

# SKYLINE HIGH SCHOOL

## POLICIES & PROCEDURES

### 2021-2022

#### 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](http://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)-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** Phone (385) 646-5433, e-mail: [skylineattendance@graniteschools.org](mailto:skylineattendance@graniteschools.org), Fax (385) 646-4725  
Quickly call the Attendance Office by using the Skyline High School App! Click on the Attendance Symbol at the bottom of the screen then click on "Call (385) 646-5433" to call the Attendance Office.



Parent Excusal Policy: Excusals may be requested via phone call 385-646-5433 or email [skylineattendance@graniteschools.org](mailto:skylineattendance@graniteschools.org). Please be specific with what needs to be excused (date and class periods i.e., all day or 1<sup>st</sup>-3<sup>rd</sup> periods).

Parents have FIVE (5) school days from the day of an absence to excuse it. Day-of excusals are preferred and requested, but we understand life happens and things come up. Parent excusals made outside of this time frame cannot be accommodated. If you are leaving on a vacation, please notify the attendance office before your departure to avoid missing the excusal timeframe. The exception to the five-day rule comes up at the end of each term. During the last week of each term, absences should be excused on the day of and will not be extended after the term has ended.

Please be aware of how many absences your student has. It is district policy that parents may excuse up to SEVEN (7) days in a school year. Medically necessary absences do not count toward the seven days if a signed doctor note is provided within 10 days of the absence.

**Tardy Students:** Students are considered tardy if they arrive to class between the final bell and 15 minutes late. Once they are 15 minutes late, they will be marked absent.

**Street Passes:** We understand that life is a juggling act, and that checking out students from school is often necessary. However, when requesting a street pass, please keep a couple of things in mind:

Email or call in the morning –When contacting the attendance office, please include the student’s name and student ID number, the time the student will be leaving, if they will be returning (and when that will be, if possible). If you choose to email, please use the email address you have listed as your contact for Skyline so we can verify it is legitimate.

Plan ahead – Please consider that it takes time to check students out of class. If a street pass is requested during a class, it could take ten minutes to deliver a note to a student’s classroom, and an additional five minutes for the student to get out of the school. If a runner isn’t immediately available, or has several notes to run, it could take 20 or 30 minutes before your student is ready to go. When emergencies come up, we will do our best to be quick and efficient in checking your student out, and we appreciate your patience; however, street passes do need to be requested before the lunch hour for this reason. (If you know your student is leaving at lunch for the rest of the school day, a street pass will still need to be issued excusing them from the missed afternoon classes.)

Check in and out- When students have a street pass requested, they pick it up in the attendance office in the morning, during lunch, or between classes. They show their teacher the pass (before class starts, if possible) and are then able to leave campus with that note in hand. If they are returning later in the day, they should check back into the attendance office with their street pass. We will then excuse them from any missed classes and send them to class.

Report all absences here. Phone calls 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. Students who are participating in distance learning will not have attendance reported for their distance learning classes.

**Arriving Late:** Parents must call in the morning before the student arrives, and student’s name will be put on a late list. Students must check in at the 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 Attendance Office. When the student returns to school, they must check back in, with their street pass, in order to be excused for the periods missed. Please notify the Attendance Office 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.

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 [payskyline.graniteschools.org](http://payskyline.graniteschools.org) to pay on their account at any time using a credit card. When paying online, it is beneficial to login to 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.<sup>1</sup>

### **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, Cathy Bird at [cbird@graniteschools.org](mailto:cbird@graniteschools.org) promptly if you change home addresses, telephone numbers, or e-mail addresses. Please review your student's Emergency Contacts under "Contact Card" in the Parent Portal at [portal.graniteschools.org](http://portal.graniteschools.org). In case of emergency, it is to your advantage to have the correct address and telephone numbers on file.

## CHANGE OF SCHEDULE 1<sup>st</sup> Semester

For the 2021-2022 school year we are changing the way we conduct schedule changes. Students will have two options to complete a schedule change. Students will be charged a \$5 class change fee unless the class change is to move to the same class but a different level (e.g.: Honors U.S. History to AP U.S. History).

### Option 1:

Students will have the opportunity to sign up for a 10-minute appointment with their counselor to make a schedule change prior to the first day of school. Appointments will be available August 2–6 and August 10–13, from 7:30 to 11:30 a.m. Counselors will be working with new students and other concerns in the afternoons. To find instructions about how to sign up for a 10-minute appointment go to the Skyline Counseling website here: <https://sites.google.com/granitesd.org/skyline-counseling/home>.

