

SKYLINE HIGH SCHOOL

POLICIES & PROCEDURES

2019-2020

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 in which the student is participating.

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 (STUDENT ID)

Students will receive an activity card (student identification card) during the first week of school, or at the time their yearbook picture is taken. This card entitles them 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 the activity card. In case of theft or loss, a duplicate card may be purchased from the bookstore for \$5.00. **Activity cards should be in each student's possession at all times while at school or attending activities.** Activity cards will be used to check textbooks out to each student, 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, 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 five school days or the end of the term.** 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. If a student is more than 15 Minutes late, they will be marked absent.

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 five school days to call or send a note after an absence; 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.

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 and during lunch. No sales will be made while classes are in session.

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

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

Granite School District strives to provide safe, supportive, and welcoming schools for all students. District policies prohibit conduct that is unsafe, disruptive, or disrespectful toward others.ⁱ

School Safety

District policies do not allow for unsafe conduct. For example, District policies prohibit threats or acts of violence; real or look-alike weapons; explosive or flammable materials; gang activity; criminal behavior; destruction or damage to property; willful disobedience or defiance; and possession of illegal drugs, alcohol, or other prohibited substances.

Bullying, Cyberbullying, Harassment, Hazing, and Other Similar Conduct

Bullying, cyberbullying, harassment, hazing, and other similar offensive conduct is also prohibited. Generally, this type of conduct includes an intent to cause distress or harm; involves a relationship with an imbalance of power; and includes repeated acts (or one serious act) of violence, intimidation, humiliation, or social isolation. Offending conduct can be physical, verbal, or written and may come in the form of social pressure, criticism, disrespectful behavior, or excluding others from an activity intentionally. Conduct may be intended as retaliation toward another person, which is also prohibited. Offending conduct may be obvious or subtle and it can include enlisting another person to commit the prohibited actions. Offending conduct can also be considered discrimination if the conduct is based on a person's race, gender, or some other protected classification.

Reporting and Correcting Offending Conduct

If you are treated in the ways described above, or you see another person being treated that way, please report the conduct as soon as possible. There are many ways to make a report:

- you can talk to your principal, teacher, or another employee at the school;
- you can leave a message in “Buddy Boxes” or deliver it in writing to the office;
- you can call or text the District Safety Hotline - Phone: (801) 481-7199, Text: (801) 664-2929;
- you can use the SafeUT application on your phone or your parent’s phone;
- you or your parents can report to the District by calling the School Accountability Department: (385) 646-4510;
- you or your parents can report to the District by calling the Educational Equity Department: (385) 646-4205;
- you or your parents can report to the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204.

Administrators will investigate all reports, make corrections, and work to prevent further misconduct. School officials shall notify parents of incidents involving bullying, cyberbullying, hazing, retaliation, harassment, discrimination, or other similar conduct. Based on the severity of the conduct, students may receive discipline including parent/guardian conferences, suspension/expulsion, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment. False reports or allegations are prohibited and may also result in discipline.

For more information about these subjects, please contact the District Compliance Office by calling (385) 646-4009.

District Policies can be found here: <http://www.graniteschools.org/legal/policies/>. Relevant policies are as follows:

- Article VIII.B.3. School Safety Violations
- Article V.C.7. Unlawful Acts in or about Schools and School Trespass
- Administrative Memo One-Hundred Six, Safe School Policy
- Administrative Memo Ninety-Five, Prohibited Substances
- Article VIII.B.9. Prohibition of Bullying, Cyberbullying, Hazing, and Retaliation
- Article V.C.1. Prohibition of Discrimination, Harassment, and Retaliation

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. Transfer students will be required to maintain a 2.000 CPA from the time they enroll in Granite School District.

