

West Desert High School
Student Handbook
2019-2020



Table of Contents

Attendance	3-5
Academics	6-9
West Desert High School Rules	9-10
Dress Code	11
Use of Electronic Devices	11-12
Serious Incidents	12-14
Suspension	14
Due Process of Expulsions	14
Search and Seizure	15
The Use of Force	15
Student Rights	15-17
Activities	18-20
Visitors	21

1. Attendance

1. Compulsory Attendance Laws

Utah State law requires compulsory education for minors between the ages of six (6) and eighteen (18):

1. A person having control of a minor between six and eighteen years of age shall send the minor to a public or regularly established private school during the school year of the district in which the minor resides.
2. It is a misdemeanor for a person having control of a minor, under Subsection (1), to willfully fail to comply with the requirements of this chapter
3. A local board of education shall report cases of willful noncompliance to the appropriate juvenile court.
4. Officers of the juvenile court shall immediately take appropriate action. [Utah Code 53A-11-101(4)]

2. Excusing Absences

All absences must be excused with the reason stated **in writing**, include the signature of the parent/guardian, and be turned in to the office **within 5 school days** of the student's return to school. Please remember to write the date of the absence and for which periods, (Especially if the student was not absent the whole day.)

Utah law allows a parent to excuse a student for sickness (with a doctor's note), funeral of a close family member (with an obituary) doctor appointments (with a doctor's note), and family travel.

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

3. Truancy, Unexcused Absence, Sluff

These are all terms that people often confuse.

U – Unexcused Absence – *If a parent/guardian calls to report responsibility for a student's absence, but the absence does not fall within the above stated Utah State approved excuse for absence, the absence will be marked "U."* This will cover things like running to the store to get bake sale items, going home to get forgotten homework, getting sent home to change an inappropriate clothing item, etc.

X – Un-Excused absence – This mark will appear on a student's attendance record until a parent/guardian is made aware of and acknowledges the absence or provides proof to excuse the absence. This mark simply means the parent/guardian hasn't said whether or not the absence was excused yet.

S – Sluff - A student who arrives at school, but does not attend one or more periods, and has no pass from class or prior approval or permission from parent/guardian will be listed as a sluff. A Truancy Citation will be issued. Parent/guardian will be notified. SIS will be marked with an "S". Students will not be able to make up missing work. Parent/guardian will not be able to excuse the absence after the fact.

Once the student has arrived at school, a parent/guardian must call in advance and clear an upcoming absence, whether it is a single period, half of the period, or the rest of the day.

Once a student arrives at school, that student must remain at school until the end of the school day or until the parent/guardian contacts the front office and pre-excuses the student.

Students who sluff will be awarded the consequence of a **"U"**.

Truancy is a term used to describe absences that are not properly excused. A student who is habitually truant will be required to participate in an intervention with school personnel. This intervention can include the school counselor, Principal and the student's parents.

Checking In and Out of School

A student must report to the front office and check in with the secretary, if arriving late.

A student must report to the office and check out with the secretary or authorized teacher if leaving school early.

The student's parent/guardian **must pre-approve** the absence with a note or a phone call to the office. Mrs. Murphy 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.

4. **Loss of Credit**

A student shall not be given credit for a class if the student has been absent from class more than five days in a quarter. That includes any combination of excused absences and unexcused absences. (Tintic School District Board Policy FBD). Upon the sixth absence and thereafter an Excessive Absence Report will be filed at the office and a copy sent to the parent/guardian.

5. **Avoiding Loss of Credit**

Students can avoid loss of credit for up to 5 additional days in either of the following 2 ways:

Extended Medical-Related Absence: The parent/guardian 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/guardian. The parent/guardian 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** 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 per school year.

6. **Day-for-a-Day**

If a student is absent from school, and that absence is excused, that student will have an extra day, for each day of absence, to make up work due during absence.