- Students must show up 15 minutes early for their appointment. By showing up early, students will be provided with information and support to ensure they are ready for the quick meeting with their counselor.
- Steps to be complete before coming to Skyline for your appointment are outlined below – please, make sure to complete all steps so the student is prepared to meet with their counselor. If the change cannot be made within the 10-minute meeting time, the student will need to attend the Essential Schedule Change Day on Wednesday, August 18.

### Option 2:

We will be holding an Essential Schedule Change Day on August 18 from 7:30 a.m. to 9:30 a.m.

- School will be on the Essential Schedule Change Day Bell Schedule (see Bell Schedules) so that all students may participate without missing class time if they choose to attend.
- Every teacher will be in the Main Gym giving approval for adds and drops.
- Students will receive a Class Change form.
- Students will first need to obtain the teacher signature for the class(es) that they want to add.
- Students will then obtain the teacher signature for the class(es) they want to drop.
- Once students have received all the signatures they need to complete the requested change, they will turn in the Class Change Form to the Counselors.
- Seniors are scheduled at 7:30 a.m., Juniors are scheduled at 8:00 a.m., Sophomores at 8:30 a.m., and Freshman at 9:00 a.m.

The Essential Schedule Change Day is the LAST day to make a schedule change for the first semester.

BEFORE students come to their scheduled appointment or to the Essential Schedule Change Day, they must do the following:

1. Pull Progress Toward Graduation (PTG) report to see what graduation requirements they are missing (10 -12<sup>th</sup> graders only)
  - a. Find instructions on how to pull your PTG here: [How to Generate your PTG](#)
2. Look at Schedule At-A-Glance: <https://schools.graniteschools.org/skylinehigh/wp-content/uploads/sites/108/2021/07/At-A-Glance-Teacher-Schedule-2021-2022-1.pdf>
3. Look at class videos found on the Course Selection Card. (bottom of webpage on “Selection Cards”) <https://sites.google.com/granitesd.org/skyline-counseling/2021-22-course-selection?authuser=0>
4. Decide on the change they want
5. Pick 3 alternates in case classes are full

No schedule change request is guaranteed, but counselors will do their very best to fulfill all requests.

If you have non-schedule change needs, please email your counselor. You will receive an auto-reply, but your counselor will get back to you to set up an appointment to discuss your concerns.

## CITIZENSHIP

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.**

## 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 13, 2021. 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 11, 2021
    - October 23, 2021
    - December 11, 2021
    - March 8, 2022 – State ACT Test for all Juniors
    - June 11, 2022
  - **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 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.
  - Jackets or sweatshirts with hoods must be worn without the hood covering the head.
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.
6. Masks must be worn during the Covid-19 pandemic while mandated by the State of Utah. Failure to wear a mask during this designated time is considered a dress code violation.

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 AND ACCEPTABLE USE OF TECHNOLOGY – Granite School District Board Policy Article VIII.A.24**  
Updated December 2020

A. Statement of Purpose The Board of Education promotes an environment conducive to teaching and learning. The board recognizes that, depending on how it is used, a personal electronic device may be either a valuable instructional tool or a source of disruption. This policy provides direction on appropriate use of electronic devices.

B. Statement of Policy With respect to personal or privately-owned electronic devices and technology, schools shall create and maintain acceptable use policies that are consistent with District policy. Regarding the use of district-owned technology and school Internet access, all use is a privilege that may be granted as well as withdrawn. Students, employees, volunteers, and guests are expected to be aware of and abide by the technology terms and conditions.

C. Definitions

1. "Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including, but not limited to:

- a. a smart phone;
- b. a smart or electronic watch;
- c. a tablet, Chromebook, laptop; or
- d. a virtual reality device.

2. "District-owned electronic device" means an electronic device that is purchased by the District to which access is given for students, employees, volunteers, or guests. Such electronic devices may include but not be limited to desktop or laptop computers, cellphones, tablets, servers, routers, or any other device used for audio, video, or text recording or communication.

3. "Guest" means an individual: a. who is not a student, employee, or volunteer of a public school; and b. who is on school property or at the site of a school-sponsored activity or event.

4. "Inappropriate content" means pornographic or indecent content defined in Utah Code §76-10-1235; threatening, harassing, or discriminatory content; or content that a reasonable person would consider harmful to students/minors considering ages and circumstances.

5. "Personal electronic device" or "privately-owned electronic device" means a device, including an electronic device, that is used for audio, video, text communication, or other type of computer or computer-like instrument that is not owned or issued by the district to a student, employee, or volunteer.

D. Acceptable Uses and Prohibitions All devices, personal or district-owned, that are on district property, at a district sponsored event, or are connected to district networks or district systems must comply with the contents of this and other applicable board policies and district administrative procedures.