- C. High school students who do not achieve the required 2.000 CPA may not participate in graduation. 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.
- 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 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 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 and Safe School Referral.
- 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. exemption from school with district referral.
 - D. Court 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. Drugs and alcohol: the use or possession of drugs or alcohol in any form on school property will result in:
 - A. referral to court and district Safe School Committee;
 - B. suspension, with parent and school officials' conference;
 - C. exemption through court referral.
 - D. Attend Granite District Quit Program
- 9. Smoking: Tobacco (including chewing), e-cigarettes, will result in
 - A. Smoking citation given to student by Granite School District
 - B. \$25.00 fine for first offense or attend Granite District Quit Program
 - C. \$50.00 fine for second and each subsequent offense that may follow.
- 10. 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.
- 11. 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.
- 12. Gambling: Participation in games of chance for the express purpose of exchanging money may 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.
- 13. All students are encouraged to eat in the cafeteria and other designated areas . 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.
- 14. 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.
15. 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 seven counselors, one psychologist, one social worker, and one comprehensive guidance clerk. The Counseling Center 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, 2019. National Merit Scholarship Qualifying Test and practice college entrance exam for juniors. Administered at Skyline High School.
 - **ACT Test** – College Entrance Exam. Check the testing schedule and register online at: <http://www.actstudent.org>. The Skyline school code is 450397.
 - September 14, 2019
 - October 26, 2019
 - December 14, 2019
 - February 8, 2020
 - April 4, 2020
 - June 13, 2020
 - July 18, 2020 (Test not offered at Skyline)
 - **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. Police may be contacted.

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, students 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. At least one student per couple must be from Skyline in order to be admitted to the school sponsored dances. Only Skyline and Olympus students will be admitted to Monster Mash.

DETENTION

Detention time is given to students at Skyline High School for various reasons. Some of these reasons include: excessive tardiness, inappropriate behavior, 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.

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, bandanas, 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. Tops, 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.

DRUG 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 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 forty five to ninety day suspension..
 - C. The student will be referred to student services where they will be placed in an appropriate individualized program until the end of the term or an additional term if the offense happened after mid term.
 - D. Parents/guardians will be encouraged to seek outside help or treatment for the student at no expense to the Granite School District.
 - E. 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.
 - F. 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-5), (6-8), (9-12), 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 or e-cigarettes for students under the age of 19 is against Utah State law. Violators are dealt with at the school. Therefore, violators in schools, at school activities, or on school grounds will be issued citations by the school administration. Students with citations should be encouraged to attend the district QUIT program with their parents.

ELECTRONIC DEVICES ON SCHOOL PREMISES AND AT SCHOOL-SPONSORED ACTIVITIES

Electronic devices may be useful for student instruction, but the same devices have the potential to disrupt the orderly operations of a school. Consequently, schools have the authority to maintain acceptable use policies regarding electronic devices on school premises, during classes, and at all school-sponsored activities.

Using electronic devices to bully, harass, humiliate, or intimidate either students, employees, or patrons, will not be tolerated. Prohibited uses include, but are not limited to the following: illegal activities, threats of any kind, discriminatory, abusive, or disparaging communication; any form of pornography or indecent content; solicitations or other inappropriate communications regarding sex or sexuality; and grooming. Students shall obtain consent before taking photographs or videos of other individuals.

The use of electronic devices is prohibited in areas where there is a reasonable expectation of privacy such as bathrooms and locker rooms. Individuals shall exit these areas before using an electronic device, except in the case of a health or safety emergency. Electronic devices used in violation of this policy shall be confiscated and returned to parents/guardians, subject to administrative and criminal investigations.

Skyline High School and Granite School District are not responsible for the loss or damage to any electronic device.

Violations of this policy will result in the following consequences:

1. Communication devices and/or headsets that are used in violation of school rules will be confiscated and turned in to the administration.
2. The first time an electronic device is confiscated, it will be a warning by administration. Second offense will result in an after school detention. Third offense and beyond will result in an overnight suspension and a parent meeting is required for reinstatement.

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 more than one F in the previous term.
 - No more than one 0 in the previous term
 - 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 more than one F in the previous term.
 - No more than one 0 in the previous term.
 - 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:
- 3.0 (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 PASSES

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 Truancy ticket may be issued.

HALL SECURITY

Skyline hall monitors issue Truancy tickets to students who are in the hall during class time and more than fifteen minutes late for class. 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 left 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 promptly to the main office.

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 23 & 24, 2019 4:00 – 7:00 p.m.

February 11 & 12, 2020 4:00 – 7:00 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, then click on Parent Portal & Gradebook. You must know your student's I.D. number.

PARKING

Parking Regulations

Students who wish to park a car at Skyline, must submit a Parking Permit form, pay the \$10.00 fee, and properly display the hang-tag on the rearview mirror of their car. Permits are for Skyline students only.