Exception: An assignment, like a major project, or group work, that has been assigned prior to absence, yet comes due during absence, will be expected turned in before departure or upon the day of return to school. That means that if a teacher assigns work and establishes a deadline, and the student knows about it, the assignment is due the day the student returns to school.

7. **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 above 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(s) will not receive full credit. Two common approaches that teachers often employ as methods of assigning graduated deducted value for late work are:

1. Teachers have a right to refuse late work.
2. Teachers must advertised late policy in disclosure.

8. **Making Up Lost Credit**

Lost credit can be made up through the following 2 steps:

1. Check with your teacher to make sure all work that you missed during the absence has been satisfactorily completed within the time frame permitted by the classroom teacher.
2. If excessive absences from class have accrued the student and parent/guardian may appeal by appointment to the classroom teacher and school academic committee to request make up opportunities.

The grade for made up credits may not exceed a "C." Lost credit not made up by the last day of the term **cannot be made up.**

9. **Tardies**

Tardies will be recorded by the teacher and will affect the student's citizenship grade according to each individual teacher's classroom policies as outlined in his/her disclosure.

- A student who is more than 5 minutes late for class is required to have a tardy slip from the office. (TA)
- **A student who is over 20 minutes late for class will be counted absent (unexcused).** If a student refuses to attend a class, because they have already been marked absent, a sluff will be awarded

2. Academics

Graduation is the prime objective of the administrator, faculty, staff, and students at West Desert High School. Periodic counseling sessions and parent/teacher conferences are held to accomplish this goal.

1. Grades 7-8 Requirements (13 Credits)

Subject Area	Credits	Specific Classes
Career Exploration	1.0	College & Career Awareness
Language Arts	2.0	Language Arts 7 & 8
Math	2.0	Math 7 & Math 8
Social Studies	1.5	Utah History 7 American History 8
Science	2.0	Integrated Science 7 Integrated Science 8
Health	0.5	Health 7
P.E.	1.0	PE 7 & PE 8
Arts	2.0	Guitar, Drama & Art
Technology	0.5	Digital Literacy 8

2. Grades 9-12 Requirements. 32 Credits are required for Graduation

Subject Area	Credits	Specific Classes
Language Arts	4.0	LA 9, 10, 11, 12
Science	3.0	Earth Systems 9 Biology 10 Chemistry 11
Math	3.0	Secondary I Secondary II Secondary III
Social Studies	3.0	.5 Geography 1 American History .5 World History .5 Citizenship .5 SS elective
CTE	1.0	CTE
Financial Literacy	0.5	Financial Literacy
Art	2.0	Guitar, Art, Drama
Physical Education	1.0	P.E.
Fitness for Life	0.5	Fitness for Life
Health	0.5	Health
Computer Technology	0.5	Computer Technology
Electives	13.5	

3. Grades

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.

A grade represents the degree of academic accomplishment and mastery.

A (4.0) = AboveMastery	A- (3.67)	B+ (3.33) =Mastery
B (3.0)	B- (2.67)	C+ (2.33) = Progressive
C (2.0)	C- (1.67)	D+ (1.33) = Not Mastered
D (1.0)	D- (.67)	F (0.0) = No Credit
NG(0.0) = No Grade/ Contract for Grade	P/F(0.0) = Pass/Fail as per assigned class	

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/guardians will be notified of student progress with a mid-term report. Parents of students who are at risk of receiving an NG, D or an 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, internship or elementary teacher aide class. Credit will be issued for the class, but the grade will not be included in the GPA.

Grievances about grades will be handled using the district due process schedule.(Policy ECI)

Graduation Academic Honors

The purpose of the Valedictorian award is to recognize publicly and encourage the pursuit of excellence. Valedictorians and Salutatorians are chosen based on cumulative GPA earned during the 9th, 10th, 11th & 12th grades and ACT test score. Students must complete ACT by February of the graduation year. Students are selected after 3rd term data is collected. Candidates must be enrolled at least 1/2 time in West Desert high school their senior year.

