

West Desert High School
Student Handbook
2021-2022



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Attendance

Student Responsibilities

In order for students to maximize their opportunities for academic achievement and success, students are asked to do the following:

- Be to class on time and ready to learn every period.
- Check out through the office, should you need to leave school for any reason. You must also check back in at the office if you return to school that day.
- Make up any unexcused absences or tardies accumulated before the end of the term in which they are incurred.
- If you arrive tardy to class, check with the teacher *that class period* to ensure you were marked tardy and not absent.

Parent Responsibilities

In order to help their students to be successful at school we ask that parents do the following:

- If the student misses school for an authorized reason (see excused absences), excuse that absence within **one** week. (For example, if a student is absent on a Monday, parents have until the following Monday to excuse the absence.) The one-week limit, however, does not extend beyond the end of a grading period.
- Verify that your student has checked out with the office before leaving school. (Calling before or sending a note with your student will simplify the checkout process.)
- Check iCampus regularly to track your student's attendance, and contact teachers prior to an extended absence.

Teacher Responsibilities

In order to help students succeed academically, and to help parents maintain a clear picture of their student's attendance patterns, teachers are asked to do the following:

- Accurately mark roll **each day**.
- Update iCampus in a timely manner.
- Communicate attendance related expectations (i.e., attendance requirements, grade computations, make-up procedures and expectations, etc.) to students and parents.
- Communicate attendance concerns with parents.
- Support student learning.

Administrator Responsibilities

In order to help students succeed academically, to help minimize distractions to the learning environment and to help parents maintain a clear picture of student attendance, administrators are expected to do the following:

- Communicate this policy to teachers, staff, students and parents.
- Work with families, teachers and staff to intervene early and often when students exhibit truant behavior.
- Ensure that the policy is implemented and enforced fairly and consistently.
- Support student learning.

Attendance Codes

T Tardy (0-10 minutes late to class)

L Late Tardy (10-40 minutes late to class)

U Unexcused Absence (Absent from class, or arriving after half the class time has passed)

S Sluff (Verified by school personnel as not being in the assigned area: class, assembly, library, etc.) Faculty/staff will call attendance to report. Parents may not excuse a sluff.

Excused Absences

Parents please call and excuse an absence within one week if a student missed a class for any of the following reasons:

- an illness
- the death of a family member or close friend
- an approved school activity
- a medical, dental or orthodontic appointment
- a family emergency
- an absence excused through a health care or other accommodation plan (i.e., an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA) or a Section 504 accommodation plan).

Students shall have a reasonable amount of time (determined by the teacher), after the excused absence, to turn in assignments as determined by the teacher. If a student's excused absences are having a negative impact on his or her grades, the absences may need to be excused by an administrator. In specific cases of excessive absenteeism, the administration may require a doctor's note to excuse absences.

Late Work

A teacher is not obligated to accept late work. A student has no right to expect permission to turn in an assignment late, other than in cases listed in Utah Code 53A11101105 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.

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.

Grade Computation

West Desert High School is committed to the ideal that teacher instruction cannot be duplicated. Direct instruction, group discussion, group work, and other classroom activities are difficult to replicate through make up. As such, WDHS students should be aware that attendance may factor into their classroom grades. Please remember excessive absences, excused or unexcused, impact not only individual grades but also the rigor of the curriculum. Academic grades may be impacted by attendance in participation-based classes, such as band, drama, physical education, etc.

Students who accumulate more than 5 absences (excused or unexcused) in any class will receive an NG and will have to complete make-up work in order to receive a grade in the class.

Educational Requirements

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

Grades 7-8 Requirements

Subject Area	Credits	Specific Classes
Career Exploration	1.0	College and Career Awareness
Language Arts	2.0	Language Arts 7th and 8th
Math	2.0	7th Math and 8th Math
Science	2.0	7th Science and 8th Science
Health	0.5	7th Health
P.E.	1.0	7th P.E. and 8th P.E.
Arts	2.0	Guitar, Drama and Art
Technology	0.5	8th Digital Literacy

Grades 9-12 Requirements

Subject Area	Credits	Specific Classes
Language Arts	4.0	Language Arts: 9th, 10th, 11th, 12th
Science	3.0	Earth Systems (9th), Biology (10th), Chemistry (11th)
Math	3.0	Secondary I, Secondary II, Secondary III
Social Studies	3.0	.5 Geography, 1.0 American History, .5 World History, .5 Citizenship, .5 Social Studies Elective
CTE	1.0	CTE
Financial Literacy	0.5	Financial Literacy
Art	2.0	Guitary, 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	

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.

