

SKYLINE HIGH SCHOOL POLICIES & PROCEDURES

2014-2015

ACADEMIC HONOR CODE

Skyline High School has an Academic Honor Code (an extension of Skyline's Code of Conduct) that students are expected to follow at all times when completing academic work. The Academic Honor Code states that students will neither give nor receive any unauthorized aid on assignments or tests. Cheating can be defined as obtaining answers/work from another source (not your own work or answers on an assignment/test); this also applies to the student who shares the answers or work.

Additionally, all Skyline teachers have access to and are encouraged to utilize www.turnitin.com. This website (or others they may use) allows teachers to upload student work in order to check for plagiarism. Plagiarism can be defined as an act or instance of using or closely imitating the language and thoughts of another author, without authorization, as one's own, by not crediting the original author.

Skyline High School takes intellectual theft very seriously and those students who are caught cheating, helping others cheat or plagiarizing will receive one or more of the following consequences:

1. Administrative Referral.
2. A "0" (zero) on the assignments AND a "0" (zero) citizenship grade for that class for the term.
3. May be removed from any special academic programs the student is a part of.

ACADEMIC LETTER

An academic letter requires a 3.70 GPA for four consecutive quarters at SHS, no "F's", "I's", "O's" and no more than two "1's" during the four quarters being considered. Applicants must be enrolled in a minimum of four academic courses during the qualifying terms and must have completed or participated in four qualifying special classes as listed on the application. Completed applications must be submitted to the administration in the main office to be considered for eligibility.

ACCIDENTS

Any accident or injury occurring at school must be reported immediately to the office. The school recommends that all students carry health and accident insurance. Accident report forms may be picked up at the main office.

ACTIVITY CARD

You will receive an activity card during the first week of school, or at the time your yearbook picture is taken. This card entitles you to attend many of the school functions held during the year. It must be used only by the person to whom it is issued. Any violation of this rule may result in forfeiture of your card. In case of theft or loss, you may purchase a duplicate from the library for \$5. **Your activity card should be in your possession at all times at school or during activities.** Your activity card will be used to check textbooks out to you, act as your access to school computers, and is required to complete transactions at the bookstore.

ASSEMBLIES

Assemblies are designed for the entertainment and enjoyment of all students. Students are expected to attend assemblies, be good listeners, and be courteous and positive at all times. Remember, we usually have parents and guests in attendance, and we want them to leave our school complimenting the maturity

and good manners of our students. Students who do not behave appropriately in assemblies will forfeit assembly privileges.

ATTENDANCE POLICY

Attendance Office: (385) 646-5433. Report all absences here. Phone call will transfer to voice mail if attendance secretary is on another line. Parent should call before 2:00 p.m. on the day of the absence. **No absence will be retroactively excused after three days.** If it is near the end of the term, please call immediately so grades/citizenship will not be affected.

Arriving Late: Parent must call in the morning before the student arrives, and student's name will be put on a late list. Student must check in at the Counseling Center/Attendance Office upon arrival at school to be excused and receive a pass to class.

Street Passes: Parent must call in the morning and the street pass will be ready for the student to pick up in the Counseling Center. When the student returns to school, they must check back in, with their street pass, in order to be excused for the periods missed. Let attendance desk know if the student will not be returning to school.

Extended Medical Absence: Extended absences for medical reasons (five or more days) must be excused by parent contact and a written doctor's note with specific absence dates, and will only be accepted during the term the absences occurred. No medical notes will be accepted after the term ends.

Absences: There are eight kinds of absences:

1. "E" indicates that a parent has called the school on the day of the absence (385-646-5433). Parents have three days to call after an absence; no parent notes accepted. Skyline does not accept written excuse notes from parents. No participation points given.
2. "R" is a school released absence, i.e. field trips, tournaments, etc. Participation points given.
3. "A" indicates an un-excused absence, a parent has NOT notified the school or the absence is not justifiable. Non-justifiable absences include babysitting jobs, "needed at home," oversleeping, and appointments that can be scheduled after school. No participation points given.
4. "U" is a confirmed sluff. No participation points given.
5. "S" is for a suspension. Participation points are given.
6. "V" is for vacation. No participation points given.
7. "F" is for funeral. Participation points are given.
8. "M" is for medical. (Doctor's letter required.) Participation points are given.

Students must have a street pass to leave campus during the day. Leaving campus without a street pass will be an "A" absence.

Students involved in after-school activities must attend school the day of the activity in order to be eligible to participate.

The following is the standard for citizenship grades:

One "U" or "A" absence = 1

Two "U" or "A" absences = 0

Eight or more class absences ("E"s, "A"s, + "U"s) in one quarter will result in a 0 in that class, unless absences are due to special circumstances. These will be dealt with on a case-by-case basis.

Tardies: The following is the standard for citizenship grades:

0 – 1 tardies = 4

2 tardies = 3

3 tardies = 2

4 tardies = 1

5 or more tardies = 0

Teachers are encouraged to allow some tardy make-up (for one or two tardies). There is no make-up for unexcused absences or sluffs.

Participation Points

All teachers will give participation points as part of the academic grade. Participation points will NOT be less than 20% of the total grade.

BOOKSTORE

All fees and fines are paid through the bookstore. A school ID is required to complete bookstore transactions. The bookstore will be open one-half hour before school, during lunch, and immediately after school. No sales will be made while classes are in session.

Students may also go to www.payskyline.com to pay on their account at any time using a credit card. It is beneficial to log into the student's account, using their student number and name, when paying.

All Skyline textbooks are electronically checked out to students through the Library. If a textbook is not returned or is missing the barcode(s), the full cost of the book will be charged to the student.

BULLYING & SIMILAR BEHAVIOR

Skyline High School is committed to providing a quality education to students in a safe, supportive and welcoming environment. Incidents of bullying, cyber-bullying, hazing, and harassment can significantly disrupt a student's right to a respectful school atmosphere. Any bullying-type behavior is unacceptable, and measures are in place to address anti-social behavior when it occurs.