The following formula is used to determine Valedictorian/Salutatorian status:

$$\text{GPA Score} - (\text{GPA} \times 9) + \text{ACT Score} - (\text{ACT Points Scale}) = \text{Total Score}$$

Example: $(4.0 \text{ GPA} \times 9 = 36) + (\text{The number possible up to } 36 \text{ ACT Composite}) = 72 \text{ Total Score Possible}$

All graduating seniors with a cumulative GPA of 3.85 or higher will be awarded the status of Outstanding Honors Student. A student must be enrolled in the last six consecutive quarters prior to graduation to be considered for the honor of Valedictorian or Salutatorian of the school.

4. 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:

1. The student has requested early graduation consideration by the end of their ninth (9th) grade year.
2. The student and his/her parent(s) or guardians have expressed approval in writing to the Tintic Board of Education as outlined in (Policy EHC).
3. The principal and the student's advisor approve early graduation.

5. EdNet/Concurrent Enrollment

EdNet classes are college level courses that are taught at Utah universities and colleges and broadcast to West Desert 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. High school students not only benefit by not having to

pay full tuition costs, but they may accumulate high school credit at an accelerated rate. The following guidelines will be followed:

1. Students may take EdNet courses as Sophomores, Juniors or Seniors. State policy allows summer enrollment only after successful completion of a student's Freshman year.
2. Students must have a cumulative 3.5 GPA or higher over the past four quarters to participate in EdNet courses.
3. 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-.
4. Students who are not behaving appropriately in class will be dismissed.
5. More than four unexcused absences is grounds for dismissal from an EdNet course.
6. Students and parents are responsible for the purchasing of all books and materials associated with all EdNet Courses.
7. ***Any exceptions to this policy must be approved, in writing, by the building administrator and the Superintendent.***

6. Transfer Students

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

- If a student registers at WDHS with half the quarter remaining the grades sent from the prior school and half year grades from WDHS will be averaged for the total grade of the student.
- If a student registers at WDHS after half of the quarter is over the grades sent from the prior school will be the student's grades for that quarter.

7. Citizenship

The Tintic School District maintains that students must learn and must be taught appropriate behavior. The school district has established three general guidelines of conduct for the behavior of students:

1. Students will respect the rights and property of themselves and others.
2. Students will behave in such a manner as to contribute to a positive learning environment.
3. Students will respect the comfort, health and safety of themselves and others.

These guidelines are in effect at all events sponsored by the Tintic School District including off-campus events, on the way to and from school, and including school sponsored transportation.

8. Utah State Law

Utah law also requires that WDHS give careful attention to citizenship education.

Honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work. [Utah Code 53A-13101 (4)]

To stress academic grades without placing at least equal emphasis upon citizenship performance fails then to recognize one of the major purposes for public education.

The laws of the State of Utah and the basis of public education as set by the Supreme Court of the United States determine the standard for citizenship education.

9. Citizenship Grades

Students will receive a citizenship grade each term from each teacher. Grades are as follows: H=Honors, S=Satisfactory, N=Needs Improvement, U=Unsatisfactory. Each loss of Citizenship will be awarded five hours of community service. More than one "U" can be earned in the same period warranting additional community service.

Beyond school and district policies, individual teachers will specify in their disclosure documents how citizenship grades will be adjusted in their classes.

A student may start with an “H” or start with an “S” in any particular class, according to the teacher’s own individual philosophy concerning the grading of citizenship.

Remember that just showing up does not warrant an “H.” To get an “H” a student may have to do more than just not break any rules or not get in trouble. Just obeying rules is simply *perfunctory* citizenship. (*perfunctory means doing as little as possible or as little as required.*) A good citizen provides more effort and outcome.

A good citizen can help contribute to the overall success of the class in many ways: by cooperating, by being enthusiastic, by being prepared, by helping other students who are unprepared, or that don’t understand. A good citizen obeys rules and positively influence others in attitude, demeanor, and actions.

