

Tintic High School Handbook



2015-2016

**525 East Main Street
Eureka, UT 84628
Tel: (435) 433-6939**

Tintic High School Student Handbook

I'm Proud to be a Miner

Mission Statement

The mission of Tintic High School is to provide students with superior educational opportunities in a safe, inviting environment where students are prepared to be lifelong learners and responsible, productive citizens.

Beliefs

1. We believe that learning experiences should be engaging, meaningful, interesting, varied, and personally relevant built on expectations, yielding high achievement.
2. We believe that each student has unique social, emotional and intellectual needs; therefore, we will help them discover and develop individual talents, abilities, and interests to foster a realistic, optimistic view of personal potential.
3. We believe in maintaining our school as a safe and caring place where students can develop habits of good citizenship through cooperation with staff, parents and community, which will help establish a productive learning environment and be a source of self-worth.
4. We believe our small student population enables us to know our students personally and help each of them identify specific activities and skills that will be a source of self-worth, enjoyment and employability throughout their lives.

Tintic High School Desired Results for Student Learning

Literacy

- Apply information to communicate meaning.
- Solve problems using appropriate information.
- Gather and filter information to interpret meaning.

Accountability

- Understand individual and community responsibility.
- Develop positive work ethics through academic endeavors.
- Demonstrate responsible citizenship behavior through attendance, punctuality and preparation.

Foreword

On behalf of Tintic High School Faculty, Board of Education, and Administration, we would like to welcome you to Tintic High School.

The student handbook has been designed as a guide for students, parents, and staff members of Tintic High School. It contains general information that may be helpful in regard to policies and procedures relevant to students attending Tintic High School.

Tintic High School is a comprehensive high school offering units of credit in various areas of study, ranging from the basic skills, academic and college preparatory courses through various trade and vocational courses. The curriculum is organized in a manner that permits each student to acquire the skills that are necessary to succeed in today's society. The high school also provides various clubs, organizations, and activities in hopes that the student will explore various areas and will develop into a well-rounded individual upon leaving high school.

We would like to encourage you to make the most of your high school years. The purpose of high school is to prepare you for the future. While this high school has the capability of preparing you for the future in today's highly complex society, it is up to each student to put forth the proper attitude and necessary effort to achieve. Regardless of your plans, your desire to achieve your fullest potential will make your work more interesting and much more pleasant.

It is our sincere desire that this handbook will be helpful to both parents and students as the students develop educationally during their six years in Tintic High School.

Sincerely,

Tintic High School Faculty and Staff

School Contacts

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Eureka, Utah 84628

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(435) 433 684

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Administrative Staff Tintic School District

Kodey Hughes -	Superintendent of Schools
Jeremy Snell -	Business Administrator
Becky Jones -	Administrative Assistance
Brian Underwood	Maintenance Director and Transportation
Tom Nedreberg	Technology

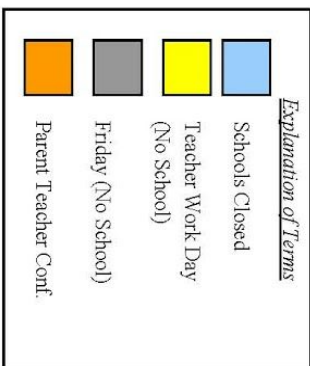
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Support Staff

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Becky Underwood	Paraprofessional	beunderwood@tintic.org
Patrick Mahoney	Custodial Staff	pmahoney@tintic.org

2015 - 2016 SCHOOL YEAR GENERAL CALENDAR



<i>Dans School Not In Session</i>	
Labor Day.....	Sept. 7
Fall Break.....	Oct. 19
Thanksgiving Break.....	Nov. 25-26
Winter Break.....	Dec. 23-Jan. 1
Martin L. King Day.....	Jan. 18
Presidents' Day.....	Feb. 15
Spring Break.....	Mar. 28

<i>Other Important Dates</i>	
Opening Institute.....	Aug. 18
School Begins.....	Aug. 19
Parent Teacher Conf.....	Sept. 25, Nov. 13 & Feb. 5
Tinnie High Graduation.....	May 27
West Desert High Graduation.....	May 26
School Ends.....	May 26

NOVEMBER						
M	T	W	T	F	S	S
	2	3	4	5	6	7
	9	10	11	12	PTC 13	14
	16	17	18	19	20	21
23	Thanksgiving 23	24	25	26	27	28
30						

MARCH							M	T	W	T	F
			1	2	3	4					
		7	8	9	10	11					
14	15	16	17	18	19	20					
Term 4 Begins 21	22	23	24	25	26	27					
Spring Break 28	29	30	31								

2ND TERM OCT. 20	40 DAYS JAN. 7
4TH TERM MAR. 21	39 DAYS MAY 26

SCHOOL ENDS-MAY 26

School Pride

School Song

Oh, here's to Tintic High School
Faithful and true
Here's to our banners,
Colors white and blue.
Oh, here's to all our school mates,
Comrades are we,
Singing our battle song of victory.
Rah, rah rah!

Onward Tintic High School
On to victory
We're the fighting Miners
Who work for the "T"
Oh, we will work together
Comrades are we,
Singing our battle song of victory
Rah, rah, rah

School Colors

Blue and White

School Mascot

Miner

School Pride Motto

"I'm proud to be a Miner"

School Spirit and Our Community

Each student should remember that school life is comparable to life in a community. They should practice the qualities of good citizenship which are so necessary in a good community.

School spirit means many things. Some of the things it should mean and ways the student can contribute to good school spirit are:

- Show loyalty to all functions of the school.
- Support the school and do your utmost to keep your scholastic and activity standards as high as possible.
- Show courtesy to teachers, officials, adults, fellow students, and students from other schools.
- Have pride in things the student body endeavors to accomplish.
- Always exhibit sportsmanship by being fair, courteous, generous, a good loser, and a gracious winner.

School Hours and Regulations

THS Bell Schedule 2015 - 2016 **Four-Day School Week**

1st Period	7:50 to 8:49
2nd Period	8:53 to 9:49
3rd Period	9:53 to 10:49
4th Period	10:53 to 11:49
<i>Lunch</i>	<i>11:49 to 12:29</i>
5th Period	12:29 to 1:25
6th Period	1:29 to 2:25
7th Period	2:29 to 3:25

Students signing in after 8:00 a.m. will be counted absent for 1st hour.

Lunch Schedule

The high school student body will eat lunch between the fourth and fifth periods. Lunch is scheduled for 30 minutes from 11:49 to 12:29 which is when 5th period will begin.