Bullying Defined:

- Unwanted or aggressive behavior involving a real or perceived power imbalance
- Intent to hurt, intimidate, humiliate, or cause harm - AND -
- Behavior is repeated, or has the potential to be repeated – OR – is a single egregious event

Cyber-bullying Defined:

- Using Internet or electronic means
- Deliberately harass, threaten, or intimidate - AND -
- Put person in fear of harm (physical, emotional, property) - OR - to control
- Can occur ANYWHERE and AT ANY TIME and may include compliance by victim

Harassment Defined:

- Unwanted, unwelcomed, and uninvited behavior
- Subjectively and objectively demeaning, disparaging, threatening, or offensive - AND -
- Results in a hostile environment for the victim

Hazing Defined:

- Bullying, Cyber-bullying, or Harassment - AND -
- Pertaining to admission to a team, group, program, or event ANYWHERE and may include compliance by victim

If a student is aware of any situation involving bullying or similar behavior, weapons, or other unsafe behavior he/she must report the incident(s) immediately. Reporting can be accomplished via the school

website, email, text, the District Safety Hotline, the Buddy Box located in the library, or in-person to a member of the administration, counselor, or teacher. If a student believes he/she is the victim of bullying or similar behavior, he/she may obtain additional assistance through his/her counselor. To the extent possible, contacts will be held in confidence.

District Safety Hotline:

Phone: 801-481-7199

Text: 801-664-2929

When a report of bullying, cyber-bullying, harassment, and/or hazing is received, Skyline administration will investigate the incident and will take appropriate action. Action may include, but not be limited to, verbal correction, conferences with students and parents, detentions, suspensions, and safe school referrals to the district.

CHANGE OF ADDRESS

Please notify the registrar (385-646-6809) and your counselor promptly if you change home addresses or telephone numbers. In case of emergency, it is to your advantage to have the correct address and telephone number on file.

CHANGE OF SCHEDULE

All students requesting schedule changes must have a counseling appointment scheduled by the end of the first week of each quarter. To make an appointment, you may stop by the Counseling Center or call 385-646-5421. A \$5.00 fee is required for each schedule change.

Only one schedule change appointment will be allowed per student. Counselors work to honor class change requests to give each student the best schedule possible. However, changes for individual teacher requests will not be honored. There may be times when a student's original schedule may be changed out of school necessity to level class sizes.

CITIZENSHIP

Granite School District secondary school personnel subscribe to the values of the Community of Caring. Our expectations for citizenship reflect the philosophy that accepts the following values:

- Families: We begin to learn our values in our families.
- Caring: Caring is at the heart of a decent life. It leads us to help others and to respect ourselves.
- Responsibility: People who care must be willing to take responsibility, and that means they are accountable for their actions.
- Respect: Those who take responsibility for their own actions will be respected by others.
- Trust: When people care for and respect each other, trust takes root and grows.

1. General information and requirements for citizenship in Granite School District:

- A. Satisfactory citizenship is a graduation requirement in Granite School District. This includes behavior, attendance, punctuality and adherence to the rules and policies of the school. Students will be required to earn a 2.000 cumulative Citizenship Point Average (CPA) on a 4.000 point scale in grades 9-12. In addition to academic grades, the following citizenship grades will be awarded:
4 – Honor 3 – Good 2 – Satisfactory 1 – Poor 0 – Failure
- B. Ninth grade students who earn less than a 2.000 cumulative CPA during the 9th grade year may not be permitted to participate in promotion or the year-end activities.
- C. Transfer students will be required to maintain a 2.000 CPA from the time they enroll in Granite School District.

- D. High school students who do not achieve the required 2.000 CPA may not graduate. The final decision will be made by each high school's Graduation Committee. (Skyline has a citizenship make-up program offered throughout the year. Only approved Skyline make-up credit is allowed.)
2. Citizenship Determination:
- A. Classroom behavior should reflect the values of a caring community. Behavior should also be appropriate and consistent with each teacher's expectations. The expectations will be described in the disclosure statement received from each teacher. Teachers will be encouraged to provide options for students to improve citizenship during the term being graded.
- B. Following are the standards for behavior, attendance, truancy, and tardiness:
- (1) Behavior: An uncorrected series of negative behaviors or one serious incident could result in a "0" in citizenship.
- (2) Granite School District Attendance Policy: All children of legal school age residing within the boundaries of the Granite School District shall be required to be in regular school attendance in accordance with the compulsory attendance laws of the State of Utah (Section 53A-11-101 through Section 53A-11-105, Utah Code Annotated 1965).
- a. Students must be in regular attendance to understand and successfully complete a course of study; therefore, parents and students should accept responsibility and accountability for the student's attendance. Each school has established guidelines to encourage regular attendance.
- b. Parents or guardians must provide school personnel an excuse for each absence.
- c. Parents are encouraged to seek prior approval for their student's extended absences. If approved by the administration, those absences will not negatively reflect on the citizenship grade. The administration may require documentation for frequent or extended absences.
- (3) Truancy – A truancy is defined as an unexcused absence. On the first truancy during any term, the student will receive a grade no higher than a "1," and on the second truancy, a "0."
- (4) Tardiness – On the fourth tardy from any one class, a student will not receive a grade higher than a "1." Teachers may provide the option of allowing tardies to be made up during the term being graded.
3. Appeals Procedure: If a student disputes a citizenship grade, it must be resolved with the issuing teacher before the end of the term following the one in which the grade was received.
4. Due Process:
- A. The Citizenship Requirements for Graduation will be provided to each student/parent by the beginning of each school year.
- B. Each report card will reflect the citizenship grades for the term and the cumulative CPA which will reflect progress towards graduation. Sixteen report cards are issued to students who attend school in grades 9-12.
- C. Students who fail to achieve a 2.000 cumulative CPA at the end of each year will be notified that graduation is in jeopardy.
- D. Citizenship make-up classes will be offered to students who fall below a 2.000 cumulative CPA.
- E. Students who fail to meet the citizenship requirement for high school graduation may enroll in Granite School District Adult Education program and earn a Granite School District diploma.
5. Recognition of Outstanding Citizenship: Each school will develop ways to recognize outstanding student citizenship. These may include:
- A. Recognition from the PTSA
- B. Citizenship Honor Roll
- C. Recognition on diploma

- D. Recognition on transcript
- E. Recognition on their diploma for students who complete satisfactory community service projects.
- F. Recognition at graduation: Seniors with a 3.5 or above CPA may wear a citizenship cord at graduation.