The individual teacher will tell the student what needs to be done to be accomplished to receive an “H”. Remember if a student receives a “U” they cannot participate in after school activities until they make up 5 community service hours and complete 3 days of after school detention.

3. **West Desert High School Rules**

1. Follow classroom rules, procedures and teacher instructions.
2. Obey those in authority. (Including Substitutes)
3. Participate during the entire class.
4. Come to class on time and prepared.
5. No horseplay, roughhousing, disruptive or disorderly conduct.
6. No dangerous or distracting items.
7. No food or drink in classrooms (a water bottle is permitted)
8. Avoid offensive language.
9. No inappropriate touching/PDA.
10. Follow dress code.

1. **PDA (Public Display of Affection),**

Inappropriate Sexual Conduct, Inappropriate Sexual Contact, Inappropriate Sexual Comments:

The only physical contact allowed between a couple is holding hands. Any other behavior that could be considered offensive, distracting or otherwise sexually motivated is prohibited. Examples may be, but are not limited to: no hugging, no kissing, no sitting in a lap, no putting hands in each others pockets, etc.

Likewise, no conversations pertaining to sex are allowed in the school, except those guided by a teacher as a part of curriculum. No sexually explicit comments, jokes, hand gestures, body language, or notes. Violations of this rule will be considered sexually inappropriate behavior or comments upon the first offense.

Subsequent offenses may be considered sexual harassment.

Compliance: Refusing to Comply with a direct and reasonable direction/instruction of a teacher.

No student has the right to refuse to comply with a **direct and reasonable** direction/instruction of a teacher, the principal, or any other adult placed in a position of authority (facilitator, substitute teachers, secretary.) Penalty for this offense is suspension.

2. **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.

3. 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 socioeconomic 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.

4. 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.

5. Sensitivity as it relates to Language Appropriateness

The use of any religious term in anger, frustration, as an expletive, or as a means to degrade that word, what it represents, or who it represents is showing an extreme lack of sensitivity to others and is creating a hostile learning environment. It will be dealt with in a manner considered a violation similar to swearing and treated as extreme disrespect.

6. 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!

4. Dress Code

An integral part of a successful school is to establish and maintain a climate that is conducive to teaching and learning. Anything that disrupts this arrangement is inappropriate and may result in dismissal from the program. All students have the responsibility to avoid apparel that is so extreme that it interrupts school decorum and all

students have a responsibility to cooperate fully with special clothing standards required for special classes (like shop, physical education, home economics, laboratories, etc.) and special school activities.

The following articles are prohibited:

1. Clothing determined by the Tintic School Board to be gang related including, but not limited to: bandanas, baggy pants falling off the hips, belts hanging down, and any clothing with gang signs or markings.
2. Clothing or jewelry with vulgar, suggestive or double meaning pictures or words; or promoting illegal substances, cigarettes, or alcohol; or gothic face make-up, or nose, lip, tongue, or eyebrow piercings.
3. Halter tops, tank tops, cropped tops that reveal a bare midriff, short shorts, or short skirts. ***Shirts must be 2" wide on the shoulder, Shorts must be approaching knees, or 3/4 length of thigh.***
4. Chains around the waist or on pants or spiked clothing.
5. Sunglasses in school.
6. Clothing deliberately cut or mutilated.
7. The attire and grooming of all students should be neat and clean. Hats, including bandanas, visors, and hoods, should not be worn inside school buildings, unless required for clothing standards in special school activities.
8. Students must wear shoes while at school. Suitable footwear is important for sanitation and personal hygiene. **(Sandals/flops are acceptable, but not exempt from being prohibited in certain classes; i.e. Woodshop).**
9. Extremes in dress and grooming that adversely affect or hinder the educational process or are considered to be offensive or inappropriate by the principal are not acceptable.

Rule of Thumb:

If the clothing doesn't cover all that it should, it is in violation.

If the clothing is distracting, it is in violation.

If the clothing displays offensive comments, pictures, references or insinuations it is in violation.