Hall Passes

Students who must leave class must secure permission from their respective instructor. The passes shall be issued by the classroom teacher before the student leaves the classroom. Each student will receive no more than three hall passes per class per quarter. No student shall leave campus without checking out through the office.

Tardy

There is seldom a reason to be tardy. Most tardies are unacceptable in an educational institution and will be classified unexcused. Tardies will be recorded by the teacher and will affect the student's citizenship grade according to each individual teacher's classroom policies as outlines in his/her disclosure.

- A student who is more than five minutes late for class is required to have a tardy slip from the office.
- A student who is over 20 minutes late for class will be counted absent. If a student refuses to attend a class, because they have already been marked absent, a truancy will be awarded.
- Tardies cannot be excused for any other reason except those covered under Utah Code 53A-11-101-105.

Leaving School /Check-Out Procedure

Students are considered as being at school when they have entered school property, school grounds, parking lot, or boarded a school bus. If a student must leave school during the school day, they are to report to the office after notifying their classroom teacher. The parent or guardian shall provide the student with a note or call the school and give his permission for the student to be released. Any student who leaves school without permission and checking out through the office is TRUANT.

A student must report to the office and check out with the secretary, or authorized personnel, if leaving school early. The student's parent must pre-approve the absence with a phone call or personal confirmation to the office. The secretary is the only person authorized to record an excuse for a student absence. Failure to follow this procedure will result in the student being marked unexcused absent or truant.

All students who check out of school, during school hours, must do so through the office. An automatic "U" will be given to students who do not follow this protocol. Students are not allowed to leave the school during class periods (*this includes the parking lot*). Students will only leave school if they are checked out, at lunch, or after school.

Attendance

Regular and punctual patterns of attendance will be expected of each student enrolled in the school district. Students should strive to maintain a good attendance record, because there is a direct relationship between school attendance and grades, citizenship and success in school. It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to a minimum. (*Please note that Tintic High School is on a four day schedule and attendance is vital to the success of our educational goals.*)

Truancy Policy

Tintic High School's Truancy Policy reflects a correlation of Utah State law, Tintic School Board Policy, and Tintic High School policy and was developed in cooperation with the Juab County juvenile court system. It is state law that a student may not miss more than 5 days of school in a school year without a legitimate excuse. Understanding that students can and will miss school time for matters like illness, and knowing that parents/guardians will make decisions in the best interest of their children, a small amount of understanding can be provided. However, if a student has accrued multiple days of absences due to an illness or illnesses without valid medical documentation, the truancy case of the student will be forwarded to the Juab County Court system for due process and hearing. To expedite the truancy process, a student may only be excused by a doctor's note within 2 weeks of the date of absence. Attendance is a vital part of the four day school week. It is also a requirement of both the state of Utah and the Tintic School Board.

1. Upon a student missing three (3) unexcused days of school, a representative from the school will attempt to make phone contact with the parent/guardian of the student and ensure they are aware of the student's unexcused absences.
2. Upon a student accumulating four (4) unexcused absences, the school will notify the parent/guardian by mail and provide them with a copy of Tintic School Board Policy.
3. Upon the student accumulating five (5) unexcused absences, the school will attempt a meeting with parent/guardians to make an attendance plan that will ensure lawful attendance by the student. If parents/guardians and/or the student fail to attend the meeting or follow the guidelines provided upon in the meeting, they will be referred to the Juab County Juvenile Court System.
4. If a student accumulates excessive excused absences (more than 4) without medical validation, the student will also be referred to the Juab County Juvenile Court System.

The following absences will be exempt: school sponsored activities, court appearance or detention, home-study placement, home-bound placement, and suspension/expulsion.

Academic Attendance Policy

In addition to Tintic High School's Truancy Policy, Tintic High School also has an Academic Attendance Policy.

- Any student who misses more than five (5) times in any class period in one quarter including absences for medical reasons, shall be subject to such disciplinary action as determined by the attendance committee. If the absences over five (5) days are not due to medical reason as verified by a physician's statement, prior approval of vacation, or related to a handicap, the student will be brought before the Attendance Committee and will be required to complete an academic project, with a deadline, provided by the Attendance Committee in order to receive their credit.
- Students who exceed seven absences will need to make a formal request to the Tintic Board of Education for review of their attendance infractions. At which time the Board will make a formal motion to accept or deny credit earned. If credit is granted the student will be required to complete an academic project, with a deadline, provided by the School Attendance Committee.
- In all cases all of excessive absences the student is obligated to complete all assigned and pending work in order to receive a formal grade. If assigned work or projects are not completed by issued dates a failing grade will be issued.

Make-Up Work

Teachers must provide make-up work at the request of the student for the day(s) absent. The length of time for the completion of make-up work shall be equivalent to one day for one day. (One day approximately to make-up the work for every one day absent). Work not completed and turned into the teacher within that time span shall be recorded as a zero. Students involved in school activities are responsible for their class work as if they were in class. (It is the student's responsibility to contact and notify the teacher to arrange for the needed make up work.)

Avoiding Loss of Credit

Students can avoid loss of credit for up to *five additional days* in either of the following two ways:

Extended Medical-Related Absence: The parent must obtain and submit an Extended Medical-Related Absence form at the office within five days of the student's return to school. The principal will evaluate and sign the form and a copy will be returned to the parent. The parents may be asked to submit additional documentation such as a doctor's note.

Prior-Approved Vacation/Leave: The student must obtain and submit a Prior-Approved Vacation/Leave form at the office at least five school days prior to the absence. This form must be signed by all the student's teachers and approved by the principal. It is the responsibility of the student to go around to all his/her teachers and gather work to be done during absence. Assignments are due the day the student returns from the absence.

***Students are allowed one Vacation/Leave slip for 5 days per school year.*

Late Work

A teacher is not obligated to accept late work. A student has no right to expect to be given permission to turn an assignment in late, other than in cases listed in **Utah Code 53A-11-101-105** relating to excused absences.

Teachers have a right to create a classroom policy concerning late work. If an assignment is late due to a reason other than an excused absence, that assignment will not receive full credit. Two common approaches that teachers often employ as methods of assigning graduated deducted value for late work are:

- Teachers have a right to refuse late work.
- Teachers must advertise late policy in disclosure.

Students requesting school work before they go on a planned extended leave will be expected to return with all assignments ready to turn in. Students are to be prepared to take any test missed upon returning.