CODE OF CONDUCT

Since it is necessary for rules to be established, students are to be informed of the rules and the reason for them. The only reason for rules and regulations and for disciplining transgressors is to promote the education, safety and well-being of the students served by them. The school is like a community, and those who would enjoy its rights and privileges must also accept the responsibilities that come with these privileges.

Each student at Skyline High School should make a commitment to uphold the standards of the school and should realize that being involved in the programs which directly or indirectly affect them can be very rewarding. Changes can take place when all students are involved in the total program.

Student Responsibilities

1. Attend all classes and be on time. Students should be prepared with class assignments and make up work when absent for illness or school sponsored activities. Violation of this responsibility could result in the following:
 - A. student, parent and counselor conference;
 - B. student, parent and administrator conference after suspension;
 - C. daily progress report, court referrals and possible exemption from school.
2. Students should show respect to other students and try to avoid any conflict such as verbal or physical abuse. Violation of this responsibility could mean:
 - A. student, parent and administrator conference;
 - B. daily progress reports, court referrals and possible exemption from school;
 - C. Suspension for fighting and referral to Granite District Safe School Committee.
3. Students should show respect to teachers and all other staff members at the school. Any verbal or physical abuse could result in suspension, court referral and exemption from school.
4. Students are subject to Utah State Traffic Code as well as ordinances of Salt Lake County and the regulations established by Granite School District and Skyline High School. Violation of these regulations may result in:
 - A. loss of driving privileges on campus;
 - B. having car towed away at student's expense;
 - C. receiving a parking ticket or other citation.
5. Students should respect the personal property of others - of other students as well as the property of school and staff. Violation of this responsibility could result in:
 - A. referral to court on charges of theft and/or vandalism;
 - B. suspension or conference with parent and school officials;
 - C. referral to district for exemption from school.
6. Forgery: writing and using the signature or initials of any other person - teacher, student, parent or administrator. Violation of this responsibility could result in:
 - A. conference with parents and school officials;
 - B. suspension with parent conference;
 - C. court referral;
 - D. exemption from school with district referral.

7. Destruction or defacement of school property; the destruction or mutilation of objects or materials of the school could result in:
 - A. suspension from school, parent conference, with restitution or repair to be made by offending student or students;
 - B. court referral;
 - C. exemption through district referral.
8. Smoking, drugs and alcohol: the use or possession of tobacco (including chewing), drugs or alcohol in any form on school property may result in:
 - A. referral to court and district Safe School Committee;
 - B. suspension, with parent and school officials conference;
 - C. exemption through court referral.
9. Extortion: the solicitation of money or something else of value from another student regardless of the amount, in return for protection, or in connection with a threat to inflict harm, could result in:
 - A. suspension with parent and school official conference;
 - B. court referral
 - C. exemption with district referral.
10. Possession and/or use of a deadly weapon: The possession of any instruments, such as knives, clubs, guns, chains or any object(s) which can inflict bodily harm may result in:
 - A. court referral and confiscation of the object in question;
 - B. suspension, with parent and school official conference;
 - C. exemption with district referral.
11. Gambling: Participation in games of chance for the express purpose of exchanging money can result in the following:
 - A. court referral and confiscation of all monies;
 - B. suspension, with parent and school official conference;
 - C. exemption from school with district referral.
12. All students are encouraged to eat in the cafeteria and areas designated. Proper conduct throughout the school is expected. Returning trays and dishes to cleaning area is expected of all students and staff. All students should place their debris in the proper receptacles. Dishes and trays should not be taken from the cafeteria. Violation could result in:
 - A. lunchroom privileges suspended;
 - B. suspension.
13. State Rules and Regulations mandate that all students wear shoes. Also, appropriate dress should be maintained by each student. Any extremes in the dress standards could result in:
 - A. wearing school-issued t-shirt or scrub pants.
 - B. being sent home until appropriate change takes place.
 - C. suspension for repeated violations.
14. Cheating or plagiarism on school assignments/tests may result in the following:
 - A. a zero on test or assignment.
 - B. a reduction in citizenship grade in class.
 - C. suspension/parent conference.

Take pride in your school. Respect one another. Get involved in worthwhile activities. Make your school a place where you want to be. Good luck!

COUNSELING CENTER

1. The Counseling Center is staffed with four counselors, two secretaries, one guidance clerk, and is open from 7:10 a.m. to 2:40 p.m.
 - Parents who wish to see a counselor are encouraged to make an appointment (385-646-5421).
 - Students requesting to see a counselor must either have an appointment or a hall pass from their classroom instructor.
 - It is the counselors' goal to assist students to succeed in three areas: personal and social development, academic achievement and career development.
2. Skyline High School has an accredited Comprehensive Counseling and Guidance Program. Parents and students are invited to participate in SEOP (Student Educational/Occupational Plan) conferences each year. Students also receive: crisis intervention counseling; guidance curriculum instruction; help with college; scholarship and employment applications; guidance in post high school and career planning; help with school problems and class schedules.
3. The Career Center provides a valuable resource for students. It is staffed by a full-time director, a Work-Based Learning Specialist, and a full-time secretary.
 - The Counseling Center and the Career Center work together to implement the Comprehensive Guidance Program.
 - In the Career Center, students can find college and scholarship applications, employment opportunities, military information, and information about the many CTE classes available in the Granite School District.
 - Students may choose to be involved in the work-based learning program including internships, career workshops and job shadow experiences.
4. College Testing
 - **PSAT Test** – October 16, 2013. National Merit Scholarship Qualifying Test and practice college entrance exam for juniors. Administered at Skyline High School.
 - **ACT Test** – College Entrance Exam. Most dates administered at Skyline High School. Register online at: <http://www.actstudent.org>. The Skyline school code is 450397.