If the clothing advertises, advocates, or even mentions or refers to anything a juvenile cannot purchase or possess, it is in violation. If the clothing depicts or implies violence it is inappropriate

Who can report dress code violations?

Anyone who is offended by the clothing. That could be a teacher, a student, a parent or a visitor.

Who is the final judge as to whether an article of clothing violates the dress code?

The Principal.

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), 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.

5. Use of Electronic Devices

Students may have electronic devices in their possession during the regular school day. (cell phones, hands free devices, games.)

Guidelines for Electronic Devices are as Follows:

1. The devices must remain out of sight during regular school hours AND be turned off; NOT on a silent mode. Hours that make up the regular school day, e.g. from the first morning bell until school is dismissed.
 - **Devices may be used in the morning prior to the first bell, at lunch, or after school.**
 - **NO pictures are allowed to be taken with personal electronic devices in West Desert High School during a regular school day.**
 - **Electronic devices (i.e., cell phones, DVD players, etc.) are prohibited on school-provided transportation to and from school, curricular activities and extracurricular activities, including athletic events.**
2. 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.

3. 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.
4. Parents/Guardian may reclaim devices during regular school hours or by appointment with the school principal.

6. Serious Incidents/Bullying

In the event of a serious incident, teachers will submit a Serious Incident Report to the office for the principal to review. The principal will consult with the teacher, meet with the student, and determine an appropriate course of action, possibly including a meeting with the parent, suspension, expulsion, and referral to the appropriate juvenile authorities. Students for whom a Serious Incident Report has been filed will receive a "U" citizenship grade in the class in which the incident occurred or for their administrative credit, if the incident occurred outside of a class or specific class activity. Students will be awarded community service.

Serious incidents include but are not limited to the following:

1. *Assault/Physical Injury:* (a) causing or attempting to cause, physical injury; or behaving in such a way as could reasonably cause physical injury to any person, including self. (b) Reckless driving in school environments.
2. *Disobedience:* Open defiance of school rules, regulations, or the directions of school personnel.
3. *Disruption of School:* The use of noise, force, violence or other conduct causing the disruption of the school or classroom, or obstruction of any function of the Tintic School District.
4. *Inappropriate Language:* Using language considered offensive, vulgar, profane, or degrading including racial, ethnic, religious, or sexual comments or suggestions.
5. *Weapons:* Possession or misuse of any object that can reasonably be considered a weapon. This includes any explosives, including firecrackers.
6. *Drugs, Alcohol, Tobacco:* Possession, use, sale, transfer, distribution, commiseration with, or being under the influence of any narcotic drug, alcoholic beverages, or tobacco; intoxication of any kind, or carrying drug paraphernalia, or consorting with others who are using or in possession of drugs or alcohol. Appropriate use of drugs authorized by medication prescription shall not be considered part of this definition.
7. *Unlawful Intimidation or Interference with School Authorities:* Interfering with school personnel by action or threats in the performance of their duties.
8. *Vandalism:* Damaging by marking, defacing or destruction of school property.
9. *Theft:* Stealing school or private property.
10. *Cheating or Plagiarism:* The attempt or act to make use of the academic work of (a) other students or (b) ideas or works of another person without credit to the source.
11. *Sexual Harassment:* Sexual harassment consists of verbal or physical conduct of a sexual nature considered to be suggestive, demeaning or offensive to others or self.
12. *Indecency:* Committing acts or dressing in a manner considered by indecent or disruptive to the educational process.
13. *Trespass:* Being present in an unauthorized place or refusing to leave school grounds, or school event when directed to do so by school personnel.
14. *Extortion, Blackmail, or Coercion:* Obtaining money or property or making someone to do something by force, violence, or threat.
15. *Gambling:* Risking something of value in hopes of winning something else of value.
16. *Arson:* The intentional setting of fire.
17. *Gang Activity:* Promotion or gang activity by wearing clothing or other items, use of hand signs, marking property, coercion, or intimidation.
18. *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.
19. *Internet Misuse:* Using the internet or email for an inappropriate purpose or without permission from a faculty member or using games, video or chat lines at any time.