- Students parking at Skyline High must have a current driver license.
- All cars brought on campus must be registered and listed on a Skyline High Student Parking Permit.
- A car without a hang-tag displayed may be ticketed.
- Students may move the hang-tag from car to car, but it is their responsibility to display the hang-tag every time they park on campus. If the hang-tag is not displayed, they will get a ticket.
- Students must respect and obey all city and state traffic regulations.
- No overnight parking is allowed.
- No campers, trailers or RV's may be parked on school grounds before, during or after school.

Registering Your Car

- You must submit a completed Skyline High Student Parking Permit form and pay the \$10.00 fee at www.payskyline.us or at the Bookstore to receive your hang-tag.
- Hang-tags purchased during Online Registration will be distributed at Walk-In Registration.

Ticketing

Parking at Skyline High School is a privilege. Please be aware that parking tickets will be issued for the following violations:

- Parking in faculty parking areas
- Parking in a red zone or handicapped zone including drop-off & pick-up zones
- Parking in visitor parking
- Parking outside designated parking stalls
- Parking hang-tag improperly displayed (must be hanging from rearview mirror) or no hang-tag

Parking Ticket Payment

- Parking tickets are paid at the Bookstore or online at www.payskyline.us.
- Red zones and handicapped stall tickets cost \$30.00. All others tickets cost \$10.00.
- On the fourth ticket, you may be referred to the Unified Police Department. You may also lose your parking privileges at Skyline.

Prohibition of Discrimination, Harassment, and Retaliation

Article V.C.1. Prohibition of Discrimination, Harassment, and Retaliation

A. Statement of Policy

Granite School District endeavors to maintain safe and supportive learning and working environments where all students and employees can be successful. Federal and Utah State statutes and regulations mandate and provide authority to school districts to prohibit conduct that violates the civil rights of individuals. Granite School District prohibits discrimination, harassment (including sexual harassment), or retaliation on the basis of race, color, sex, pregnancy, religion, national origin, marital status, disability, sexual orientation, gender identity, or any other legally protected classification in all educational programs, activities, admissions, access, treatment, or employment practices and provides equal access to scouting groups and other designated youth groups. Related inquiries and complaints may be directed to a school administrator or to Charlene Lui, Director of Educational Equity, (385) 646-7413, 2500 South State Street, Salt Lake City, Ut. 84115. Individuals may also directly contact the Office for Civil Rights, Denver, CO 80204-3582, (303) 844-5695.

B. Definitions

1. "Administrative review" refers to the administrative process whereby the Superintendent or designee reviews the process of an investigation and/or the findings and conclusions of an investigator to determine if the obligations of due process, federal and state laws and regulations, and this policy were met.

2. "Discrimination" refers to conduct including words, gestures, and/or other actions that unfairly disadvantages individuals based in whole or in part on that individual's race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity, or because an individual conforms or fails to conform with a real or perceived stereotype.
3. "Designated District Official" refers to the person responsible at the District level for resolving complaints involving this policy and relevant laws or regulations.
4. "Harassment" refers to unwelcome conduct targeted at an individual, or group of individuals, that is derisive, demeaning, or disparaging in nature and is based in whole or in part on the individual's age, race, color, sex, pregnancy, religion, national origin, marital status, disability, sexual orientation, or gender identity, or because an individual conforms or fails to conform with a real or perceived stereotype.
5. "Protected class" refers to any individual or group of individuals protected from discrimination under federal and state laws or regulations including, but not limited to:
 - a. Title IV and Title VI of the Civil Rights Act of 1964, which prohibit discrimination on the basis of race, color, sex, religion, or national origin by public schools or any public program receiving federal financial assistance;
 - b. Title IX of the Education amendments of 1972, which prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; and
 - d. Utah Antidiscrimination Act, which prohibits discrimination in employment practices.
6. "Retaliation" refers to any form of sanction or adverse treatment including but not limited to intimidation, reprisal, or harassment of any individual because he/she:
 - a. has asserted, or assisted another individual to assert, a complaint in either a formal or informal manner with the District or with any state or federal agency;
 - b. has provided information, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing related to a student or employee of the District; or
 - c. has engaged in another activity protected by federal or state laws and regulations.
7. "Sexual harassment" refers to unwelcome sexual advances, requests for sexual favors, or other verbal or written communications or physical conduct of a sexual nature when:
 - a. submission to the conduct is made explicitly or implicitly a term or condition of employment or a student's education (including any aspect of the student's participation in school-sponsored activities);
 - b. submission to or rejection of the conduct is used as the basis for employment decisions or a student's education (including academic performance, participation in school-sponsored activities, or any other aspect of a student's education); or
 - c. the conduct has the purpose or effect of unreasonably interfering with an individual's employment, education, or participation in a district sponsored activity by creating an intimidating, hostile, or offensive learning or working environment.