Dress Code

The home and school need to cooperate in the matter of dress. School is the child's place of business, and students who are dressed appropriately seem to do better. There is a strong relationship between the way students dress and how they feel about themselves; therefore, clothes should be clean, safe and in good taste. The following will not be allowed to be worn:

- ✓ Halter Tops
- ✓ Low-cut shirts
- ✓ Mini Skirts-Shorts
- ✓ Thin Spaghetti Strap Tops – (***Straps must be a minimum of 2 inches***)
- ✓ Slogan shirts in bad taste or advertising alcohol, tobacco, or illegal substances
- ✓ Shirts with a split down the side
- ✓ Boxers
- ✓ Midriff Tops
- ✓ Jewelry promoting illegal substances
- ✓ Shoes shall be worn by students at all times- no slippers
- ✓ Chains
- ✓ Studded items
- ✓ Clothing or jewelry with vulgar, suggestive or double meanings.
- ✓ sunglasses
- ✓ Any item identified with gangs
- ✓ Distracting clothing

Specific courses where safety or health is a factor may require students to adjust hair, clothing, or wear safety equipment during that class period.

Headgear (caps, hats, etc.)

Students shall remove their headgear inside of any building or classroom.

Guidelines for Dress Code Questions

Students wearing inappropriate dress will be asked to remedy the situation. It is not appropriate to waste class time remedying the dress code infraction. Therefore a student will be given the opportunity to change the clothing article if a spare is kept here at the school (say, in gym locker), a blue T-shirt or blue sweats may be offered to wear over the inappropriate clothing until such time as non-class time can be used to remedy the problem or until the end of the day. If the student refuses the opportunity to wear compliance attire, then the student can opt for suspension. The student will not return to class displaying the inappropriate clothing. If inappropriate dress continues, a Serious Incident Referral form will be filed at the office and the appropriate consequences will be administered.

Sexual Harassment/Bullying

The act and actions surrounding sexual harassment and bullying is prohibited and in no way acceptable on school grounds or in association with school activities. Students and parents can obtain a copy of district and state policies and procedures regarding these matters by contacting the front office of your school.

Inappropriate Language – Swearing at or Near a Teacher

Any student who swears is subject to consequences. Any student who swears in the presence of a teacher will be turned in to the office. If the language is flagrant the student may be suspended. If the language is directed at a teacher, the student may be suspended. If a student swears during an encounter with a teacher, that student will be suspended.

Inappropriate language includes any language that may be distracting or offensive because it escalates hostility, hurts somebody's feelings, and /or makes fun of somebody or something pertaining to somebody or something that somebody believes in. Examples of these might include, but are not limited to cut-downs, put-downs, jokes, prejudice, discriminating comments, racial intolerance, religious intolerance, or ethnic intolerance.

If the comment can be construed to be offensive to the person it is told to, or the person it is told about, or the person that overhears it, or the person that hears it 3rd person, then the comment is deemed inappropriate and the speaker may need to be disciplined.

Use of Electronic Devices

Students may have electronic devices in their possession during the regular school day.

Guidelines for Electronic Devices are as Follows:

1. Devices may be used in the morning prior to the first bell, at lunch, or after school.
2. If directed by a teacher, students may use these as educational materials.

Students who use or respond to electronic devices during regular school hours and in the times listed above are subject to having the device confiscated. Students/parents are also on notice that confiscated electronic devices are subject to search by school administrators. Only parents / legal guardians may retrieve electronic devices belonging to their children. Parents/Guardian may reclaim devices during regular school hours or by appointment with the school principal.

Bullying

Bullying is usually considered (but not necessarily limited to) a real or perceived threat of impending violence.

Don't be a Bully. Don't engage in behaviors that could be mistaken for bullying. *Bullying*: means intentionally or knowingly committing an act that is done for the purpose of placing a school employee or student in fear of:

- (a) physical harm to the school employee or student; or
- (b) harm to property of the school employee or student.

Bullying can be any comment, action, or contact directed at an individual that is unwanted, uninvited, unprovoked, not solicited, and designed to manipulate, intimidate, or embarrass is considered bullying. Bullying can be physical, emotional, psychological, or social.

Acts of bullying may include:

- (a) endangerment to the physical health or safety of a school employee or student;
- (b) any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements to a school employee or student;
- (c) forced or unwilling consumption of any food, liquor, drug, or other substance by a school employee or student;
- (d) any forced or coerced act or activity of a sexual nature or with sexual connotations such as asking a student to remove articles of clothing or expose or touch private areas of the body;
- (e) other physical activity that endangers the physical health and safety of a school employee or student; or
- (f) physically obstructing a school employee's or student's freedom to move.

The conduct described in R277-613-1B(2) constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Cyberbullying

Cyberbullying means the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of:

- (1) physical harm to the school employee or student; or
- (2) harm to property of the school employee or student.

Harassment

Any comment, action or physical contact that is unwanted, not solicited and designed to manipulate, intimidate or embarrass could be considered harassment if it is based on religion, race, age, size, appearance, ethnic origin, country of origin, gender or socio-economic status. An offensive comment, action or contact becomes harassment when it is repeated after the offender has been told to stop.

A victim of harassment should recognize and take note of the specific comment, action, or contact that is harassing in nature and tell the principal, a teacher or any other responsible adult. The principal will call the offending student to the office and deliver the message that the victim considers the action, comment or physical contact uncomfortable and why. The principal will tell the offending student to stop the offensive behavior. If the offending student repeats or continues the offensive comment, action or contact, the offensive behavior crosses the line and becomes harassment.

The perpetrator may or may not recognize that the action, comment or contact is offensive, but the action is considered inappropriate nonetheless. If the perpetrator continues the behavior after being told to stop, the behavior may then be considered harassing. No student is allowed to harass other students. Violation of this rule will warrant school consequences and possible referral to juvenile authorities.

Physical Contact

No student has the right to touch another student without first obtaining his/her permission. This rule is not designed to be silly, or disrupt the casual contact in the hall or between friends, or during athletic competition. This rule is designed to protect against bullying, the escalation of hostilities, and harassment. This rule is designed to make the distinction between pushing a friend innocently, and pushing a potential victim during a hostile encounter. This rule is designed to distinguish between a boy and a girl holding hands, and the unwanted, inappropriate touching victims experience during harassment.

Sensitivity as it relates to Language Appropriateness

The use of any derogatory term or action as a means to degrade will not be permitted. Showing extreme lack of sensitivity to others creates a hostile learning environment. These behaviors will be dealt with in a manner considered a violation similar to swearing and treated as extreme disrespect.

