in athletic competition, drama, debate, or other representative programs, clubs, or student body organizations, shall be permitted only in harmony with eligibility rules approved by the state, the region and the administration. Students who violate the student code of conduct in any way jeopardize their extracurricular eligibility. One major violation either at school or in the community, if deemed severe enough by the school administration, could result in immediate removal from a team organization.

SCHOLASTIC REQUIREMENTS: **** CHANGES ARE EXPECTED PENDING NOTIFICATION FROM THE UTAH HIGH SCHOOL ACTIVITIES ASSOCIATION. **** An individual must be enrolled in at least four classes at SHS in order to be eligible to represent his/her school in interscholastic competition. Exemption requests to this policy should be directed to the principal.

-No student shall be eligible to represent his/her school if he/she has uncleared Us or is failing more than one subject and a minimum grade point average shall be 2.0 from the previous term. I's, F's and WF's are computed into the grade point average as a zero value. Students with more than one I or F are ineligible until made up. The grade point average shall be based on each quarter's work with eligibility being approved by the building principal based upon individual student's IEP or CCR Plan and documented test results relating to learning disabilities. "Eligibility under this rule is determined when grades are posted. Grades are 'posted' when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than 5 school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documents clerical error."

-Home-schooled students must have a meeting with the Principal prior to the quarter of participation to review their home educational plan.

-Where a student has failed to meet the minimum requirements set forth above, he/she shall also be ineligible for participation in UHSAA activities in the succeeding grading period until such deficiencies have been corrected. (A grading period is defined as the one in which he/she is participating, as well as the one previous grading period not on the entire previous year.)

-Deficiencies, including incomplete conditions and failures from a previous grading period may be made up during a subsequent grading period. Summer school course work taken to remediate 4th term grades will be accepted for first quarter eligibility.

SMOKING, DRINKING, OR USING DRUGS DURING EXTRACURRICULAR ACTIVITIES: Any student representing Tooele County School District in any extracurricular activities who is found guilty of using tobacco, alcohol or drugs will be dealt with as follows:

First Offense: The student will be suspended from the team or organization for a period of at least two weeks or at least two consecutive events, games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). The offender will not be allowed to participate with the team or organization in any practice, performance or competition session for the full time of their suspension. The suspension will include participation in all extracurricular activities sponsored by TCS D schools or by the UHSAA that are being participated in by the suspended student. The student will not be allowed to travel to away contests with the organization he/she is suspended from. At the end of the suspension period, the student may apply for reinstatement to the organization he/she was suspended from. If the student wishes to be reinstated, a meeting between the parent(s), the suspended student, the coach/advisor, and the principal may take place. It will be the school authorities' decision to either accept or reject the application for reinstatement of the student. If and when the student is reinstated, he/she will be placed on probation for the remainder of the sport or activity's season in which he/she is involved.

Second Offense: The student will be suspended from participation in that sport/activity for the rest of the season.

Third Offense: An eighteen-week suspension from all games, meets, matches, competitions, performances and practices for all extra-curricular activities at SHS. Where applicable this suspension carries over into the following school year. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention and treatment program.

TRYOUTS FOR EXTRACURRICULAR ACTIVITIES: Students must have met the UHSAA requirements prior to the beginning of tryouts. If the student receives an I for incomplete, it must be taken care of within two weeks and prior to tryouts. If the student has received more than one F grade in the previous quarter, he/she is not eligible to participate. An U counts as an F until cleared under the UHSAA rules. "Eligibility under this rule is determined when grades are posted. Grades are 'posted' when the school registrar enters all grades electronically and are available to students, parents and teachers. In no

case may the posting date be more than 5 school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documents clerical error.”

VIOLATION OF SAFE SCHOOL PROVISION: Any student(s) who is suspended from SHS or a member school for violation of the Safe Schools provision of that district board of education, shall be declared ineligible for participation in any activity for a period equal to any suspension, bar or dismissal, but in no case shall the period exceed twelve months. If the student is transferred to another school, the transfer rule provisions will apply.

INDIVIDUAL COACHES/ADVISORS’ RESTRICTIONS OR POLICIES MAY NOT BE LESS THAN THOSE OUTLINED ABOVE. COACHES MUST PUBLISH ANY RESTRICTIONS STRICTER THAN THOSE LISTED ABOVE AT THE BEGINNING OF EACH SEASON