1. Electronic devices may be used during school or school events as follows:

- a. Teachers may use electronic devices for instruction or to help improve instruction and in accordance with school policies under the direction of the principal.
- b. Individual schools, the principal, or a teacher may limit the use of personal electronic devices during instructional time and other school activities in accordance with school policies.
- c. Teachers shall provide information within course descriptions and disclosure statements regarding technology use in the classroom.

d. Students shall not be required to use or share personal electronic devices for instructional purposes. A parent or legal guardian may request in writing to the school administration that their student not use their personal electronic device for instruction.

e. When technology is used in the classroom during instruction (district owned electronic devices or personal electronic devices), all students shall have access to suitable technology.

f. When using district-owned electronic devices or personal electronic devices, users shall use district approved applications.

g. Electronic devices may not be used during standardized assessments, unless specifically allowed by statute, regulation, student IEP, or assessment directions.

2. All uses of district owned or personal electronic devices are subject to federal and state laws related to privacy and access, including the Family Educational Rights and Privacy Act (FERPA), Children's Internet Protection Act (CIPA), Utah Student Privacy and Data Protection Act, and the Government Records Access and Management Act (GRAMA).

3. Prohibited use of electronic devices on school property or at school events includes but is not limited to, the following:

a. Electronic devices shall not be used to take photographs or video of students, employees, volunteers, or guests without permission and for noneducational purposes and/or purposes that do not further the educational mission of the District and its schools. This prohibition does not include district owned surveillance equipment and does not include taking photographs or videos to capture and preserve a record of school sponsored activities or events.

b. Electronic devices shall not be used to communicate discriminatory messages or to bully, humiliate, harass, or intimidate students, employees, volunteers, and guests.

c. Communications via electronic devices shall not contain abusive language, any form of pornography or indecent content, profanity, crude or off-colored humor, or language regarding sex or sexuality outside of approved curriculum.

d. Electronic devices shall not be used for conduct constituting boundary violations, grooming of any kind, or other similar communications with, toward, or about any student.

e. Electronic devices shall not be used in intimate areas such as bathrooms and locker rooms. In the event an emergency call needs to be taken or made, a person shall leave the area to accept or make the call.

f. Capturing unauthorized photographs and audio or video recordings and/or transmitting images or recordings that constitute an invasion of reasonable expectations of privacy is strictly prohibited.

4. Prohibited uses of electronic devices shall incur administrative consequences, and illegal use of electronic devices on school premises or at school activities shall be reported to law enforcement.

E. The school and Granite School District are not responsible for the loss of or damage to any personal electronic device.

F. Each individual school shall develop a school electronic device policy for students, employees, volunteers, and guests, governing the use of electronic devices on school premises and at school sponsored activities.

1. The school electronic device policy shall be developed with school community stakeholders and will include permissible and restricted uses of electronic devices that promote classroom learning and minimize disruptions.

2. The school electronic device policy shall be communicated to parents, legal guardians, and students and will be posted on the school's website.

3. School electronic device policy shall include specific disciplinary consequences that may be imposed for violations of the policy.

4. School electronic device policies shall be reviewed annually by School Leadership and Improvement Services in consultation with Educational Technology.

#### G. Use of District-Owned Technology

1. In addition to the requirements of this policy, each year, students, employees, and volunteers who use district-owned electronic devices shall sign terms and conditions for acceptable use as a precondition for using district-owned technology. The terms and conditions are attached to this policy.

2. Each school shall, within the first 45 days of the start of each school year, provide school-wide or in-classroom training to students that covers:

a. District and school Internet and electronic device policies;

b. digital citizenship;

c. District and school student digital conduct and policies;

d. benefits of connecting to the Internet and using the school's Internet filters while on school premises; and

e. related consequences of violating Internet and electronic device policies, including discipline.

#### References

Children's Internet Protection Act, 47 CFR Part 54

Family Educational Rights and Privacy Act, 34 CFR Part 99

Accessing Pornographic or Indecent Material on School Property, §76-10-1235

Discipline and Safety §53G-8-202 et seq.

Student Privacy and Data Protection §53E-9-101 et seq.

Government Records Access and Management Act § 63G-2-101 et seq.

Electronic Devices in Public Schools Utah Admin. Code R277-495

## 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.
- Students with pending criminal charges may not be eligible.

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 4<sup>th</sup> term of the year selected
- Maintain a 2.0 term CPA with no 0's, commencing with the 4<sup>th</sup> 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 4<sup>th</sup> term of the year selected
- Maintain a 2.0 term CPA with no 0's, commencing with the 4<sup>th</sup> 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 4<sup>th</sup> 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	<u>8 units</u>
<b>TOTAL:</b>	<b>27 units</b>

### 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.

### 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. 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.

Students may pick up information regarding how to get a locker in the Main Office.