<u>Test Date</u>	<u>Registration Deadline</u>
9/13/14	8/8/14
10/25/14	9/19/14
12/13/14	11/7/14
2/7/15	1/9/15
4/18/15	3/13/15
6/13/15	5/8/15

 - **SAT Test** – SAT tests are not administered at Skyline High School. Registration information is available at <http://www.collegeboard.com>.

DAMAGE TO SCHOOL PROPERTY

Students who damage school property wilfully or through negligence will be responsible for repairs or replacement of such property. Full restitution must be made for such losses. Parent conference required and police will be notified.

DANCES

School dances are for Skyline students, and students will need to show their student ID to enter the dance. When attending a school sponsored dance, you need to adhere to the dress standards advertised

for each particular dance. Dances are held as a special privilege for students. Students who demonstrate inappropriate behaviors will be removed immediately and may forfeit all dance privileges for the year.

DETENTION

Detention time is given to students at Skyline High School for various reasons. Some of these reasons include: excessive tardiness, inappropriate behaviour, illegal acts, unpreparedness, etc. The time assigned is determined by each administration, faculty, or staff member. Students have two weeks to serve their detention time to avoid their time being doubled. If detentions are not served within four weeks, a parent conference and suspension may occur. Detention times and dates are announced and posted at the beginning of the school year. Computer access will be denied until detentions are current.

DRESS STANDARDS

Due to continual problems being experienced in our society and our schools with violence, gangs, sexual harassment, obscenity, drugs, alcohol and several other concerns, we, as school administration, must continue to take steps to decrease the risk of future problems at Skyline while increasing safety and respect among our students. One of those steps involves the dress code which currently states the following:

Appropriate, modest and clean dress is expected. Extreme dress, torn clothing, tank tops of any kind, revealing necklines, sheer clothing, tops with open back areas, sagging pants, and short skirts or shorts (must be below fingertips with relaxed shoulders) are not appropriate attire for school. Colors, bandannas, logos, emblems, and other dress associated with gangs, obscenity, or violence will not be tolerated or allowed.

As we approach students with concerns over violations of this dress code, we constantly find ourselves in an interpretative battle which is occurring far too often. To avoid this problem, we must now be more specific about the following items which are presenting potential problems at our school.

As you read the following list, please be advised that violations will result in being required to change into a school t-shirt or scrub pants on the first offense. For any subsequent offenses, the consequences could be: detention, parent conference, and/or suspension.

1. No obscenity on clothing including any statements or visual depictions with sexual connotations, foul language, nudity or obscene gestures.
2. Gang related dress including bandanas, rags and monochromatic colors.
3. Shorts and skirts:
 - Tops: Tops must be at least three inches wide across the shoulder, snug around the underarm, cover the back, and have no revealing neckline. No tank tops, sheer tops without a solid top underneath, midriffs or any other tops deemed immodest in appearance because of excessive body exposure (more than arm and neck regions).
 - Shorts/skirts: Shorts and skirts must be below fingertips when shoulders are relaxed (in front and back), and must remain at a modest level both standing and sitting.
 - No shirts or clothing depicting (through words or visualization) disrespect towards any race, culture, religion or gender.
 - No shirts or clothing depicting criminal activity or violence such as pictures of weapons or violent actions.
4. No clothing (shirts, hats, tops or other items) which advertise controlled substances such as drugs, alcohol or tobacco.

5. Any clothing (or other items) that have been identified by the Salt Lake County law enforcement agencies as being associated with illicit drug use. Examples would include, but are not limited to, beads, pacifiers or “binkies”, glow sticks, dust masks, etc.

Administration will make the final decision on dress code concerns. It is our hope that this specific dress code will not place undue burdens on students or parents but will help clarify our policy and reinforce standards which are modest, provide for the safety of our students, decrease distractions to the educational process and increase respect for others.

DRUGS AND ALCOHOL POLICY

The illegal use, possession, distribution, sale or being under the influence of alcohol, controlled substances, or intoxicants of any kind by students is prohibited in all Granite School District schools, on school grounds, at school-sanctioned activities, or when students are being transported in vehicles dispatched by the district. Violations also include student use, possession, distribution or sale of drug paraphernalia, imitation controlled substances or resorting where drugs are being used or possessed (Administrative Memorandum No. 95). Students found in violation of this policy are subject to the following disciplinary actions:

1. First violation of Granite School District Alcohol and Other Drugs Policy:
 - A. An automatic law enforcement referral will be made.
 - B. There will be an automatic one to three day suspension or until parent/guardian conference is held.
 - C. The parent/guardian/student will be requested to read and sign the non-use contract with the designated educator/administrator.
 - D. The student will be assisted within the school, i.e., counseling, progress reports, etc.
 - E. The parent/guardian/student will be asked to attend the Granite School District QUIT program for additional help.
 - F. Free or low cost family counseling and other district intervention services may be utilized.
 - G. Students who are participants of extracurricular activities or elected officers will be suspended from participation for two weeks.
 - H. If the parent/guardian/student declines the initial conference and any assistance that may be provided by the Granite School District, then the student may be placed in another school or alternative placement within the district.
2. Second Violation:
 - A. An automatic law enforcement referral will be made.
 - B. There will be an automatic three day suspension or until a parent/guardian conference is held.
 - C. The parent/guardian/student must attend and complete the Granite District QUIT program or else show written evidence that the student is now in treatment or counseling for drug/alcohol abuse problems. If the student has already attended the Granite District QUIT program, other available district intervention services will be utilized to help insure what is best for the student and district.
 - D. If a parent/guardian/student refuses to attend the district QUIT program, refuses district intervention services, and does not provide written evidence of counseling or treatment for drug/alcohol abuse, then the student will be placed on an appropriate individualized program until the end of the term. Any placement for less than nine weeks must have prior approval by principal and the district's office of Student Services.
 - E. Parents/guardians will be encouraged to seek outside help or treatment for the student at no expense to the Granite School District.