C. Civil Rights Laws and Designated District Officials

Statutory civil rights protections and the Designated District Officials who administer and enforce civil rights protections and this policy are identified as follows:

1. Discrimination on the basis of disability:¹
 - a. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and its implementing regulations (34 C.F.R. Part 104) relate to access by disabled individuals to all programs receiving any federal financial assistances, including schools. The Designated District Official is the Director of Educational Equity, (385) 646-4205, 2500 South State Street, Salt Lake City, Ut. 84115.
 - b. Title II of the Americans with Disabilities Act (42 U.S.C. §§ 12131 - 12134) and its implementing regulations (28 C.F.R. Part 35) relate to physical access to facilities of state and local government entities. The Designated District Official is the Director of Educational Equity, (385) 646-4205, 2500 South State Street, Salt Lake City, Ut. 84115.
2. Discrimination on the basis of sex or gender: Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and its implementing regulations (34 C.F.R. Part 106) relate to participation in and access to benefits of educational programming regardless of sex or gender. The Designated District Official is the Director of Educational Equity, (385) 646-4205, 2500 South State Street, Salt Lake City, Ut. 84115.

¹ The Individuals with Disabilities in Education Act (IDEA) is not considered an anti-discrimination law and is not addressed in this policy. IDEA is a spending clause statute that requires states and public agencies to provide a free and appropriate public education to all students and dictates how education agencies provide special education and related services to children with disabilities. The Special Education Department administers the IDEA for the District and all inquiries about the IDEA or special education should be directed to the school principal and/or the Director of Special Education.

3. Discrimination on the basis of race, color, national origin, or religion: Title IV, VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)) and its implementing regulations (34 C.F.R. Part 100) relate to participation in programming and access to benefits of education regardless of sex or gender. The Designated District Official is the Director of Educational Equity, (385) 646-4205, 2500 South State Street, Salt Lake City, Ut. 84115.

4. Employment discrimination on the basis of age: The Age Discrimination Act of 1975 (29 U.S.C. § 631) and its implementing regulations (34 C.F.R. Part 110) relate to employment discrimination based on an individual's age. The Designated District Official is the Director of Human Resources, (385) 646-4517, 2500 South State Street, Salt Lake City, Ut. 84115.

5. Employment discrimination based on race, color, national origin, religion, or sex: Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000(e)) relates to employment discrimination based on an individual's sex, race, color, national origin, and religion. The Designated District Official is the Director of Human Resources, (385) 646-4517, 2500 South State Street, Salt Lake City, Ut. 84115.

D. Accommodations

The District will take into consideration any requests for accommodations made by individuals related to, or regardless of a protected classification. The District will address requests for accommodations and work with students, parents, patrons, and employees on a case-by-case basis related to the specific circumstances.

E. Prohibitions

1. The District prohibits discrimination, harassment (including sexual harassment), and retaliation on all district property, at all school-related or sponsored events or activities, during all educational programming, in all aspects of employment with the District, and by all District students and employees. The District will investigate all complaints of harassing conduct, regardless of whether the alleged conduct was committed by a student, co-worker, supervisor, or third party, and the District shall determine the appropriate corrective action for each complaint after a thorough investigation is completed.

2. Prohibitions of this policy shall be enforced for conduct occurring outside of school, during school hours, or at school-related activities and events or work if the conduct disrupts the educational environment.

3. Any student who engages in discrimination, harassment, or retaliation may be subject to discipline up to and including suspension, alternative placement, or expulsion.

4. Any employee who engages in discrimination, harassment, or retaliation may be subject to discipline up to and including termination.

5. Any discrimination, harassment, or retaliation that violates state or federal criminal law shall be reported to law enforcement.