Seek Assistance: Don't Assist in Escalating Hostility

Students who encounter conflicts with other students are instructed to seek assistance. That means that if some other student picks at you or picks on you, you do not have a right to retaliate. You need to seek out an adult and report harassing behavior. If you sit there and take it and eventually act out in a hostile manner, you could get in trouble for not seeking assistance or for assisting in escalating hostility.

Likewise, if you witness someone else picking on a student, you do not have a right to intervene in a physical or hostile manner. You may stand up for others, but you must seek out an adult and report the harassing behavior. If you are ever involved in a situation where you are feeling threatened or at odds with someone else:

Don't Retaliate! Don't Escalate! Report it!

Gymnasium/Weight Room Rules

Stay off the floor with street shoes. Please be courteous and attentive to guests, program participants and school personnel. Use of the gymnasium is under control of the athletic director and teaching staff. Rules as such shall be set up regarding usage, *The gym and weight room will not be used without adult supervision, either before, during, or after school hours.*

Library Regulations

The library hours will be posted and facilitated by classroom teachers. Students may be allowed to come to the library during classes with the permission of their teacher and the librarian. The use of the library is a privilege. Any abuse of the regulations will result in the loss of that privilege.

Lunch Area

There will be one lunch for all high school students. All students who want a school lunch are expected to ride the bus to the cafeteria at the elementary. Lunch is expected to be paid prior to eating lunch. Tintic High School students will not be allowed to charge lunches. If they don't sign up for lunch at the beginning of the day or don't have money for lunch, they will be provided an alternative lunch. Student who sign up and don't attend lunch may be charged for the lunch they requested at the beginning of the day. All families may make application for the free lunch program or reduced lunches.

Records Released

Student records (transcripts, grades, etc.) will not be released until all fines, shop projects, or any other student bills have been paid for in full.

Bulletin Board

Make it a habit to check the bulletin board daily. If students have important class business to dispense, they may have that information placed on the bulletin by notifying the office.

Insurance

Student insurance will be available. All students are urged to participate if uninsured. Students engaged in extra-curricular sports activities are required to have insurance to participate.

Lockers and Locks

Each student will be assigned to a locker and the coach shall assign gym lockers. Students are personally responsible for their locker contents. Students may obtain a lock from the office. Lockers are to be kept clean and contents arranged in an orderly manner. If for some reason a student needs to change lockers, the change will be made by the office. Lockers are property of the school and may be inspected at any time. Vandalism to lockers may result in a fine to be paid by the student. Stickers

are not allowed. The school reserves the right to search student lockers as part of the routine inspection, or in the event that the school officials receive information that the locker may contain dangerous or prohibited item.

Personal Purchases

During the school year various items will be offered to the students as a special service. These include student pictures, senior pictures, yearbooks, etc. Items offered for sale at school have been screened to insure reasonable quality for definite quoted prices. Students are in no way obligated to purchase these items.

Safety

Safety is of major concern to the school. Any type of activity that can or will result in harm or injury is prohibitive.

Use of Telephone

The telephone is for business calls by the administration and for emergencies only. No calls are to be made during class. *Use will be allowed before school, at lunch, or after school.* Students will not be called out of class to take phone calls. Messages will be given to students either at lunch or at the end of school. Emergency situations will be handled on a case by case basis.

Care of School Property

Students will be held responsible for the proper care of all books, supplies and equipment furnished to them by the Board of Education. Students who deface, damage, or lose school property will be required to pay for the damage or loss and may be persecuted.

School Uniforms

Tintic School District takes pride in providing quality equipment and uniforms for the band and athletic teams. When once issued, the equipment and uniforms become the responsibility of the individual; if lost or stolen, the individual and his/her parents are responsible for the replacement. Students are also responsible for keeping the uniforms and equipment clean and in good repair. *All equipment and uniforms must be accounted for and checked in before a student will be allowed to check out of school or receive uniforms or equipment for the next season.*

Vending Machines

Students may use all vending machines before and after school. All machines are off limits during morning classes and afternoon classes. The candy room will remain locked during this time. Students choosing not to follow these guidelines will lose the product purchased and will be disciplined. All cans and trash are to be disposed of properly.

PDA (Public Display of Affection)

School is not the place for displays of affection. Couples observed with arms around one another or petting will be subject to discipline. Any physical contact that exceeds the holding of hands is defined as excessive display of affection and disciplinary action will result.

Title VI, IX and Section 504 Policy Statement

The Tintic School District forbids discrimination in regard to sex, race, creed, color, religion, national origin, ancestry or any handicapping condition in its educational programs, activities or employment policies. Inquiries regarding compliance should be directed to the superintendent of schools or the respective building principal.

Search and Seizures

Evidence relating to certain Serious Incident violations, which is seized by school authorities acting alone and on their own authority and not in conjunction with or at the behest of law enforcement authorities is admissible in civil and criminal action.

Students' belongings on district property and students' lockers are subject to search and seizure. Students and their property, including backpacks and cars, can be searched as a result of reasonable suspicion. Lockers and the articles and belongings in them can be searched at any time, without reasonable suspicion, and without permission.

A search of a person must be based on at least a reasonable belief (suspicion) that the search will turn up evidence of a violation. The measures adopted for the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the circumstances, including the age and sex of the person involved and the nature of the infraction.

The Use of Force

A school employee may not inflict or cause the infliction of corporal punishment upon a student. The term "corporal punishment" means the intentional infliction of physical pain upon the body of a student as a disciplinary measure.

This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstances to (1) obtain possession of a weapon or other dangerous object in the possession or under the control of a child; (2) protect the child or another person from physical injury; (3) remove from a situation a child who is violent or disruptive; or (4) protect property from being damaged.

Disciplinary records shall be made available to parent or the student, whichever is appropriate, pursuant to the Tintic School District's student records policy.

Military Recruiter Access to Senior's Address

Tintic School District and Tintic High School support the practice of providing the address of graduating seniors to military recruiters upon request. Parents of students who wish to opt out of this

list may contact Tintic High School in writing and request that their student be removed from the list of addresses provided by the school to all military recruiters who request it.

Authority of Teachers

Teachers and staff stand in the place of the parent during such time as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large as well as in specific areas of duty assigned by the administration.

Time of supervision shall be continuous from the beginning of the teacher's arrival at school in the morning until his/her departure from school (not to exclude supervision of students that he/she is responsible for at extracurricular activities).

A teacher who sees any act(s) sub-standard or improper conduct on the part of any student(s) is expected to reprove the student(s) involved immediately and report the incident to the proper authority. Disciplinary measure will be taken for inappropriate conduct by students.