- F. Students who are participants of extra-curricular activities or elected officers will be suspended from participation for six weeks. Those on individualized study are not to participate while on the program.
 - G. The Granite School District's office of Student Services may evaluate and determine if changing schools or alternative placement would be best for all parties.
3. Third Violation:
- A. If any student is involved in a third violation of the Granite School District Alcohol and Other Drugs policy within the specified times (K-6), (7-9), (10-12), the student will be referred to court and placed on an appropriate individualized study program for up to 180 School days or 365 calendar days or until the student shows written evidence that he/she has entered in and successfully completed an appropriate drug/alcohol rehabilitation program. The Granite School District will not be held financially responsible. If any additional violations occur, the student will be referred to the district's office of Student Services for placement or expulsion.
 - B. Students who are participants of extracurricular activities or elected officers will give up their involvement in such organizations.
 - C. Third violations for resorting or paraphernalia possession will be referred to the district's office of Student Services and may involve alternative consequences.

Students who are caught and/or convicted of selling or distributing controlled substances and/or alcohol on the school grounds or within 1,000 feet of the school grounds, will be suspended, referred to the office of Student Services for expulsion or alternative placement for up to 180 school days or 365 calendar days, and law enforcement officials.

During the time that any student has violated the Granite School District Alcohol and Other Drugs policy and has been suspended or placed on individualized study, that student is not to be on campus except when authorized, or be a spectator, or be a participant in any school function.

For any student who is self referred, the Granite School District will have available district intervention services.

The possession of tobacco for students under the age of 19 is against Utah State law. Violators are dealt with by the Juvenile Court as "status" offenders under the criminal code and not under the controlled substance act. Therefore, violators in schools, at school activities, or on school grounds will be issued citations by the school administration, staff, and/or law enforcement authorities and subsequent juvenile court action may be taken. Students with citations should be encouraged to attend the district QUIT program with their parents.

ELECTRONIC COMMUNICATION DEVICES & HEADSETS

1. Students may bring cell phones, electronic organizers, headsets, etc. to school.
2. The use of all electronic communication devices during class time, regardless of whether the use is to send or receive messages, is prohibited.
3. It is inappropriate to record images of staff members without their permission.
4. The use of headsets during class time is prohibited.
5. Communication devices and/or headsets that are used in violation of school rules will be confiscated and turned in to the administration.
6. The first time an electronic device is confiscated, it will be held for 24 hours and the parent will be notified. Subsequent violations will result in the device being held for one week, and then one month, and a parent conference will be required.
7. Skyline High School and Granite School District accept no responsibility for the loss of or damage to any communication device or headset.

ELIGIBILITY

No grades may be changed in order to become eligible unless a clerical mistake occurred.

GPA = Grade Point Average CPA = Citizenship Point Average

1. Athletics (Utah High School Activities Association standards)

- 2.0 or higher term GPA
- No more than one failing grade per term
- No CPA requirement

2. Student Government Offices

To be a candidate:

- 3.0 (or higher) cumulative GPA or a 3.0 (or higher) term GPA's for the previous three terms. No F's for the previous three terms
- 3.0 (or higher) cumulative CPA or a 3.0 (or higher) term CPA for the previous three terms
- No past or current grades may be changed to meet requirements.

To remain an officer in good standing:

- 3.0 (or higher) term GPA and term CPA for each term commencing with the 4th quarter of the year elected.
- There is a limit of one probationary term per year of office.

3. Cheerleaders

To tryout:

- 2.7 (or higher) cumulative GPA
- 2.0 (or higher) cumulative CPA
- No F's in the previous three terms
- No more than two 0's in the previous three terms
- No past or current grades may be change to meet requirements

To remain a member in good standing:

- Maintain a 2.7 term GPA with no failing grades, commencing with the 4th term of the year selected
- Maintain a 2.0 term CPA with no 0's, commencing with the 4th term of the year selected
- There is a limit of one probationary term.

4. JV Cheerleaders

To try out:

- 2.7 (or higher) cumulative GPA
- 2.0 (or higher) cumulative CPA
- No F's in the previous three terms
- No more than two 0's in the previous three terms
- No past or current grades may be changed to meet requirements.

To remain a member in good standing:

- Maintain a 2.7 term GPA with no failing grades, commencing with the 4th term of the year selected
- Maintain a 2.0 term CPA with no 0's, commencing with the 4th term of the year selected
- There is a limit of one probationary term.

5. Dance Company

To try out:

- 2.5 (or higher) cumulative GPA
- 2.0 (or higher) cumulative CPA
- No failing grades in pervious terms

- No more than one 0 in the previous two terms
- No past or current grades may be changed to meet requirement.

To remain in good standing:

- 2.5 (or higher) term GPA and 2.0 term CPA, commencing with 4th quarter of school year selected.
No F's, no 0's.
- There is a limit of one probationary term.

GRADUATION REQUIREMENTS

1. Satisfactory adherence to school policies and rules.
2. Students are required to earn 27 academic credits and a cumulative citizenship grade of 2.000 in grades 9-12 in order to graduate.

English	4 units
Social Studies	3 units
U.S. Government	½ unit
Mathematics	3 units
Science	3 units
The Arts	1½ units
Physical Education	1½ units
Career & Technical Education	1 unit
Health Education II	½ unit
Computer Technology	½ unit
Financial Literacy	½ unit
Elective Units	8 units
TOTAL:	27 units

HALL PASS VIOLATION TICKET POLICY

This policy was initiated due to the increase in tardies and unexcused absences at Skyline High School. Truancy affects citizenship, which also affects graduation qualification. With effort from the faculty, staff, and administration, this policy has greatly reduced these problems at Skyline High School.