6. Prohibited discrimination and harassment can generally be classified as conduct intended to exclude, harm, demean, or intimidate an individual or group of individuals based on one or more identification factors. Discriminating or harassing conduct targeted at an individual or group of individuals may include, but is not limited to:

a. aggressive or violent physical conduct or threats of the same;

b. excluding an individual(s) participation in or access to any facilities, programming, activities, employment, or other benefits offered by the District;

c. use of epithets, slurs, negative stereotypes, name calling, verbal abuse, and derogatory comments;

d. creating graffiti, drawings, or other symbolic communication with threatening messages, degrading descriptions, or stereotypical caricatures;

e. unwelcome communication, jokes, stories, pictures, gestures, or displays of offensive or degrading material; and

f. failure to make reasonable accommodations or intentional acts committed for the purpose of intimidating, ridiculing, or discouraging individual religious expression, particularly outward expressions such as wearing religious apparel, head wear, hairstyles, jewelry, or cosmetics.

7. Sexual harassment is a sub-category of prohibited harassment that involves offensive or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature targeted at another individual based on that individual's sex, sexual orientation, gender identity, or conformance/non-conformance with a real or perceived stereotype. Sexual harassment may include, but is not limited to:

a. *quid pro quo* sexual harassment, which is a request, invitation, or demand for some type of sexual activity in exchange for grades, participation in curricular or extracurricular activities, promotions, positive evaluation, or other favors;

b. hostile environment sexual harassment, which is conduct that unreasonably interferes with an individual's academic or work performance or that creates an intimidating, hostile, or offensive environment such as:

i. unwelcome or offensive public displays of affection, inappropriate touching of oneself or other, massages, etc.;

ii. offensive communication, leers, stares, or gestures that are sexually suggestive, sexually degrading, or imply sexual motives or intentions, such as sexual remarks or innuendoes about an

individual's clothing, appearance, or activities, sexual gestures, public conversations or social media posts about sexual activities, sexual rumors, catcalls or whistles, sexually graphic messages or games; etc.;

iii. offensive name calling, slang, or profanity of a sexual nature;

iv. offensive physical contact or closeness of a sexual nature such as spanking, pinching, hugging, stalking, following, etc.;

v. offensive physical pranks such as touching or pulling the clothes of another, bra-snapping, "pantsing," etc.;

vi. offensive exposure such as "mooning" or streaking;

vii. offensive written or visual displays or distribution of pornographic or sexually explicit materials such as magazines, videos, films, posters, etc.;

viii. a staff member engaging in romantic or sexually-based contact or communication with a student regardless of the age of the staff member or the student; or

ix. unlawful sexual activity such as actual or attempted sexual abuse, sexual assault, rape, lewdness, possessing or distributing pornography, and other sexual or gender-based activities defined by Utah Criminal Code.

8. Retaliation generally takes the form of reprisal against a person who has filed a complaint or has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing conducted by the District. Retaliation may include, but is not limited to, further harassment, threats, taunting, spreading rumors, unauthorized disclosure of the details of an investigation, ostracism, assault, destruction of property, or other negative conduct.

F. Reporting Procedures

1. Any person who witnesses or believes he/she has been subjected to discrimination, harassment, or retaliation involving a student, employee, patron or other person affiliated with the District may submit, personally or through a representative, a written or verbal report or complaint of the alleged prohibited conduct to school administrators and/or to department supervisors. Additionally, an individual may make a report or complaint directly to a Designated District Official identified in this policy and/or the Office for Civil Rights, Denver, CO 80204-3582, (303) 844-5695 at any time.

2. While not required, the District encourages the reporting party or complainant to use the report form attached to this policy. The form is also available from school administration, on the District website, and from the District office.

3. School administrators who receive reports or complaints shall be clearly identified and contact information shall be posted on the school's website and in other conspicuous locations.

4. Reports or complaints of discrimination, harassment, or retaliation shall be forwarded to the appropriate Designated District Official. The District Compliance Officer in the Department of Policy and Legal Services shall assist the Designated District Officials to ensure thorough investigations are completed (see section G below).

5. It is the duty of every student and every District employee to report violations, or alleged violations of this policy. Failure to do so may result in disciplinary action.

6. Good faith submission of a report or complaint of discrimination, harassment, or retaliation will not adversely affect the individual's future participation in school programs or activities, grades, employment, or work assignments.

7. Because false accusations of discrimination, harassment, and retaliation can have a serious detrimental effect on innocent parties, false complaints may subject the complainant to discipline.