- Valuables should not be kept in your locker, they should be 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 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 PERIODS

Skyline has two lunch periods, a first lunch and a second lunch. The student will determine which lunch they have by who their third period teacher is. The list of which teachers have first lunch and which teachers have second lunch will be available on posters in the hallway on the first day of school. See the Bell Schedules on the Skyline website or Skyline App for bell schedule details.

The cafeteria is provided as a service to students. The cafeteria is now located in the relocatable village on the south side of the school. See the map for details.

Cafeteria meals are 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 27 & 28, 2021 4:00 – 7:00 p.m.

February 8 & 9, 2022 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](http://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 Skyline High Parking Permit form, show or document their current, valid driver license, pay the \$10.00 fee, and properly display the hang-tag on the rear-view mirror of their car. Permits are only for current Skyline students.

- Due to construction and limited parking, only Skyline Seniors and Juniors may purchase parking permits starting July 26<sup>th</sup>, during registration. Please be aware that parking areas may change and there may not be enough stalls even if students have purchased permits.
- Student parking will be in the east parking lot and at the \*church located at 3103 Craig Drive. Students may not park in spaces marked as handicapped or faculty. \*Students parking at the church must pay close attention to e-mails and texts and will not be allowed to park at the church on days when a funeral is being held at that location.
- Students parking at Skyline High must have a current, valid driver license.
- All cars parked on campus and at the church must be registered with Skyline High School by completing the Skyline High Student Parking Pass Form.
- A car without a hang-tag displayed will 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 may not purchase more than one hang-tag.
- 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**

- Students must submit a completed Skyline High Student Parking Permit form, show their current, valid driver license if purchasing the permit at the Bookstore or submit the last five digits of their driver license if completing the form online, and pay the \$10.00 fee at [payskyline.graniteschools.org](http://payskyline.graniteschools.org) or at the Skyline Bookstore to receive a hang-tag.
- Hang-tags purchased during Online Registration will be distributed during the first week of school.

### **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 [payskyline.graniteschools.org](http://payskyline.graniteschools.org).
- Red zone and handicapped stall tickets cost \$20.00. All other 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** - Granite School District Board Policy Article V.C.1.

Updated February 2020

### 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:<sup>1</sup>

<sup>1</sup> 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.

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.

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, "panting," 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, School Directors, 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. The following guidelines are generally applicable.

a. 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. However, serious allegations of sexual harassment or sexual misconduct by students that may constitute a safe school violation shall also be referred to the District Safe School Committee. (See Administrative Memorandum Number Ninety-Six, Sexual Misconduct Involving Students.)

b. In matters 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.

3. Investigator(s) shall conduct prompt, thorough, and impartial investigations, which shall include gathering information and evidence from all relevant parties including taking written statements from and/or interviewing the complainant, 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 to the investigation.

4. 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 School Directors, 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.

5. 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.

6. 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.

7. 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.

8. The District and school administrators shall take reasonable steps to protect the complainant and witnesses during an investigation and prevent retaliation.

9. 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.

10. 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;
- b. a summary of the factual findings;
- c. conclusions of the investigator regarding violations of District policies and practices and/or violations of federal or state laws.

11. School administrators conducting investigations shall work with directors/supervisors and an assistant superintendent, as required, to impose appropriate discipline.

12. 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.

13. 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. Grievance Resolution and Appeal Procedures

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 initiate a grievance if an investigation was not timely, thorough, or if a party is aggrieved in some other way. A grievance is filed by submitting in writing directly to the Office of the Superintendent, 2500 South State Street, Salt Lake City, Utah 84115. Failure to file a grievance in accordance with the procedures set forth above shall constitute a waiver of the right. A grievance shall be in writing and include the following information:

- 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 description of the District's failure to investigate or resolve the matter properly with a statement of the grievant's position and related evidence.

2. A grievance shall be reviewed by the District Compliance Officer under the direction of the Director of Educational Equity. The District Compliance Officer, or another designee of the superintendent, shall conduct an administrative review of prior investigations and/or decisions and consider:

- a. new evidence that was not available during the investigation;
- b. evidence that an investigation was inadequate or the administrative procedures outlined in this policy were not followed; or
- c. evidence of bias on the part of the investigator. If the grievance offers no evidence described above, the grievance shall be denied without further investigation. Simply disagreeing with the outcome of an investigation or with an investigator's findings and conclusions is insufficient grounds for a grievance.

3. Within ten (10) business days of the request, the District Compliance Officer or other a designee of the superintendent shall meet with the grievant to discuss the grievance, gather facts, and explore possible resolutions.