Any high school student who strikes, slaps, kicks or curses a teacher shall be suspended from school and their parents may be requested to appear before the Board of Education before the student is allowed to enter school.

Teachers do not have the authority to send students from the school grounds for the purpose of running errands, going to town or returning to their homes. Students wishing to leave school must check out at the high school office and secure permission.

Student Responsibilities

It is the responsibility of each student as a citizen of our school to learn and obey its policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students; therefore please do not ask that exceptions be made.

Remember that teachers and staff are employed to aid and help students. Please feel free to contact them in the settlement of your problems. The student shall always remember to address all staff members as "Mr.", "Mrs." or "Miss." Disrespect towards any school employee shall not be tolerated.

Students are expected to respect teachers, staff and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit themselves, their parents, their school or community

Homework

In grades 7-12, the amount of extra time needed for study depends upon the nature of courses carried by the student. Each student should plan, as a minimum average, to spend one hour per day in grades 7 through 10 and one and a half hours per day in grades 11 and 12. When students do not use class time wisely to complete work, then it usually becomes homework. In such cases it may require more than the allotted time to complete their work. **Students must get assignments from their instructors prior to a scheduled trip.**

Effective Study Habits

The development of effective work habits and study skills is probably the most important achievement of any high school student. Good habits of work and study seem to transfer from one type of activity to another to a greater extent than almost any other learning gained in school or elsewhere.

It is highly desirable that each student have a place where study can be without interruption by other members of the family, radio, television or other factors which may interfere with concentration.

A student who is having difficulty in studying any subject should request the teacher of that class to give him suggestions for doing the work of that particular course.

Scheduling Changes

A student will have the first three days of each semester to make any scheduling changes for that particular semester.

Before any scheduling changes will be made, the student will have to obtain permission from parents and the teachers involved by filling out a schedule change form obtained from the counselor.

Visitors

Due to the disruptions caused, and the liability incurred, student visitors will not be allowed during school hours. The bringing of small children or babies to school for purposes of baby-sitting or otherwise is inappropriate. Adults and students not regularly enrolled at THS may visit the office only. Visitors who are approved in THS must check in the office and receive a visitor's pass.

Exceptions:

Parents and families may observe school day activities as long as it is not disruptive to the educational process and after checking in at the office. Any activity outside the regular school day is open to attendance unless the visitor is disruptive to the success of the activity as judged by the principal or designee. Community members may use high school resources during school hours by appointment and permission of the principal if they are available and arrangements have been made one week prior to the visit. School facilities and resources may be used only if allowed and supervised by the principal or the principal's designee.

Educational Requirements

The successful completion of the following requirements is necessary for graduation from Tintic High School.

Grades 7-8 Requirements (14 Credits)

Subject Area	Credits	Specific Classes
Career Explorations	.5	Careers 8
Language Arts	2.0	Language Arts 7 and 8
Math	2.0	Math 7 and Math 8
Science	1.5	Integrated Science 7 and Integrated Science 8
Health	.5	Health 7
P.E.	1.5	P.E 7 and P.E. 8
Arts	2.0	Band and/or Theater
CTE Intro	1.0	CTE 7
Reading	2.0	Reading 7 and Reading 8

Graded 9-12 Requirements (28 credits available/ 27 required)

Subject Area	Credits	Specific Classes
Language Arts	4.0	Language Arts 9, 10, 11, 12
Science	3.0	Earth Systems 9, Biology 10 and Science 11
Math	3.0	Secondary I, Geometry, Algebra II
Social Studies	2.5	.5 Geography, 1 American History, .5 World History, .5 Citizenship
CTE	1	Shop, Business, or FACS
Financial Literacy	.5	Financial Literacy
Art	2.0	Band, Theater
Physical Education	1.5	Fitness for Life, P.E. Athletics, Participation Skills
Health	.5	Health 10
Computer Tech	.5	Computer Tech
Electives	8.5	

Transfer Students

A transfer student is defined as a student who is registering to attend THS after the school year has started. Students who are transfer students fall under these guidelines.

- If a student registers at THS with half the quarter remaining the grades sent from the prior school and the grade from the half of the quarter they attended at THS will be averaged together for the final grade for the quarter.
- If a student registers at THS after half of the quarter is over the grades sent from the prior school will be the student's grades for that quarter.

Concurrent Enrollment Classes / EdNet Program

Ednet classes are college level courses that are taught at Utah universities and colleges and then broadcast to Tintic High School via an interactive audio/video link. EdNet classes are a privilege for high school students extended as a courtesy by certain universities and colleges. The Tintic School District is reimbursed by the state and pays all tuition costs for students who pass and receive college credit for the courses taken. High school students not only benefit by not having to pay tuition, but they may accumulate high school credit at an accelerated rate. The following guidelines will be followed.

1. Student may take EdNet courses as juniors or seniors. State policy allows summer enrollment only after successful completion of a student's sophomore year.
2. Students must have a cumulative GPA of 3.5 or higher over the past four quarters to participate in EdNet courses.
3. If a student receives a failing grade (any grade below a C-) in an EdNet course the student and his/her parents must reimburse the Tintic School District for the tuition cost associated with the failed course and will be ineligible to participate and register for any further EdNet course work until such payment is made.
4. If a student receives a failing grade in a course they will be placed on academic probation for one semester. During probation, the student may take only one EdNet course at a time. A failing grade is any grade that is not transferable to a college or university which is any grade below a C-.
5. Students who are not behaving appropriately in class will be dismissed.
6. More than four unexcused absences is grounds for dismissal from an EdNet course.
7. Students who are dismissed for non-attendance or behavior reasons will be placed on academic probation and must reimburse the district as outlined in paragraph 3 and 4 above.
8. **Any exceptions to this policy must be approved, in writing, by the building administrator and the superintendent.**
9. Students and parents are responsible for the purchasing of all books and materials associated with all EdNet courses.

Grading System

The achievement of students is based on a successful partnership between students, parents, teachers and the school. The purpose of grades is to communicate to students, parents, and teachers an accurate evaluation of student achievement. Grades will not be used to punish student efforts. Grades provide a reliable record of student achievement to schools, colleges, and businesses.

Teachers will publish their specific grading requirements in a disclosure document to students and parents at the beginning of the year. Grading practices can include but are not limited to: daily assignments, assessments, projects, portfolios, homework, and class participation as outlined in the teacher disclosure document.

All parents will be notified of student progress with a mid-term report. Parents of students who are at risk of receiving a D or F grade will be notified additionally in a documented, timely fashion. (NG is an optional student/parent initiated contract between the teacher and the student and will only be used in extreme circumstances such as serious student illness and family emergencies.)