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.

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

A (4.0)= Above mastery	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- (0.67)	F (0.0)= No credit
NG (0.0)= No grade	P/F (0.0)= Pass/Fail	

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-12th grades and ACT test score. Students must complete the ACT by February of the graduation year. Students are selected after 3rd term data is collected. Candidates must be enrolled at least ½ time in West Desert High School their senior year.

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

GPA Score (GPAX9) + ACT Score (ACT points scale) = Total Score

Example: (4.0 GPA x 9 = 36) + (The points possible up to 36 ACT Composite) = 72 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.

Early Graduation

Any student who has completed all required purses 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 guardian(s) have expressed approval in writing to the Tintic Board of Education as outlined in TSD Policy EHC.
3. The principal and the student's advisor approve early graduation.

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.**

Transfer Students

A transfer student is defined as a student who is registering to attend WDHS 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 the quarter grades from WDHS will be averaged for the total grade for 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.

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 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.

Utah State Law

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

Honesty, temperance, morality, courtesy, obedience to law, respect for 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-131-1 (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.

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 state 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. 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 do not understand. A good citizen obeys rules and positively influences 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 five community service hours and complete the days of after school detention.

West Desert High School Rules

- Follow classroom rules, procedures and teacher instructions.
- Obey those in authority, including substitutes.
- Participate during the entire class.
- Come to class on time and prepared.
- No horseplay, roughhousing, disruptive, or disorderly conduct.
- No dangerous or distracting items.
- No food or drink in classrooms, except water bottles
- Avoid offensive language.
- No inappropriate touching/PDA.
- Follow dress code.

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 on a lap, no putting hands in each other's pockets, etc.

Likewise, no conversations pertaining to sex are allowed in the school, except those guided by a teacher as 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). Failure to comply may result in disciplinary action from the person in authority and administration.

Inappropriate Language- swearing at or near a teacher

Any student who swears is subject to consequences. Any student who swears in the presence/directed at/during an encounter with a teacher, may result in disciplinary action from the teacher and administration.

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, the person it is told about, the person that overhears it, or the person that hears it 3rd person, then the comment is deemed inappropriate. The speaker may need disciplinary action.

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, however, 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 girl holding hands, and the unwanted, inappropriate touching victims experience during harassment.

Sensitivity in Relation 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.

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!


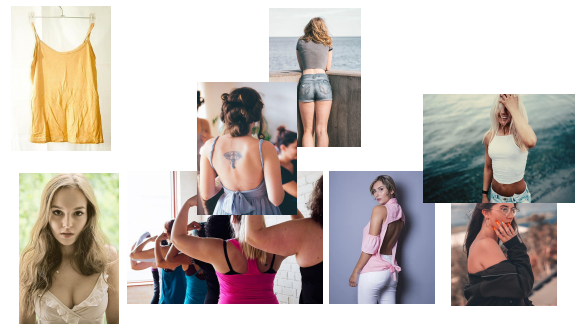
Report it!

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 (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, double meaning pictures or words or promoting illegal substances, cigarettes, or alcohol; or gothic face make-up, lip, tongue, or eyebrow piercings.
3. Halter tops, tank tops, cropped tops that reveal a bare midriff, open back, see-through shirts, short shorts, or short skirts. Undergarments should not be seen. **Shirts must be 1" wide on the shoulders. Shorts must be mid-thigh. Holes in jeans must not be above mid-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/flip flops are acceptable, but not exempt from being prohibited in certain classes such as 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.