4. Within fifteen (15) business days of the meeting with the grievant, the District Compliance Officer, or other designee of the Superintendent, shall respond in writing to explain any further findings and conclusions, additional administrative actions, and options for resolution.

5. If the District and the aggrieved party are unable to find a resolution, the aggrieved party may file an appeal and request for a hearing within fifteen (15) days after the date of the response from the District Compliance Officer or other designee of the superintendent. The appeal and request for a hearing shall be submitted in writing to the Office of the Superintendent, 2500 South State Street, Salt Lake City, Utah 84115. Failure to file an appeal and request for hearing in accordance with the procedures set forth above shall constitute a waiver of the right.

6. The Director of Educational Equity shall, thereafter, convene a hearing with a panel of three members of the Human Rights Committee within forty-five (45) days, unless the parties mutually agree upon an extension of time. The hearing will be an informal hearing, but the parties may be represented, call witnesses, and submit any evidence or information that may be helpful to the panel. The panel may do any of the following:

- a. uphold prior determinations;
- b. issue a new determination; or
- c. find an alternate resolution.

7. The Director of Educational Equity shall issue a final determination via letter written to the appellant based on the recommendation of the panel. The letter shall include the findings and conclusions of the panel and a rational basis for the final determination. The determination of the Director of Educational Equity shall be the final agency decision.

#### 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 of Grievance and Appeal

Records from the grievance and appeal process shall be maintained by the Director of Educational Equity 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, but attorney's fees or the cost of retaining any other professionals shall be borne by the individual party.

5. Notice and Dissemination

A summary of this policy and a reference to the full policy shall be distributed in registration materials annually and copies of the policy or information referencing this policy shall appear on the District website, on 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**

Report cards and current grades are available through the Granite Portal. Parents can view their student's current grades anytime through the Granite Portal. In addition, a midterm report is issued within one week following the midterm date and is distributed at Parent/Teacher Conferences in September (1<sup>st</sup> term) and February (3<sup>rd</sup> term).

	<u>Midterm</u>	<u>End of Term</u>
1 <sup>st</sup> term	September 24, 2021	October 20, 2021
2 <sup>nd</sup> term	December 3, 2021	January 13, 2022
3 <sup>rd</sup> term	February 4, 2022	March 24, 2022
4 <sup>th</sup> term	April 29, 2022	June 2, 2022

**SCHOOL SAFETY VIOLATIONS – Granite School District Board Policy Article VIII.B.3**

Updated in 2021-2022 Skyline Student Policies and Procedures June 24, 2021

A. Statement of 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. Disciplinary sanctions will also apply to students whose conduct, in locations other than those mentioned, threatens or does harm to the school, school property or persons associated with the school. Behavior creating imminent danger will be referred for law enforcement investigation. Such behaviors include, but are not limited to: assault; possession, control or actual or threatened use of a real, look alike, or pretend weapon; possession or selling of illegal substances; acts of gang behavior or any act involving the use of force or the threatened use of force against life or property regardless of intent. 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.

B. Salt Lake County ordinance, Section 10.32.010, states that it is unlawful for any person to:

1. annoy, disturb or otherwise prevent the orderly conduct of the activities, administration or classes of any school;

2. annoy, disturb, assault or molest any student or employee of any school while in or on such school building or on the grounds thereof;

3. loiter, idle, wander, stroll or play in, about or on any school grounds or buildings either on foot or in or on any vehicle, without having some lawful business therein or thereabout, or in connection with such school or the employees thereof;

4. conduct himself or herself in a lewd, wanton or lascivious manner in speech or behavior in, about or on any school building or grounds; or

5. park or move a vehicle in the immediate vicinity of or on the grounds of any school for the purpose of annoying or molesting the students or employees thereof, or in an effort to induce, entice or invite students or employees into or on the vehicle for immoral purposes.

C. Persons who participate in activities which are determined to be a violation of law and/or Board policy on school campuses or at school-sponsored activities will be referred to proper legal authorities and may be suspended or expelled from school. (See Administrative Memorandum No. 106.)

## 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 or cash. 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 immediately and file a theft report with the School Resource Officer.

## 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](http://www.parchment.com). Final transcripts should be requested at the end of the school year through [www.parchment.com](http://www.parchment.com) and marked as "Hold for Grades." Final transcripts will be sent out by the Registrar as soon as grades are finalized.

## 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.**

- 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.

### **VISITORS**

1. Visitors to the school are to report to the Main Office and obtain a visitor's pass before visiting any other part of the building; this must be done in advance of the visit.
2. Student visitors are not allowed.
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.

# SKYLINE HIGH SCHOOL CONSTITUTION

## PREAMBLE

We, the Associated Students of Skyline High School, in order to establish an effective student government; to provide for the chartering of organizations within the school; to encourage an appropriate educational background; to promote school unity, loyalty, and spirit; and to uphold the qualities of citizenship, scholarship, and sportsmanship, do ordain and establish this constitution for Skyline High School.