20. Truancy: Includes leaving school without checking out of the office. For the purpose of the WHS citizenship policy, this includes missing class without permission even if the student is in the building.

7. 21. 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:

- endangerment to the physical health or safety of a school employee or student;
- 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;
- forced or unwilling consumption of any food, liquor, drug, or other substance by a school employee or student;
- 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;
- other physical activity that endangers the physical health and safety of a school employee or student; or 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 means the use of email, 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;
- (2) harm to property of the school employee or student.

1. Serious Incident/Referral Disciplinary Consequences

1. Community Service Hours

- a. If a student is issued a Serious Incident Referral they will automatically be responsible to complete 5 hours of community service.
- b. A student has 10 school days to make up community service hours from the date they were issued.
- c. A student is only allowed to accumulate 20 community service hours.
- d. If a student does not make up community service hours within the time allotted, or exceeds the accumulation amount, the student can be suspended for up to ten days. (See Suspension in Student Handbook.) A student will have to make up the already accumulated hours upon return from suspension and will again have 10 days to complete those hours.

2. Suspension Packet

- 3. Students who are suspended for not completing community service hours **will not** be allowed back in West Desert High School or any activities of the high school until they complete :
 - a.
 - b. *Student Detention Packet (3 assigned essays).*
 - c. *A letter of apology to designated parties expressing understanding of actions and efforts that will be made to remedy behaviors.*
 - d. *All assigned work from teachers for days of suspension. Parents and students are responsible for scheduling an appointment with the front office and gathering suspended day(s) homework.*

4. If after the designated time period the student has not completed all homework and the suspension packet the Juvenile Court System will be contacted for educational neglect on the part of the parent/guardian and the student.
5. Students who receive more than two U's per quarter are subject to school suspension. (see Suspension)

2. 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.

8. 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 the student is allowed to resume attending classes.
7. Contact with a parent before student resumes attending.

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.

9. 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, 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.

10. 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 where a child 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.

11. Student Rights

Rights of Privacy (Records)

This policy sets forth requirements governing the maintenance and dissemination of information relating to students which assures to students and their parents privacy consistent with the demands of the Family Rights and Privacy Act of 1974.

This policy applies to all school and other administrative offices within the district that have the responsibility for the education records of students who are or who have been in attendance within the district.

It shall be the responsibility of the superintendent or school to annually notify in writing all parents of students or eligible students in the district of their rights as follows:

1. To inspect and review the educational records of students including at least:
2. A statement of the procedure to be followed by a parent or an eligible student who requests to inspect and review the educational records of the students.
3. A description of the circumstances in which the district feels it has a legitimate cause to deny a request for a copy of such records.
4. A schedule fee for copies.
5. A listing of the types and locations of educational records maintained by the schools and other administrative offices within the district and the titles and addresses of the administrators responsible for those records.
6. To be assured that personally identifiable information from the educational records of a student will not be disclosed without prior written consent of the parent of the student or the eligible student except to:
7. Other school officials within the district including teachers or other district educational specialists as authorized by the building principals or the superintendent of schools as having legitimate educational interests.
8. To officials of another school or school system in which the student seeks or intends to enroll when the transfer of the records is initiated by the parent or eligible student in the district.
9. To authorize representatives of the Comptroller General of the United States, the Secretary of Health, Education and Welfare, the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education and state educational authorities.
10. In connection with financial aid for which a student has applied or which a student has received, if the information was for the purpose of determining the eligibility of the student for financial aid, or if the information was for the purpose of determining the amount of financial aid, or if the information is for the purpose of enforcing the terms or conditions of the financial aid.
11. To states and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to State statutes adopted prior to November 19, 1974.
12. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and that the information will be destroyed when no longer needed for the purpose for which the study was conducted.
13. To accrediting organizations in order to carry out their accrediting functions.