Any student who is found in the hall without a legitimate hall pass once each tardy bell rings is considered to be tardy or truant. Each time a student is found to be tardy or truant; they may receive a Hall Pass Violation Ticket. Tickets may be given out during any class period by administration, police officers, or hired hall monitors. Students who receive a ticket will need to complete one of the following:

- A student may work ½ hour of custodial work per ticket. Students will need to sign up outside the custodial office located near the auditorium. Once they have completed their time, the custodian will sign a slip that the student should bring to the main office. An administrator will then verify and when approved will have the bookkeeper remove the fine from the student's account.
- If a student goes four school weeks without receiving a tardy (not just a ticket, but any tardy) in any class, they may bring their Hall Pass Violation Ticket to an assistant principal. If verified and approved, the ticket will be taken off. **NOTE: The ticket will not automatically come off; the student must bring the ticket in within 5 weeks of the original ticket.**
- The student may bring their ticket to the bookstore within one month of receiving it and pay a \$3.00 fine. The ticket may show up at the higher rate, but if the student brings in their original ticket showing it has been less than 1 month, they will only be charged \$3.00. The fine will increase to \$5.00 one month after the ticket is issued. This fine is automatically added to the student's school fees/fines for the school year.

- If a student chooses to pay the ticket, they pay these fines at the bookstore before school, during lunch, or after school.

Warning tickets will be handed out during the first week of school explaining the policy, with actual tickets being handed out beginning the second week. Students will also be made aware of the policy through announcements regarding this policy.

Students with any of the following classes should have the appropriate pass with them in the hall at all times. Students who qualify for passes in these areas are required to leave the building before the tardy bells rings in order to avoid a hall pass violation ticket.

- Home Release Pass
- GTI Course Pass
- Work-Release Pass
- A street pass used to leave school during the time they are caught in the halls

Each teacher will have a school-issued hall pass that students may use according to each teacher's classroom policy for personal needs. Only one student may use the hall pass at a time. Students may also use a media pass to use the library if the teacher deems it necessary.

HALL PASSES

No running or activities other than walking will be allowed in the halls. Whenever it is needful for a student to leave the room during a class period, the student must have a hall pass. The pass is issued by the teachers, and they will be responsible for students to whom they issue hall passes. If a student is in the hall without a pass, it will be assumed the absence from class is unexcused and a hall violation ticket may be issued.

HALL SECURITY

Skyline hall monitors issue hall violation tickets to students who are in the hall without a hall pass once classes have begun. These tickets can be paid in the bookstore in a timely manner or may be worked off with the Skyline custodial staff. See Hall Pass Violation Policy for more information.

HOME RELEASE

Home release is an option for seniors only. It will be given only at the beginning or end of the day. Students may not be on campus during home release. Any exceptions to these rules can only be made by the administration.

LIBRARY

The library extends its services to all students. It is open at 7:00 a.m. and remains open until 3:30 p.m. It is also open during the lunch periods. No food or drink allowed in the library. **Students may be admitted to the library during regular class time only by mutual agreement between the teacher concerned and the librarian.**

Overdue library books will be charged a late fee. Textbooks and English class novels are assessed separate late fees. Please refer to the Textbook section for additional information.

LOCKER FACILITIES

Lockers are school property and are furnished as a convenience and courtesy. Students must assume the responsibility for proper locker use and care and will be fined for damage caused by writing, scratching, etc. Only necessary clothing and school materials are to be kept in the locker.

- Valuables should not be kept in your locker. They should be taken to the office for safekeeping or left at home.
- Students are responsible for keeping their combinations confidential.
- Students are requested to keep materials in neat order and clean out waste paper regularly.
- School authorities reserve the right to make security checks on lockers periodically.
- Students are not allowed to go to lockers during class periods unless they have a hall pass. No writing on lockers is permissible.
- Violation of these policies will result in forfeiture of locker privileges. Problems involving lockers are to be reported to the office promptly.

LOST AND FOUND

The lost and found department is housed in the main office. All lost and found articles should be turned in immediately. Items must be accurately identified by their owners before being restored to them. Lost items should be reported in writing, as soon as possible, in order to facilitate their being recovered.

LUNCH PERIOD

The cafeteria is provided as a service to students. The meal is balanced and economical. Students should see that each does his/her share by cleaning up his/her own tray, milk carton, dishes, utensils, pop cans and leftovers.

Lunches must be paid for in advance. If paying with PayPams.com, please know that it may take up to two days to show up on the student's account. Please pay before your student runs out of lunch money.

NATIONAL HONOR SOCIETY

Skyline's Aquilifer Chapter of the National Honor Society is chartered by the National Honor Society. This society is sponsored by the National Association of Secondary School Principals. Membership is open to those students who meet the following requirements:

- They must exhibit outstanding citizenship. No more than two "0's" or "1's" per year.
- They must have a cumulative grade average of 3.70 or above, computed for all subjects except released-time classes.
- They must be registered for four solids per year.

Any senior who has met the above requirements and has been enrolled at Skyline for at least one semester is eligible for membership. Those who hope to become honor society members should make certain that their schedule qualifies them. Check with your counselor if you have a question.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held school wide on the following dates:

September 24 & 25, 2014 4:30 – 7:30 p.m.

February 9 & 10, 2015 4:30 – 7:30 p.m.

Parents may contact the Counseling Center for progress reports and individual conferences throughout the year as needed. Parents are also encouraged to monitor their student's progress via the internet. Go to www.graniteschools.org, parents & students, student grade progress. You must know your student's I.D. number.