P/F (Pass or Fail) will be given at the high school level as a grade for work-study, internships, or elementary teacher aid classes. Credit will be issued for the class, but the grade will not be included in the GPA of the student.

Grievances about grades will be handled using the district Due Process Schedule.

Early Graduation

Any student who has completed all required courses or otherwise demonstrated mastery of required skills and competencies may graduate at any time following the conclusion of the eleventh (11th) grade provided the following conditions are met:

- The student has requested early graduation consideration by the end of their ninth (9th) grade year if they want to be eligible for valedictorian or salutatorian.
- The student and his/her parent(s) or guardians have expressed approval in writing to the Tintic Board of Education as outlined in (TSD Policy EHC).
- The principal and the student's advisor approve early graduation.

Honors and Awards

The honors and awards program at Tintic High School is designed to recognize those students who are outstanding academic achievers. This policy will include all students. Students are recognized at Tintic High School in the following ways: Blue Miner Pride, Athletic and Academic Assemblies, Honors Banquet, and academic drawings.

Honor Roll

The honor roll shall be determined each quarter by assessing each student's grades. High Honors students will achieve a 4.0 and Honors students will achieve a 3.75.

Honors Banquet

Students are invited to attend the Honors Banquet based on their GPA from the previous year in 4th quarter in addition to the first three quarters of the current year. Students are honored for achieving a GPA of 3.75, no less.

Valedictorian, Salutatorian and Graduation Academic Honors

All graduating seniors achieving a cumulative GPA of 4.0 or higher will be awarded the status of Valedictorian. If no graduating senior achieves a GPA of 4.0 or higher then the graduate with the highest GPA will be awarded the status of Valedictorian.

The graduating senior with the next highest GPA will be awarded the status of Salutatorian. All graduating seniors with a cumulative GPA of 3.85 or higher will be awarded the status of Outstanding Honor Student.

A student must be enrolled the last six consecutive quarters prior to graduation to be considered for the honor of Valedictorian or Salutatorian of the school. During their senior year at least half of their class load must be on campus with regular daily attendance.

Academic and Varsity Letters/ Participation Certificates

In an effort to reward and recognize students at Tintic High School who have excelled, letters will be presented to students in grades 9-12 who are eligible to receive academic and performance awards after completing the terms set forth by their teachers, coaches and directors.

Bus Transportation

Students and parents are required to sign a Transportation Liability and Responsibility document. Students must follow all guidelines set forth by Tintic School District Transportation Department.

Student Buses

Students who ride the bus to school will be assigned a bus by the superintendent of schools. They will be required to ride the assigned bus to and from school. They will not be allowed to get on or off the bus except at school or school approved bus stops. Any exceptions must be approved by the superintendent.

Transportation To and From Activities

Transportation shall be made by bus and other such conveyances furnished by the school. All students must ride the school provided transportation to away school activities. The parent or legal guardian may verbally contact the sponsor while at an away event and sign their son/daughter out from the event to their care by using the following form: Private Vehicle Permission Slip that can be found on the district web site. (<http://www.tintic.k12.ut.us/>) If a parent wishes to have their son/daughter ride home with another adult (relative or another parent), they may do so by going into the main office during normal working hours (8:00 a.m. – 3:20 p.m.) and fill out a Transportation Release Form. This must be done on a game by game basis. Notes and phone calls will not be accepted. Students will be expected to ride the bus back to the school unless the above arrangements have been made. (Students will not be released to ride with other students including siblings.) Emergency situations will be handled on a case by case basis.

Student Vehicles

Students may drive vehicles to school under the following conditions:

- No person under the legal driving age shall be permitted to drive or park an automobile, motorcycle or other motor powered vehicle on school grounds, except driver education students when accompanied by an instructor.
- Students who drive vehicles to school shall be properly licensed as an operator and the vehicle they drive shall be properly licensed by the State of Utah.
- Students are not to be in their cars or to move them during the school day without permission from the proper authority. They are expected to use safe driving practices on school grounds, obey all speed limits posted on school property (5 miles per hour) and observe "no parking" areas.
- Driving a vehicle to school and/or parking on school district property is a privilege and not a right which may be revoked by the school's administration. The school administration reserves the right to search any student's vehicle, on school district property if the administration has reasonable suspicion that the vehicle contains prohibited materials or evidence of a violation of Board of Education policies.

Student Parking

Students may park in the student parking lot on the west side of the school. All vehicles are to be parked between the parking lot lines and only take up one slot.

Student Activities

Student activities at Tintic High School provide an opportunity for each student to engage in their special interest. The activity calendar will be found in the hall by the office. All activities concerning the school should be placed on the calendar as soon as possible in order to prevent conflicts.

While student activities are important for the all-around development of the student, they must be of *secondary* importance in the program of the school. Regular classroom work **MUST COME** first. With this in mind, teachers will not schedule activities while classes are scheduled. In addition, activities such as parties, dances, etc., when held on school premises should not proceed past 12:00 p.m.

Tintic High School is a member of the Utah State High School Activities Association and is guided by the regulations adopted by this organization. The rules, eligibility, limitations on participation, length of trips, number of trips, number of games played, number of tournaments played, and other elements are determined by the Association's regulations.

Activities

Curricular, co-curricular, and extracurricular activities shall be defined as follows:

- ***Curricular activities*** occur within the regular school day and constitute the delivery of instruction to students in the Tintic School District.

- **Co-curricular activities** are an extension of classroom instruction in which participation is by the entire class or significant portion thereof. They relate directly to, and enhance student learning of, essential elements through participation, demonstration, illustration, and observation. Co-curricular activities are included in the teacher's instructional plan and conducted by or supervised by a classroom teacher or other educational professional such as a librarian, school nurse, counselor, or administrator. Students suspended from extracurricular activities because of grade (s) below 2.0 shall not be prevented from participating in after-school co-curricular activities.
- **Extracurricular activities** are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some of the areas of curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. **Participation in extracurricular activities are a privilege and not a right**, and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, athletic practices, dances, prom and club activities.

Eligibility for Extra-Curricular Activities

Students will become ineligible to participate in extracurricular activities when:

- The citizenship grade drops to a U or during the grievance process. (They may become eligible again once make-up is complete or if a grievance is approved (coach and administration approval).
- The student has detention hours (They may become eligible again once make-up is complete or if a grievance is approved (coach and administration approval).
- More than 3 periods of a school day missed unless covered under Utah Code 53A-11-101-105.
- Below 2.0 GPA or acquire an F grade(s).