Acceptable examples	Prohibited examples
<div data-bbox="258 1213 794 1522">  </div> <div data-bbox="271 1556 794 1625"> <ul style="list-style-type: none"> • Anyone who is offended by the clothing can report dress code violation. </div> <div data-bbox="233 1650 794 1764"> <p>The final judge as to whether an article of clothing violates dress code is administration</p> </div>	<div data-bbox="831 1197 1403 1522">  </div> <div data-bbox="818 1530 1416 1866"> <p>Rule of Thumb:</p> <ul style="list-style-type: none"> • If the clothing doesn't cover all that it should • If the clothing is distracting • 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 • If the clothing depicts or implies violence </div> <div data-bbox="1002 1892 1245 1934"> <p>It is a violation</p> </div>

Use of Electronic Devices

Students may have electronic devices in their possession during the regular school day (Cellphone, hands-free devices, games)

Guidelines for Electronic Devices are as follows:

1. The devices must remain silent and not disrupt instruction.
2. If devices are a distraction they may be confiscated.
3. Students/parents are on notice that confiscated devices are subject to search by school administrators. Only parents/legal guardians may retrieve devices belonging to their student(s).
4. Parents may reclaim devices during regular school hours or by appointment with an administrator.

Serious Incidents/Bullying

In the event of a serious incident, teachers will submit a Serious Incident Report to the office for administration to review. The administration 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. Students will receive community service and after school detention.

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:* Severe open defiance of school rules, regulations, or the direction 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 alcoholic beverages or tobacco; intoxication of any kind, carrying drug paraphernalia, 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. (b) Ideas or works of another person without credit to the source. (c) copying and pasting of works of another person without credit to the source, including retyping.
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 indecent or disruptive to the educational process.
13. *Trespass:* Being present in an unauthorized place or refusing to leave school grounds or school events when directed to do so by school personnel.
14. *Extortion, blackmail, or coercion:* Obtaining money, property, or making someone 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 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.
20. *Truancy*: Includes leaving school without checking out of the office. For the purpose of the WDHS citizenship policy, this includes missing class without permission even if the student is in the building.
21. *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.
 - a. 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.
 - b. Bullying is usually considered (but not necessarily limited to a real or perceived threat of impending violence.
 - c. **Don't be a bully!** Don't engage in behaviors that could be mistaken for bullying.

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 coerced act or activity of a sexual nature or with sexual connotations such as asking a student to remove articles of clothing, 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:

- Physical harm to the school employee or student.
- Harm to property of the school employee or student.

Disciplinary Action

Disciplinary action will be the responsibility of administration and/or personnel involved in the behavior in question.

Community service hours will be issued if:

- A student receives a Serious Incident Report they will be responsible to complete five hours.
- Students must complete community service hours in a timely manner.
- Students will not be able to attend activities until their "U"/community service hours are completed.

Parent notification: A copy of the Serious Incident Report may be mailed to the parents. Administration may request a meeting with parents. The Serious Incident Report will include an indication of the action to be taken.

Suspension

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

1. Written notification of suspension
2. Explanation of the charge(s)
3. Opportunity for a student to explain their side of the story. This means the student may tell administrators 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 parent(s) before student(s) resumes attending school

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. Administration 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.

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 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.

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 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.

Rights of 18-Year-Old Students: The established rule is that 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 involvement 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.

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.

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.
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.

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 by coach and administration.
- There is more than half a school day missed.
- Below 2.0 GPA or no F grades.

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 and Private Vehicle Form completed.
 - 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.

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

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.

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 administration.

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 grades on their report card for the preceding academic quarter.
- Have no failing 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 administration and superintendent.

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 the head coach or director.
2. Participant(s) must act in respectful, responsible manner throughout the entire season, year and with ALL faculty, coaches, and officials.
3. Participant(s) must abide by the rules set forth by UHSAA, coach, director, and the athletic department.
4. Participant(s) 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.

** The coach has the right to waive such requirements when they are affected by injury or there is just cause.**

Baseball, Volleyball, Basketball

- Participate in 50% of the varsity games.

Track and Field/Cross Country

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

- 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:
 - 4 points for a 1st place finish
 - 3 points for a 2nd place finish
 - 2 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.

Drama

- Half the marks at Region Drama must be Superior.
- Participates at State having qualified.

Lettering Pins and Bars

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.

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 11:00p.m. unless special arrangements have been made. Dress for dances is usually determined by the sponsoring group. Doors will be locked at 10:00p.m. Attendance by non-resident students and all adults will be evaluated on an individual basis.

Cars and Parking

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. Underage and non-licensed drivers are not allowed to drive onto or park on school property.

Lockers and Vending Machines

It is the students responsibility to close his/her locker and make sure it is secure. Stickers are not allowed to be used to decorate lockers. 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 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.

Lunchroom

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.

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 administration.
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.