G. Investigating and Correcting Discrimination, Harassment, and Retaliation

The District promptly investigates all reports or complaints of discrimination, harassment, and retaliation, regardless of whether the alleged conduct is committed by an employee, student, or other individual, and the District shall administer appropriate discipline to any student or employee who violates this policy. The District will take appropriate steps to eliminate the discrimination, harassment, or retaliation; address its effects; and prevent the discrimination, harassment, or retaliation from recurring.

1. The District Compliance Officer shall provide investigation support and regular training to principals and assistant principals regarding conducting prompt, thorough, and impartial investigations.

2. After a report or complaint is received, school administrators, Designated District Officials, Directors of Accountability, and the District Compliance Officer shall determine whether a school-level or District-level investigation is warranted. The District retains discretion to determine whether a school-level or District-level investigation is warranted. However, generally speaking:

a. If a report or complaint involves a member of the school administration or District-level personnel, the investigation shall be conducted at the District level; and

b. If a report or complaint involves a student or students, the investigation shall be conducted by principals or assistant principals trained to conduct such investigations.

3. If the principal(s) and/or assistant principal(s) fail to conduct a thorough and impartial investigation in a timely manner at the school level, the individual(s) who brought the report or complaint may request that the District conduct an administrative review (see section H below).

4. In matters specifically involving reports or complaints of sexual harassment committed by District personnel, the District Sexual Harassment Committee shall conduct investigations and report findings directly to the Superintendent. If the report involves a member of the District Sexual Harassment Committee, the report or complaint may be filed directly with the Superintendent, Granite School District Superintendent, (385) 646-5000, 2500 South State Street, Salt Lake City, Ut. 84115. Investigations may also be conducted by a designated third-party investigator at the District's discretion.
5. The appropriate investigator(s) shall conduct a prompt, thorough, and impartial investigation allowing all parties to provide information, proffer evidence (directly or through witness statements), and offer explanations and rebuttals of the allegations made. The investigation shall include gathering information and evidence from all relevant parties including taking written statements from and/or interviewing the complainant, the individuals against whom the complainant filed, and others who have knowledge of the alleged incident(s) or circumstances giving rise to the report or complaint. The investigation may also consist of any other appropriate investigative methods and gathering documentary evidence deemed pertinent by the investigator.
6. The school or the District shall take prompt remedial action, including appropriate disciplinary actions, after the individual against whom the report or complaint was made has had an opportunity to respond to the allegations orally or in writing. Investigators shall work with District officials, including Directors of School Accountability, Granite Police Officers, the Director of Educational Equity, the Director of Human Resources, Directors of Special Education, and the District Compliance Officer, to resolve issues at the lowest possible level working collaboratively with parents/guardians, students, patrons, and employees.
7. Investigators shall preserve all information and evidence, including written statements, investigation notes, surveillance camera footage, photos, physical evidence, documents, correspondence, and any relevant electronic information such as text messages, videos, and social media postings. Investigation files shall be retained for a period of at least three (3) years.
8. In determining whether alleged conduct constitutes discrimination, harassment, or retaliation, the investigator shall consider the surrounding circumstances, the nature of the unwelcome or unlawful conduct, the relationships between the parties involved, and the context in which the alleged incidents occurred.
9. At any time during or after the completion of an investigation, allegations involving criminal conduct and/or child abuse shall be reported directly to law enforcement and the Department of Child and Family Services (DCFS) as appropriate. A criminal investigation may occur concurrently with, and shall not replace or supplant an administrative investigation by the school or District.
10. The District and school administrators shall take reasonable steps to protect the complainant and witnesses during an investigation and prevent retaliation.
11. The District and school administrators will protect the confidentiality of the complainant, the individual(s) against whom a complaint is made, and witnesses to the extent possible consistent with the District's legal obligations and the necessity to thoroughly investigate and take appropriate administrative action. The District retains the right to disclose the identity of parties and witnesses in appropriate circumstances.
12. Investigators shall make findings and conclusions and draft a summary report promptly. The report shall include a summary of at least the following information:
 - a. a description of the allegations made;
 - b. a description of the response to allegations;
 - c. a summary of the factual findings the investigator deems true by a preponderance of the evidence;
 - d. conclusions of the investigator regarding violations of District policies and practices (identifying the specific policies or practices) or violations of federal or state laws and regulations (identifying the laws or regulations).
13. School administrators conducting investigations shall work with directors/ supervisors and an assistant superintendent, as required, to impose appropriate discipline.
14. Subsequent to an investigation, the District will take reasonable steps to correct current policies and practices, provide additional protections and supports, and increase and improve education and training as needed.
15. School or District administrators charged with investigating and/or taking administrative action will communicate the outcomes of the investigation to the complainant or the alleged victim and the respondent within a reasonable time after the completion of the investigation. Maintaining current privacy laws, regulations, and policies, the administrator shall communicate steps the District will take to eliminate, address, and prevent further discrimination, harassment, or retaliation.