Student Eligibility

Students participating in USHAA **sanctioned activities** at Tintic High School must follow UHSAA and Tintic School District and Tintic High School policy of eligibility.

After-School Activities

Students are not to loiter in the school building after school is dismissed, unless they are required to be in here for conferences with the instructors or are participating in a school activity. Students must have a supervising teacher with them for any after-school activity.

Class Activities

Class activities are encouraged and promoted. Each class will elect their officers and be assigned one or more teachers to act as supervisors.

Each class shall elect a president, vice president, secretary, and one student council representative. All class officers shall maintain a 3.0 GPA in their school work, and must conduct themselves in accordance with the standards of the school or lose their office. All students in the class, who would

like to run, will be listed. It will be the responsibility of the advisors to check GPA and citizenship. All those who meet the GPA (3.0) and citizenship (no U's) will be voted on by the class for president and vice president. The representative and secretary will be chosen through a drawing of those interested in running..

1. Class officers will be elected the first week of school in the fall enable them to participate in leadership conferences for that school year.
2. If a class officer earns a U or a GPA below 3.0, they will be replaced.

Dances

Students of Tintic High School will be permitted to invite guests. The student is responsible for the conduct of their guests. To attend a dance all guests must be at least in the 7th grade.

Dance dates must be at least a 7th grade student. All students who invite out-of-school guests to the dances must sign their name and the guest's name on a list. Students dropping out of school will not be allowed to attend dances until their graduating class has graduated. When students leave the building after 10:00 p.m., they will not be permitted to return. Tickets will be sold at the door. Parents of students are welcome to attend any dance.

Prom

Junior Prom is usually held in April at the Tintic High Gymnasium. Junior Prom dress is formal. The decor is selected, both colors and theme, by the members of the junior class. Junior students arrange for the music and prepare with the help of their advisor and parent volunteers a promenade to be presented to parents and friends.

Junior Play

Each year the junior class, in order to raise money for their prom, sponsors a play. Plays are purchased with funds from the junior class. Decorations and costumes are prepared with the help of parents and junior class funds.

Cheerleaders and Mascot

Students trying out for cheerleading will consist of students who will be in 9-12 grades that meet the requirements. Each student will need to have and maintain a 2.5 GPA and no "F"s. The Head Cheerleader is chosen during general elections and must have had one previous year as cheerleader. There will be one squad of cheerleaders.

T - Day and T - Night

"T" day is traditionally held the third weekend of May. On Wednesday night, the junior class places lights around the "T." The seniors supervise a corresponding activity in a designated area. After the "T" is lit, it is a tradition that the cheerleaders, the senior class, and the rest of the student-body sing the school song.

"T" day activities begin the following morning, Thursday. Under the supervision of the seniors and their class advisor, the "T" is cleaned, brushed off, and white washed by the boys and a metal plaque bearing the initials of the advisor and seniors is cemented into place around the "T." Once the plaque is cemented in place and the "T" is white washed, the boys return to the school. The girls and the

seventh grade students, under the direction of the senior class and their advisors, are assigned to clean up the grounds and police the area of the school yard. It is the responsibility of the senior class to insure that the grounds and the building are prepared for graduation. Seventh grade students, under the direction of their class advisor and a senior class member, are in charge of cleaning up the Tintic High School grounds.

Traditionally this activity has been a source of pride and gives leadership experience to the senior class. A key to successful “T” day and “T” night is good supervision and strong leadership on the part of the seniors. Juniors and seniors will be allowed the afternoon of “T” night to make final preparations for that evening.

Yearbook

A yearbook will be published at Tintic High School called the *Pick and Shovel*. Pictures of all students are taken by a reputable photographer to be included in the yearbook. (These pictures may be purchased by parents if they so desire.) The decision of selection of the company to take the pictures will be made by the Superintendent and the Tintic Board of Education.

Senior Week

Senior Honor Week is a week of the year to honor the “Mighty Miner” seniors. During this week special honors and recognitions are given to the seniors. Students decorate t-shirts, senior lockers, brings treats, write poems and essays praising their seniors. At the end of the week the student-body participates in an activity to promote school spirit and honor the senior class. The senior class and their advisor may use two class periods of regular school time in the planning of this event.

SEOP's

The Student Educational and Occupational Plan (SEOP) is an individual statement that is developed through the cooperative conversation of the counselor with a student and parents or guardian that charts the course through the public school for each student. It is firmly grounded in the commitment to treat each individual as a worthy person able to achieve. It places responsibility for the learning upon the learner but acknowledges that parents and society both have an interest in and responsibility for assisting the individual to reach his/her potential at a pace that can be comfortably accomplished. The plan is reviewed twice each year at Parent/Teacher/ Student Conferences in the fall and each spring.

Student Council

Students are encouraged to participate in student government and its process. All students may vote in all elections including class officers. The student-body presidency consists of a president, vice-president, and secretary. These students must comply with the guidelines and policies of the school constitution.

Health Exam and Insurance

Students that participate in extra-curricular sports/activities including cheerleading must submit a health examination form and proof of health accident insurance. This must be on file before the student participates in the first practices.

Student Athletics

Participation in interscholastic athletics is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent our school through participation in these activities in grades 7-12. The list is not all-inclusive and does not specify additional standards set forth by coaches. Athletes must also meet the eligibility requirements of the *Utah State High School Activities Association*. If standards are violated, the athlete may be restricted from practicing, competing, or representing the team. Penalties noted below apply extenuating circumstances are present.

Computer Acceptable-Use Policy

In order to use the computers at THS, students:

1. Must have a teacher's supervision.
2. Must have parental permission to use the INTERNET as specified in the signed Acceptable Use Policy (AUP).
3. Can only use the computers for educational purposes, as deemed appropriate by teacher definition.
4. May not change any of the computer system's operations or put passwords on that will keep other students from using the computers.
5. No email accounts will be allowed until AUP has been cleared.
6. The THS citizenship policy will be followed in dealing with misuse of computers.

Tintic High School Citizenship Policy

To ensure that Tintic High School is a safe and engaging place, everyone must live up to high expectations for appropriate behavior.

Referral	Consequences	Citizenship Grade
First	Warning	H (Honors)
Second	Warning	
Third	Detention	S (Satisfactory)
Fourth	Detention	N (Needs Improvement)
Fifth OR 1 st Serious	3 hours Detention + 5 hours community service	U (Unsatisfactory)
Sixth OR 2 nd Serious	3 hours Detention + 5 hours community service	
Seventh OR 3 rd Serious	Suspension, Expulsion or ISS	

School and Classroom Rules

Teachers will fill out a referral slip for each violation of school or classroom rules. Rules apply at all extra-curricular and school events. Parents will receive copies of each referral. The citizenship coordinator will be responsible for maintaining citizenship records. Assigned staff members will supervise detention.