PARKING

Students are permitted to drive cars to school providing the privilege is not abused and providing all regulations are respected. Students who want to use the parking facilities of the school must pay a \$10.00 parking decal fee and agree to abide by the following driving regulations:

1. Parent's written permission must be given for a student to bring a car to school.
2. The car/s must be registered with the school and the proper Skyline parking decal must be displayed, hanging from the rearview mirror, when parking on Skyline's campus.
3. Students are to park in the designated student parking areas. NO parking will be allowed in areas where the curb is painted red, including the driveways and the circles on the east and the south. These areas are designated as fire lanes and must be kept clear at all times.
4. Student cars must not be parked in the street or in the faculty parking lot during school hours from 6:30 a.m. - 3:00 p.m.
5. Students must respect and obey the city and state traffic regulations.
6. In the case of parking violations, tickets will be issued. Repeat violators will be denied the privilege of the school parking facilities.
7. No overnight parking is allowed.
8. No campers, trailers or RV's may be parked on school grounds before, during or after school.

REPORT CARDS

At the end of each term, report cards are given to students to take home. The 4th term report card is mailed. In addition, a midterm report is issued within one week following the midterm date and is distributed to students at school. Copies of midterms will be available at Parent/Teacher Conferences in September (1st term) and February (3rd term).

	<u>Midterm</u>	<u>End of Term</u>
1 st term	September 19, 2014	October 30, 2014
2 nd term	December 5, 2014	January 15, 2015
3 rd term	February 5, 2015	March 19, 2015
4 th term	May 1, 2015	June 5, 2015

SAFE SCHOOL POLICY

Student acts of criminal behavior that place any person in imminent danger are prohibited in all Granite School District schools, on school grounds, to and from school, at school sanctioned activities or when students are being transported in vehicles dispatched by the district. Behavior creating imminent danger will be referred for law enforcement investigation. Those behaviors include, but are not limited to physical assault, possession or attempt to possess, display, use, buy or sell dangerous weapon or facsimile, possession or selling of illegal substances, acts of gang behavior or threats against life or property regardless of intent, harassment, hazing, burglary, vandalism, graffiti, willful disobedience, open and persistent defiance of proper authority.

Weapons may include, but not be limited to firearms, knives, explosives, fireworks, chemical devices, martial arts weapons, instruments that propel an object, or anything that may place any persons in imminent danger.

This policy was enacted to address safety concerns of students, staff and patrons attending school and school sponsored activities. Students who violate this policy will subject themselves to:

- Automatic suspension from school.
- Immediate referral to law enforcement officials.
- Mandatory parent/guardian conference at school or district office.

- Referral to the district Student Services Office, in cases involving severe or repeat violations, for placement in an alternative program, expulsion from school, or other action to resolve the problem.
- A mandatory one-year expulsion for any incident involving firearms.

SEXUAL HARASSMENT POLICY FOR GRANITE SCHOOL DISTRICT

1. Purpose

The purpose of the Granite School District Sexual Harassment Policy and Procedure for Schools is to assure a learning environment that is free from sexual harassment, and is in compliance with state and federal law.

2. Policy

Granite School District is committed to providing in each school a safe, orderly environment where student, staff, parents, and all other people are treated with courtesy and respect. **Any form of sexual harassment by staff or students, including any inappropriate verbal, written, or physical conduct as defined below, is strictly prohibited.** Violators of this policy will subject themselves to investigative and disciplinary procedures.

3. Definition

A. Sexual harassment is defined as:

- any verbal, written, or physical conduct of a sexual nature which has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- any suggestion, request, demand, or pressure for sexual involvement, accompanied by an implied or explicit threat concerning one's grades, extracurricular standing, job, etc.

B. Sexual harassment includes, but is not limited to, the following:

- derogatory, demeaning, or offensive jokes, teasing, or comments of a sexual nature
- graphic remarks or sexual comments about an individual's body
- sexually suggestive or obscene telephone calls, letters, notes, or invitations
- sexually suggestive or obscene pictures, cartoons, posters, or objects
- grabbing, pinching, or touching private areas
- deliberate cornering, shouldering, or bumping in hallways
- sexual gestures, unwanted pats, or hugs, any unwanted touching
- any form of sexual threat, intimidation, or exploitation
- spreading of sexual rumors
- actual or attempted sexual assault, molestation, or rape
- sexist remarks or gender-based stereotyping
- pantsing of students

4. What to Do If You Are Sexually Harassed

- A. If you believe you are being sexually harassed, you should consider telling the person that you do not like what is happening and you want it stopped. In many cases a clear statement that you want something stopped will be enough to take care of the situation. You are not required, however, to confront the person in this way.
- B. You have the right and are encouraged to report the problem immediately to any teacher, counselor, administrator, or other staff member at your school. You should not feel embarrassed, intimidated, or reluctant to file a harassment report. You will not be subject to retaliation or "put on trial" for doing so.

5. How to Report Sexual Harassment

- A. Anyone (student, staff member, parent, volunteer, or anyone else) who is a victim of sexual harassment, or who has personal knowledge of sexual harassment taking place, is encouraged to report the problem immediately to any teacher, counselor, administrator, or other staff member at the school **It is the responsibility of all staff members who have received information, allegations, or even rumors about sexual harassment, to report the problem immediately to the principal.**
- B. Principals shall report every allegation of sexual harassment immediately to the parents of any students involved. Before conducting investigative interviews with students, principals shall give parents notice of their right to be present. Parents must be kept informed of the progress of any investigation.
- C. Principals shall report every allegation of sexual harassment among employees or between employees and students immediately to the Granite District Equity Office. Sexual harassment among students should be handled at the school, unless there is a specific reason for referring the matter to the district Pupil Services Office, such as a violation of the district's Safe School policy, or a need to consider expulsion or alternative placement of the student.
- D. **When the type of sexual harassment constitutes child abuse, the principal must follow reporting requirements of district child abuse policy and state child abuse laws.**

6. Investigation

- A. Any principal who receives information, allegations, or rumors about sexual harassment shall take immediate action to see that the case is properly investigated and resolved. The goal of each investigation shall be to determine the facts about what happened, and to achieve a prompt and equitable resolution of the problem.
- B. In the process of investigation, all reports of sexual harassment must be documented in writing, including signed statements from those who submit harassment reports and from those who are interviewed in the investigation. Documentation should be thorough and factual, including detailed evidence and information about all alleged incidents (dates, time, place, actions observed, quotes, witnesses, etc.).
- C. High standards of fairness and due process must be observed in conducting the investigation, to protect the rights and interests of both the alleged victim and the alleged harasser. (See Granite District Corrective Discipline Handbook for details about due process and conducting the investigations.)