## ARTICLE I – ORGANIZATION

Section I: The name of the organization will be the Associated Students of Skyline High School whose purpose will be to promote and support the ideas stated in the preamble.

Section II: The official colors of Skyline High School are navy blue, white, and Tulane gold. All sweaters, uniforms, jackets, etc. should consist of the school colors.

Section III: The school song will be known as "The Blue and Gold." The school hymn will be known as "Fair Alma Mater."

Section IV: The emblem and mascot of Skyline High School will be the Bald Eagle, and its members will be called the "Eagles."

## ARTICLE II - STUDENT BODY OFFICERS

Section I: The responsibilities of the Student Body President are to preside over and conduct meetings of the Student Body Officers; to delegate further responsibilities and assignments to the other Student Body Officers; to consult with the Student Body Officer Advisor to approve all assemblies through the administration, and to see that all participants adhere to reasonable conduct therein; and to perform all other duties and assignments of the office as they arise.

Section II: The Student Body Vice President will assume the responsibility of the president during the President's absence and act as President of the Senate.

Section III: The Student Body Secretary will be responsible for taking minutes at Student Body meetings, communicating with alumni regarding school activities, maintaining records and correspondence for student activities, and communicating with the officers regarding officer responsibilities and school activities.

Section IV: The Student Body Historian will be responsible for keeping the history book of Skyline High School for the school year elected, preparing slide shows for assemblies, and maintaining the school calendar, bulletin boards and display cases.

Section V: The Student Activities Board President will be responsible for all elections (student body, class, royalties, etc.). The S.A.B. president will be responsible for making sure eligibility requirements are met, and continue to be met, as constituted in the Skyline Student Officers Handbook.

Section VI: The Men's Association President will be responsible for the activities pertaining to the men of Skyline High School and other duties as constituted in Article IV.

Section VII: The Women's Association President will be responsible for the activities pertaining to the women of Skyline High School and other duties as constituted in Article V.

Section VIII: The Publicity Producers are responsible for presenting AV media for the entire school. The Publicity Producers can appoint a board if they want to. They also help the Historian with his/her responsibilities. The Publicity Producers work with each other but may divide duties as follows:

1. Publicity Producer: Eagle Update: He/she is responsible for Eagles in the News showcase and updating it on a day-to-day basis. He/she is also in charge of the live broadcast including daily announcements and other daily live broadcasts.
2. Publicity Producer: SHS News: He/she is responsible for producing the weekly taped broadcast known as "SHS News."

## ARTICLE III - CLASS OFFICERS

Section I: Senior Class Officers:

1. The responsibilities of the Senior Class officers will be to support all student body activities and to organize and sponsor a Senior Week, Senior Prom and Senior Assembly, to conduct the Senior Class Officer election in the spring, and to plan all class reunions. They have the responsibility of maintaining communication between the senior class and student body government.
2. The responsibilities of the Senior Class President are to preside over and conduct meetings of the senior class officers, to delegate further responsibilities and assignments to the other senior class officers, and to perform all the duties of the office as they arise.
3. The Senior Class Vice President will assume the responsibilities of the Senior Class president during the president's absence and will perform all duties delegated by the Senior Class President.
4. The Senior Class Secretary will be responsible for taking the minutes of the senior class meetings and for performing all duties delegated by the Senior Class President.

Section II: Junior Class Officers

1. The responsibilities of the Junior Class officers will be to support all student body activities and to organize and sponsor a Junior Week, Junior Prom and Junior Assembly, and to conduct Sophomore Class officer elections in the fall and the

Junior Class officer elections in the spring. They have the responsibility of maintaining communication between the junior class and student body government.

2. The responsibilities of the Junior Class President are to preside over and conduct meetings of the junior class officers, to delegate further responsibilities and assignments to the other junior class officers, and to perform all duties of the office as they arise.
3. The Junior Class Vice President will assume the responsibilities of the Junior Class President during the president's absence and will perform the duties delegated by the Junior Class President.
4. The Junior Class Secretary will be responsible for the minutes of the junior class meetings and for performing all duties delegated by the Junior Class President.

Section III: Sophomore Class Officers

1. The responsibilities of the Sophomore Class officers will be to support all student body activities, and to organize and sponsor a Sophomore Week, Sophomore Activity and Sophomore Assembly. They have the responsibility of maintaining communication between the sophomore class and the student body government.
2. The responsibilities of the Sophomore Class President are to preside over and conduct meetings of the sophomore class officers, to delegate further responsibilities and assignments to the other sophomore class officers, and to perform all duties of the office as they arise.
3. The Sophomore Class Vice President will assume the responsibilities of the Sophomore Class President during the President's absence and will perform the duties delegated by the Sophomore Class President.
4. The Sophomore Class Secretary will be responsible for the minutes of the sophomore class meetings and for performing all duties delegated by the Sophomore Class President.