Detention

Students must attend detention as soon as possible and will be restricted from extra-curricular activities until completed. Students must make up their detention hours within eight school days of receiving the referral. Students are also responsible for their own transportation. Consequences start over at the beginning of each term. Students who do not show up for their designated time and day for detention will automatically gain two detention hours added to their cumulative detention time.

Tardies

Each tardy will result in a minor incident. A student that is over 10 minutes late for class will be counted absent. Tardies do affect citizenship grades.

Serious Incidents

Students receiving a serious incident will receive a "U." Serious Incidents will be handled through the administration. A serious incident will result in the same consequences as a 5th referral. A second serious incident in the same quarter results in the same consequences as a 6th referral. A third serious incident will result in possible suspension or expulsion after consulting with the administration.

In-School Suspension (ISS)

Students are responsible for making arrangements with individual teachers to make-up assignments missed while in ISS.

Credit

Students will be able to earn 8 citizenship credits per year (1 per class and 1 from administration). In order to graduate, students must earn 32. Citizenship credits in grades 9-12. A “U” grade means loss of credit. If a student is not on line with credits for graduation, he/she cannot participate in extra-curricular events such as Junior Prom, Senior Sluff, Junior Class Play.

Make-Up

To earn citizenship credit that has been lost, a student may plan and carry out a community service project. Five hours of community service will be performed for every .25 citizenship credit lost. The student is responsible for filling out a community service form and submitting it to the citizenship coordinator. Community service can only be completed through designated entities. The “U” citizenship grade does not change. Lost credit is restored.

Extra-curricular Activities

Students will become ineligible to participate in extra-curricular activities at the time the citizenship grade drops to a “U” (five referrals or one serious incident) or during the grievance process. They may become eligible again once make-up is complete.

Grievance

A student can file a grievance if they do not agree with the referral. Grievances without basis will be tabled by the discipline coordinator. All others will be reviewed by the discipline committee. The grievance must be filed within 10 day of parent notification. Students and parents have the right to appeal to the board.

School Rules

1. Follow classroom rules and procedures
2. Obey those in authority
3. Come to class on time and prepared
4. Participate during the entire class
5. No horseplay or roughhousing
6. No dangerous or distracting items
7. No food or drink in the classrooms
8. Avoid offensive language
9. No inappropriate touching / PDA
10. Follow the dress code

Serious Incidents (Definitions)

Theft –

Taking property that belongs to the District or to anyone else by force or otherwise.

Vandalism –

Damaging or defacing any Tintic School District building, grounds, bus, or other school property. (Board Policy manual, FFC((FHE) D

Assault -

Intentionally, knowingly, or recklessly threatening and/or causing bodily injury to another or causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. (FGAD)

Hazing -

Any intentional, knowing or reckless act that endangers the mental or physical safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members include other students or engaging in, soliciting, encouraging, directing, aiding, or failing to report hazing. (FGAA)

Controlled Substances -

Distributing, dispensing, possessing, using, or being under the influence of alcohol, drugs, or tobacco before, during or after school hours at school or in any other Tintic School District location. "Locations" means in any school building and on any school premise, in any school owned vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or approved activity, event or function, such as a field trip of an athletic event, or during any period of time when the student is under the supervision of the Tintic School District personnel or otherwise engaged in a school district activity or within 1000 feet of school property or any school sponsored activity.

Weapons/Dangerous Materials -

Possessing, using, selling or attempting to sell any firearm, smoke bomb, tear gas canister, incendiary device, flammable liquid, cigarette lighter, knife, explosive device, or firework, chemical material, martial arts weapon, or any other dangerous weapon or participating in a gang or gang related activities or wearing any identifiable gang related clothing upon or within 100 yards of school property, on a school bus, or authorized transportation. Or at school functions. (FGAF)

Serious Disruptions -

Conduct by student either in or out of class which for any reason—whether because of time, place or manner of behavior—unreasonable disrupts or creates an unreasonable and substantial risk of disrupting a class activity, program, or other function of school, or involves substantial disorder or invasion of rights of others. (FGAE) Urging and encouraging other students to disrupt.

Disregard for Authority -

Frequent or flagrant willful disobedience or defiance of proper authority. (FHA)

Internet -

Students who use the internet, email without permission from a faculty member. Students who use any chatting program.

Truancy -

Each unexcused absence or leaving school without checking out of the office.

Checking out of School -

If a student is leaving school for any reason, he/she must check out at the office. Under no circumstances may a student leave the school without permission from the office. Approval may not be granted after the fact. Such an incident will be considered truancy.

Inappropriate Language or Suggestions -

Any racial, ethnic, religious, or sexual comments or suggestions

Due Process for Expulsions

If a student commits an act that warrants a suspension longer than 10 days, the student will be suspended first, and then referred to the superintendent for expulsion.

Due process will be provided as follows:

1. Oral or written notice of the charge.
2. An explanation of the evidence.
3. An opportunity to present their side of the story.
4. Be advised of their rights of representation
5. Be advised of their right to an appeal of the decision made.
6. Be advised of the due process appeal procedure to the superintendent or the district office.

A student can file a grievance (within 10 days of parent notification) if they do not agree with the Serious Incident Report. The principal will review all grievances and may consult with the student's parents and teachers regarding the appropriate steps to take. Grievances may also be appealed to the Tintic School District Superintendent and Tintic School Board of Education.

Suspension

A student who commits an act for which suspension may be warranted may be suspended by the principal or his designee for up to ten days without requiring a hearing with the superintendent. Due Process for a suspension may include one or all of the following, but is not limited to:

1. Written notification of suspension.
2. Explanation of the charge(s).
3. Opportunity for a student to explain his side of the story. This means the student may tell the principal or write a witness statement.
4. Phone call to the parent before the student is released early from school.
5. Attempt at a phone call to parent if student is held until the end of the day.
6. Meeting with the student before student is allowed to resume attending classes.
7. Contact with a parent before student resumes attending.

Parent Notification

A copy of the Serious Incident Report may be mailed to the parents. The principal or the principal's designee may also request a meeting with the parents. The Serious Incident Report will include an indication of the action to be taken which may include suspension or expulsion. When students are suspended during the school day and are sent home, the school will make an honest and sincere effort to notify parents or guardians of the action.