14. To legal parents of a dependent student
15. To comply with a judicial order or lawfully issued subpoena.
16. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
17. To be assured that a record of disclosures of personally identifiable information for the education records of a student
18. will be maintained and that a parent of an eligible student will be permitted to inspect that record.
19. To be assured that they may seek the correction of education records of the student through a request to amend the records or a hearing and be permitted to place a statement in the education records of the student as provided.
20. To have assurance that their written consent will be obtained before disclosing identifiable information from the education records of a student other than directory information.
21. To know where copies of this policy may be obtained.
22. To file complaints concerning alleged failures by the school district to comply with the requirements of this policy.
23. To have assurance of limitation on re-disclosure as follows.
24. On the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or eligible student.
25. With the understanding that the information will be disclosed to other authorized parties provided that the record-keeping requirements are met in respect to those parties.
26. That the party to whom a disclosure is made is fully informed of the requirements relative to the limitations of redisclosure.
27. To have clearly stated conditions for disclosure of directory information.

Right to Waive Rights: A parent of a student or an eligible student may waive any of his/her rights under this policy if the waiver is in writing and is signed by the parent or student as appropriate.

Right to a Hearing: A school or district administrator shall grant, on request, an opportunity for a hearing in order to challenge the content of a student's education records to insure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of others.

1. Rights of 18-Year-Old Students

The established rule is all students attending the regular high school, regardless of age, are subject to the same rules. An 18-year old, is therefore required to have the same parent permission, and the same parent involvements as a 17-year -old. An 18-year-old who does not wish to conform to this rule could be informed that if he or she wants to be treated like an adult, then the student's school assignment will be to the adult high school and not the regular high school.

2. Student Welfare and Insurance

Students shall provide evidence of insurance for the covering of injuries resulting from participating in interscholastic athletic competition against bodily injury sustained while training for or engaging in such competition. The Tintic School District does not provide student insurance. The failure of parents to provide insurance shall not be construed as placing any legal liability upon the Tintic School District or its officers, agents or employees for any injury that might result.

12. Activities

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

1. **Curricular activities** occur within the regular school day and constitute the delivery of instruction to students in the Tintic School District.
2. **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.
3. **Extracurricular activities** are school-sponsored activities that are not directly related to the 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.

1. Eligibility for Extracurricular 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).
- There is more than half a school day missed.(3 or more classes)
- Below 2.0 GPA or no F grades.

2. Extracurricular Travel

The school will provide transportation for student participation in most school-sponsored activities. For their own welfare and safety, students are requested to use buses arranged for and by school officials. West Desert High School does not advocate or permit students traveling to out-of-town activities in vehicles operated by other students.

1- Participants must leave the school on the bus from WDHS and return home on the bus to WDHS.

Exceptions:

- a. Parent(s) pick participants up from the activity in person with communication.
- b. Parents must be present when dropping off a participant away from WDHS.
- c. Emergency situations.

2- If participants choose to drive from WDHS in order to be picked up they must check out of school. The participant will then fall under the previous rule 1a-b.

3. Equipment and 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 parent/guardian 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/Activity.*

4. Student Government

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 have and maintain a "B" average (3.0 on a 4.0 scale) and cannot receive a U citizenship grade in order to maintain office. All other officers must maintain a "C" average (2.0 on a 4.0 scale) and cannot receive a U citizenship grade in order to maintain office.

The class representative sits on the student council. The student council handles all policies, activities, etc. dealing with student body functions. Difficult problems can be referred to the principal.

5. Sports and programs

In order to be eligible to participate in any extracurricular activity a student must:

- have a *grade point average* (GPA) of 2.0 or higher with **no failing** (F) grades on their report card for the preceding academic quarter.
- *have no (F) grades during the season of the program or sport.*
- *have no U's or outstanding disciplinary consequences.*

Schools and coaches may impose a higher academic standard for participation in an activity. It is the responsibility of the parent/guardian and students to understand and adhere to these expectations. These standards will be reviewed and approved by both the school principal and the superintendent.