#### **ARTICLE IV - MEN'S ASSOCIATION**

Section I: Membership in the Men's Association of Skyline will be extended to all male students.

Section II: The duties of the Men's Association will be to act as a coordinating body for the men of Skyline and see that all members are represented in school activities. The association will be responsible for the Lingerees and the "Mr. S" contest. The association, in conjunction with the W.A. Association, may also sponsor an assembly, a dance or stomp, and W.A.M.A. Week. The association will promote men's activities and three campaigns relevant to men's issues. One campaign must be a cleanup campaign. In addition to these duties, the Men's Association will be responsible for any other assignments and/or projects designated by the student body officers and/or school administration.

Section III: The officers of the Men's Association will consist of:

1. The M.A. President will be elected during the student body elections and will be responsible to preside over and to organize all Men's Association activities.
2. The M.A. President will appoint a M.A. Board consisting of six men attending Skyline High (two from each grade).
3. The M.A. Board will participate in and support all M.A. activities.

#### **ARTICLE V - WOMEN'S ASSOCIATION**

Section I: Membership in the Women's association of Skyline will be extended to all female students.

Section II: The duties of the Women's Association will be to act as a coordinating body for the women of Skyline and see that all members are represented in school activities. The association will be responsible for the Homecoming reception. The association, in conjunction with the M.A. Association, may also sponsor an assembly, a dance or stomp, and a W.A.M.A. week. The association will promote women's activities and three campaigns relevant to women's issues. One campaign must be a service project. In addition to these duties, the Women's Association will be responsible for any other assignments and/or projects designated by the student body officers.

Section III: The officers of the Women's Association will consist of:

1. The W.A. President will be elected during the student body elections and will be responsible to preside over and to organize all Women's Association activities.
2. The W.A. President will appoint a W.A. Board consisting of six women attending Skyline High (two from each grade).The W.A.
3. Board will participate in and support all W.A. activities.

#### **ARTICLE VI - SPIRIT SQUADS**

Section I: The Varsity Cheerleaders will be the main spirit organization of Skyline High School. They will be assisted and supported by the JV Cheerleaders and Pep Band.

Section II: Cheerleaders will be chosen through judging, teacher evaluation and by student body vote. Tryouts will be held in the spring and will be open to any eligible junior, sophomore or freshman student. The captain will be selected by the new squad and their advisor.

Section III: Skyline High School will be represented by mascots selected by judges. Tryouts for mascots will be held in the spring and will be open to any eligible junior or sophomore student. The responsibilities of the mascots will be to work with the varsity cheerleaders to create enthusiasm and school spirit during activities and games.

Section IV: The responsibilities of the Pep Band will be to promote school spirit and to support school activities.

Section V: Members of the JV Cheerleaders will be selected by judges during the spring and will be open to any eligible junior, sophomore or freshman student. The responsibilities of the spirit squad will be to promote school spirit and to support school activities.

Section VI: Eligibility to participate in tryouts for any spirit group will be determined by grade point average and citizenship grades. Only students registered at Skyline are eligible to try out. Vacancies occurring among the spirit squads may be filled under the direction of the advisor and the administration. Any student chosen to fill a vacancy must meet eligibility requirement.

#### **ARTICLE VII – SENATE**

Section I: The Senate will consist of the SBO vice-president, the elected vice-president from each student grade class, and the club president/captain or designated officer of each approved school club/athletic team. Each member of the Senate will have one vote.

Section II: Acting as a legislative body, the Senate will be responsible for maintaining and interpreting the constitution of Skyline High School, acting as the Student Advisory Forum (SAF) in solving or discussing school related issues, having an input regarding school related activities, and working with the administration to ensure the success of the programs and students at Skyline High School.

Section III: The Senate will meet at least once monthly during the school year and will convene more often when needed.

Section IV: Senate meetings will follow Parliamentary Procedures with the SBO Vice-President as the presiding member.

1. A Senate president whose responsibilities will be to call and organize Senate meetings and oversee all activities and projects of the senate. The student body vice-president is the president of the Senate.
2. A Senate vice-president elected among the senators to preside in the president's absence.
3. A Senate secretary elected among the senators to take minutes of all Senate meetings.

Section V: All Senate decisions are subject to administration approval.