H. Administrative Review

1. Within fifteen (15) days after receiving a summary report of the findings and conclusions of the investigator, any person impacted by the outcome of the investigation may request an administrative review. Any request for an administrative review must be submitted in writing to the Office of the Superintendent, 2500 south State Street, Salt Lake City, Utah 84115. Failure to file a written appeal and request for an administrative review in accordance with the procedures set forth above shall constitute a waiver of the right.
2. An administrative review may be requested for three reasons:

- a. to provide new evidence that was not available during the investigation;
- b. to offer evidence that an investigation was inadequate or the administrative procedures outlined in this policy were not followed; or
- c. to offer evidence of bias on the part of the investigator.

If the request for administrative review does not offer clear and supportable allegations of one or more of the enumerated reasons for an administrative review, the request shall be denied. Disagreement with the outcome of an investigation or with an investigator's findings and conclusions is not grounds for an administrative review under this policy.

- 3. A request for an administrative review must be in writing and must include:
 - a. requester's name, home address, and telephone number;
 - b. a brief description of the alleged discrimination, harassment, or retaliation including the date, place, and time of alleged incidents;
 - c. a brief description of the actions taken or efforts made to address the issue; and
 - d. a statement of the appellant's position regarding one or more of the reasons for an administrative review listed above.
- 4. A request for an administrative review under this section does not preclude an appeal of discipline or other administrative action by a student or employee under a separate policy or negotiated agreement (e.g. policies related to discipline, safe school, etc.).
- 5. Within ten (10) business days of the request, the superintendent, or a designee, shall meet with the appellant requesting the administrative review to discuss the request, gather facts, and explore possible resolutions.
- 6. The Superintendent or designee shall review the investigation and the conclusions of the investigation, the corrective actions taken, and any additional evidence or information provided. The Superintendent or designee may also conduct further investigation if deemed appropriate. The Superintendent or designee shall either uphold the prior administrative action or take additional administrative action if the investigation or the outcomes were deficient.
- 7. Within fifteen (15) business days of the initial meeting, the Superintendent or designee shall respond in writing to explain the findings and conclusions of the administrative review and any additional administrative actions. Further, the Superintendent or designee may discuss other options for resolution.

I. General Provisions

1. Parties' Rights to Records

- a. Parties may request access to information and records in the possession of the District that bear upon the validity of the matter. Records must be requested with reasonable specificity. If obtaining the information requires unreasonable interference with other District duties and responsibilities or unreasonable District expenditure, the District may require that the requesting party pay the District reasonable fees for actual costs incurred in procuring and duplicating the records.
- b. The District is not required to create a record in response to a request.
- c. Information in requested records about subjects or persons not relevant to the complaint or which is otherwise private, controlled, or protected shall be excluded and/or expunged from the record.
- d. Records will only be provided in accordance with Family Educational Rights and Privacy Act (FERPA), Government Records Access and Management Act (GRAMA), and other records or privacy laws.

2. Right to Assistance

- a. Both parties have the right to be represented by counsel or assisted by knowledgeable persons, organizations, or groups of their selection at their own expense at any point during the investigation or administrative review process.
- b. The District shall, upon request, provide assistance to the parties in understanding rights and obligations under this policy and other pertinent District, state, or federal regulations, policies, or other related materials. Other assistance, such as legal advice regarding claims or defenses, will not be provided.
- c. The District will provide translation or interpreter services, auxiliary aids, or other reasonable services or accommodations necessary for the parties to participate fully in the administrative process.

3. Records

Records from investigations and administrative reviews shall be kept by the investigator, the Designated District Official, and/or the Compliance Officer for a period no less than three (3) years. Records shall include the names and positions of parties, dates of filing, descriptions of the allegations, findings and conclusions, and a statement of final resolution or outcomes. Such records shall be designated as protected under Utah Code §63-2-304.

4. Financial Responsibility

Except as otherwise provided by this policy, costs involved in the administration of the policy shall be borne by the District.