6. Varsity Letter Requirements

Requirements for all participants to Letter in any extracurricular activity:

1. Must attend **all** practices and games/performances in a season unless excused by Head Coach or Director.
 2. Participant must act in a respectful, responsible manner throughout the entire season, year and with ALL faculty, coaches and officials.
 3. Participant must abide by the rules set forth by the UHSAA, coach, director and the athletic department.
 4. Participant cannot have been suspended by any UHSAA official for fighting.
 5. Maintain a minimum 2.0 GPA.
 6. Complete the entire season as an active team member by contributing as much as possible toward the success of the team.
 7. Have all equipment turned in. Any equipment missing must be paid for.
7. ****The coach has the right to waive such requirements when they are affected by injury or there is just cause.****

Baseball:

1. Participate in 50% of the varsity games.

Volleyball:

1. Participate in 50% of the varsity games.

Basketball:

Participate in 50% of the varsity games.

Track/Cross-Country:

Scored at least 15 points for their team during the year in the following varsity sports.

For single events:

- .7 points for a 1st. place finish
- 6 points for a 2nd place finish
- 5 points for a 3rd place finish
- 4 points for a 4th place finish
- 3 points for a 5th place finish
- 2 points for a 6th place finish

Relay events - points for each participant in the event: a. 4 points for a 1st. place finish
3 points for a 2nd place finish
3 points for a 3rd place finish
1 point for a 4th place finish

If the allotted points are not gained by participants they must attend a State meet in order to letter.

8. Drama

1. Half the marks at Region Drama must be Superior.
2. Participate at State having qualified.

9. Lettering Pins and Bars

1. For each first year that a participant letters they will receive a pin. Each year after a participant letters they will receive a bar. Participants will be able to earn up to 1 pin and 3 bars per extracurricular event in grades 9-12.

10. Dances

The dances that are generally held at West Desert High School include either recorded music or live groups. Dances are usually held between 8:30 and 11:00 p.m. unless special arrangements have been made. Dress for dances is usually determined by the sponsoring group. Doors will be locked at 10:00 p.m. Attendance by non-resident students and all adults will be evaluated on an individual basis.

11. Cars and Parking

Cars should only be driven during school hours if absolutely necessary. Students who show a lack of maturity in the handling of their automobile while on school grounds may lose the privilege of driving and parking here on campus and will be referred to the police. Any vehicle driven on campus must be operated by a licensed driver. Helmets must be worn by any student who drives or rides an ATV, Motorcycle, or any other motorized vehicle. Helmets must be worn by any student traveling in a mode other than by walking or riding buckled in a car. Underage and non-licensed drivers are not allowed to drive onto or park on school property.

12. Phones, Lockers, and Vending Machines

The telephones located in the school for faculty and staff use. Students will not be allowed to use these phones for any reason other than official school business. Teachers will not allow students out of class to make phone calls. *It is the student's responsibility to close his/her locker and make sure it is secure.* 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 items.

The pop and candy machines are provided for the students. Students are expected to be responsible and clean up after themselves. Messes and extra spillage due to this business is to be paid for out of the student council fund and the vending machine privileges could be lost.

13. Lunch Room

The only place to eat lunch that is authorized by the district is the lunchroom. Students who remain here at school and who have brought their own lunch are welcome to sit outside or in the designated area. Unless specifically told, students are not permitted to take food or drink items into any rooms of the school, during or after school.

13. 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 WDHS may visit the office only. Visitors who are approved in WDHS must check in the office and receive a visitor's pass. Visitors must document when and why they entered the building.

Exceptions:

1. 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 and after being cleared by the building/classroom teacher.
2. 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.
3. Community members may use high school resources during school hours by appointment and permission of the superintendent if they are available and arrangements have been made two weeks prior to the visit.
4. School facilities and resources may be used only if allowed and supervised by a licensed employee or the superintendent's designee.