7. Corrective Action

- A. Once the facts in a case have been determined, the principal shall make a concentrated effort to resolve the case. Final resolution may include, but shall not be limited to: (A) appropriate corrective actions or discipline against violators of the sexual harassment policy. (B) agreement among the parties which resolves the issues, or © determination that sexual harassment did not occur.
- B. Substantiated charges of sexual harassment against a student shall subject the student to corrective action or discipline consistent with school and district discipline codes, including the possibility of expulsion, suspension, or alternative placement.
- C. Substantiated charges of sexual harassment against an employee shall subject the employee to corrective actions or discipline consistent with district employee policies, including the possibility of suspension or dismissal.4. Student or employees who file frivolous, unfounded, or malicious sexual harassment reports shall subject themselves to corrective action or discipline consistent with school and district policy.

8. Confidentiality

- A. Sexual harassment reports shall be investigated and handled as discreetly as possible.
- B. The right to confidentiality (for the alleged victim, the alleged harasser, witnesses, and others) must be respected, consistent with fairness, due process, and the school's legal obligation to investigate and take action when warranted.
- C. All persons involved shall refrain from discussing the case with anyone, except those who have a legitimate need or right to know.

9. Reprisals

- A. Reprisals of any kind are strictly prohibited against any person who has filed a report of sexual harassment, testified as a witness, assisted, or participated in any manner in any investigation or proceeding conducted under this policy.
- B. Reporting of sexual harassment, or participation in a sexual harassment inquiry, must not reflect in any way upon the individual's status, nor will it affect future grades, assignments, employment, etc.

STREET PASSES

Students are not permitted to leave the school grounds at any time while classes are in session without a street pass from the Counseling Center. **If you must leave the building because of illness or any other emergency, you must check out in the attendance office. Failure to follow the proper procedure will be considered an unexcused absence.**

STUDENT GOVERNMENT

Student government policies and procedures are found in the Skyline Constitution.

SUSPENSION

Suspension from school may result for being involved with the following: truancy, excessive tardies, tobacco possession, alcohol, drugs, fighting, insubordination, profanity or offensive/disruptive behavior during school time or school activities on or off campus, rioting or unlawful assembly, bringing weapons or firearms to school, repeated parking violations, damage to school property, food fights, water guns, disruption in the cafeteria or violation of school policies. During the time that a student is suspended that student is not to be on campus or be a spectator or be involved in any school function. A parent conference is required before readmission can be considered.

TARDY POLICY

This policy was initiated due to the increase in tardies and unexcused absences at Skyline High School. Truancy affects citizenship, which also affects graduation qualification. With effort from the faculty, staff, and administration, this policy has greatly reduced these problems at Skyline High School. For more information, please see Hall Pass Violation Ticket Policy.

TELEPHONES

Office telephones are to be used for official school business only. Telephones are to be used only to facilitate school business and to protect students in case of emergency. **Students will not be called to the phone while classes are in session. However, emergency messages will be delivered promptly to those concerned.**

TEXTBOOKS

The Granite School District provides all necessary textbooks for students at a nominal deposit fee. Excessive wear or unreasonable damage will result in fines. Student will be charged the replacement cost for lost books. If books are returned in proper condition at the end of the school year, the deposit fee will be refunded.

Students must have a current ID card to check out their textbooks from the school library. If the barcode is removed from a student's assigned book, the student will pay the cost for replacing the book. Textbooks/English novels must be turned in by the due date assigned by the school. Students who turn in a late textbook(s)/English novels will be charged a flat \$5.00 fee not to exceed \$5.00 per semester/\$10 per year.

THEFT

Please do not bring anything of great value to school. Hallway and gym lockers are not safe places to store valuables. Gym lockers should always be secured with a padlock. If you experience a theft and/or vandalism on Skyline's campus, report this to the Main Office and file a theft report with Ms. Cowley.

TOBACCO OR INTOXICANTS

The possession of tobacco for students under the age of 19 is against Utah State law. Violators are dealt with by the Juvenile Court as "status" offenders under the criminal code and not under the controlled substance act. Therefore, violators in schools, at school activities, or on school grounds will be issued citations by the school administration, staff, and/or law enforcement authorities and subsequent juvenile court action may be taken. Students with citations should be encouraged to attend the district QUIT program with their parents.

TRANSCRIPTS

Transcripts are available in the Counseling Center from the Registrar. Each transcript will be charged as follows: \$1.00 per Xeroxed transcript, \$2.00 per faxed transcript.

VENDING MACHINES

Vending machines are provided for student convenience and comfort. It is imperative that students be responsible in disposing of litter and garbage in appropriate receptacles.

1. Machines are not to be used during class periods. To ensure continuance of this service, students must demonstrate that they can handle the machines and dispose of litter in a responsible manner.
2. Anyone vandalizing vending machines will be suspended and charged the full cost of repair and lost revenue, and will be referred to the school police officer for possible vandalism charges.

VISITORS

1. Visitors to the school are to report to the Administration Office and obtain a visitor's pass before visiting the building; this must be done in advance of the visit.
2. Student visitors are not allowed except under special pre-approved circumstances.
3. Parents are always welcome at Skyline.

WORK RELEASE

In some cases, permission is granted for a senior student to leave school during the school day to gain a work experience. Students requesting work release must have parental permission and clearance with

their counselor. A street pass must be obtained by these students and carried with them at all times. Students on work experience must not remain in the building after their last class of the day.