5. Notice and Dissemination

A summary of this policy and a reference to the full policy shall be delivered to each patron of the District annually and shall appear on the District website, school websites, and in other conspicuous locations.

6. Outside Reporting

Nothing in this policy shall prohibit an individual from filing a discrimination or harassment claim at any time with:

- a. the Utah Anti-Discrimination and Labor Division (UALD), 160 East 300 South, 3rd Floor, P.O. Box 146600, Salt Lake City, UT 84114-6600; or
- b. the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado, 80204-3582.

References

20 U.S.C. §1681-86, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106
29 U.S.C. §206(d), The Equal Pay Act of 1963
29 U.S.C. §621 et seq., Age Discrimination in Employment Act of 1967, 29 C.F.R. §621-634
29 U.S.C. §794, Section 504 of the Rehabilitation Act of 1973, 34 C.F.R. §104 et seq.
42 U.S.C. §2000(d), Title VI Civil Rights Act of 1964, 34 C.F.R. §100 et seq.
42 U.S.C. §2000(e), Title VII of the Civil Rights Act of 1964, 29 C.F.R. §1604 et seq.
42 U.S.C. §6101-6107, Age Discrimination Act of 1975, 34 C.F.R. §110 et seq.
20 U.S.C. §7905, Boy Scouts of America Equal Access Act, 34 C.F.R. §108 et seq.
42 U.S.C. §12101 et seq., ADA Amendments Act of 2008, 29 C.F.R. §1630
42 U.S.C. §12111 et seq., Title II of the Americans with Disabilities Act of 1990 (ADA),
Utah Code §76-5-401 through 407, Sexual Offenses
Utah Code §76-9-702 through 702.7, Offenses Against Public Order and Decency
Utah Code §34A-5-101 et seq., Utah Antidiscrimination Act
Utah Admin. Code R277-112, Prohibiting Discrimination in the Public Schools

The Discrimination, Harassment, and Retaliation Complaint Form is available in the main office.

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 20, 2019	October 24, 2019
2 nd term	November 22, 2019	January 9, 2020
3 rd term	February 7, 2020	March 18, 2020
4 th term	April 17, 2020	May 22, 2020

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.

For more information see Granite School District Administrative Memorandum Number One-Hundred Six – Safe School Policy.

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 Attendance Office. **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

The Skyline High Constitution is found under "Constitution" in this handbook or copies are available in the main office.

SUSPENSION

Suspension from school may result for being involved with the following: truancy, excessive tardies, tobacco or e-cigarette 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.

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. Excessive wear or unreasonable damage will result in fines. Student will be charged the replacement cost for lost books.

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 and English novels must be turned in by the due date assigned by the school. Students who turn in a late textbook(s) will be charged a flat \$5.00 fee not to exceed \$5.00 per semester/\$10 per year. Overdue English novels will be charged a \$3.00 fee.

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 the School Resource Officer.

TOBACCO OR INTOXICANTS

The possession of tobacco or e-cigarettes for students under the age of 19 is against Utah State law. Violators will be given a Granite School District citation. A first offense is a \$25.00 fee or attend the Quit Program. The second offense is a \$50.00 fine and each subsequent offense thereafter is \$50.00. Fines are to be paid to the school within 30 days.

Students found in possession of Alcohol or whom may be intoxicated, will be suspended and will be referred to the district for further consequences. Therefore, violators in schools, at school activities, or on school grounds will be issued citations by law enforcement authorities and subsequent juvenile court action may be taken. Students with citations will be required to attend the district QUIT program with their parents.

TRANSCRIPTS

Official and unofficial transcripts are available in the Counseling Center from the Registrar. Students can also create an account and request that their official transcripts be sent electronically at www.parchment.com for a small fee.

TRUANCY TICKET POLICY

This policy was initiated due to the increase of truant students at Skyline High School. Truancy affects citizenship, which also affects graduation qualification.

Any student who is found in the hall without a legitimate hall pass **fifteen** minutes after the tardy bell rings is considered to be truant. Each time a student is found to be truant they may receive a Ticket. 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 truancy in any class, they may bring their 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 or during lunch.

Students with any of the following classes should have the appropriate pass with them in the hall at all times. Failure to have a pass may result in an after school detention.

- 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.

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.
3. Use of the vending machines is at the patron's own risk, refunds are not available.
4. Vending machines are turned off during class time.

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.