#### **ARTICLE VIII - STUDENT ACTIVITIES BOARD (S.A.B.)**

Section I: The Student Activities Board will consist of an elected president and selected members chosen through an interview process. The president will be elected during student body elections. The members will be appointed in the fall after interviews conducted by the S.A.B. president under the supervision of the student body advisor. Other student body officers may be invited by the S.A.B. president to attend the interviews.

Section II: It will be the responsibility of the S.A.B. to offer suggestions for student activities and events. In addition, activities can be planned and carried out independently by the S.A.B. and student body officers with administrative approval.

Section III: The officers the S.A.B. will be as follows:

1. A president elected as stated in Section I whose responsibility shall be to conduct meetings of the S.A.B. and to instigate and oversee all S.A.B. responsibilities and activities.
2. A vice-president elected from the S.A.B. members to preside in the president's absence.
3. A secretary elected from the S.A.B. members to take minutes of all S.A.B. meetings and correlate S.A.B. activities.

Section IV: The Student Activities Board will be responsible for the student body elections and the Homecoming Royalty elections. The S.A.B. President will be responsible for making sure eligibility requirements are met, and continue to be met as constituted in the Skyline Student Officers Handbook.

#### **ARTICLE IX – ELECTIONS**

Section I: Student Officers Handbook: The Skyline Student Officers Handbook will outline all eligibility requirements to run and retain office. It will also outline all election procedures. It may be reviewed and updated twice each year: once prior to the fall semester, and once prior to the winter semester. Any proposed changes must be reviewed and approved by the Skyline High School administration and the student Senate. Copies are available for review in the main office.

Section II: General Election Procedures: All dates for elections will be determined by the S.A.B. president and student body advisor with administrative approval. For all elections, each candidate will be required to file an intent stating his/her name and desired office. The office listed in a candidate's intent form may not be changed once the intent is turned in to the school. The intent will contain all election standards, requirements, and regulations as determined by the S.A.B. president and student body advisor with administrative approval. The intent will also contain eligibility requirements as constituted in The Skyline Student Officers Handbook. All candidates filing an intent on time and meeting eligibility may run for office. Candidates who violate campaigning rules, engage in mud-slinging, or use profanities, vulgarities, sexual innuendoes, degrading references to other students or staff members, or who glorify drug or alcohol use in their campaign, risk disciplinary action, including disqualification from running for office. Students with pending criminal charges may not be eligible.

Section III: Student Body Officers: Student Body Officers as constituted in Article II will be chosen through an election process in the spring. Finalists are selected based on a combined score from their written application, teacher recommendation, interview and popular votes. If a primary is necessary for any position, the above process will choose the two finalists who will be on the final ballot. The winner will then be selected based on popular vote. If a position does not require a primary, the combined scores listed above will be used to select the winner.



Section IV: Class Officers, Senators, M.A. /W.A. Representatives: Senior and Junior Class officers, senators, and W.A. /M.A. representatives will be chosen in the spring through an election process. Finalists are selected based on a combined score from their written application, teacher recommendation, interview and popular votes. If a primary is necessary for any position, the above process will choose the two finalists who will be on the final ballot. The winner will then be selected based on popular vote. If a position does not require a primary, the combined scores listed above will be used to select the winner. All Sophomore Class officers as constituted in Articles III, IV, V and VII will be elected in the fall.

Section V: Oath: The following is the oath to be administered to all elected officers:

"I, (state name), realize the responsibilities and duties of the office to which I have been elected. I promise to uphold, support, and represent the constitution of Skyline High School and support all school activities to the best of my ability.

Section VI: Write-ins: There will be no write-in when a sufficient number of candidates is running for the elected position. All write-in candidates must meet all eligibility requirements as constituted in the Skyline Student Officers Handbook.

## **ARTICLE X – ELIGIBILITY**

Section I: Eligibility to participate in student body and class elections will be determined by grade-point average and citizenship grades. Only students currently registered at Skyline are eligible to run for office.

Section II - Grade-point Average: Each candidate must meet the grade-point average requirements as outlined in the Skyline Student Officers Handbook.

Section III - Citizenship: Each candidate must meet the citizenship point requirements as outlined in the Skyline Student Officers Handbook.

Section IV: There will be no changes of past academic or citizenship grades to meet the requirements of Sections II and III.

Section V: A candidate for student body office must be a currently enrolled junior at Skyline.

Section VI: Students with pending criminal charges may not be eligible.

## **ARTICLE XI - PROBATION/DISMISSAL**

Section I: All officers, both elected and appointed must, while in office, maintain high academic, citizenship, and behavior standards as outlined in the Skyline Student Officers Handbook. Students who let their grades drop below the required levels, or who exhibit inappropriate behavior, may be placed on probation or dismissed from office according to the procedures outlined in the Skyline Student Officers Handbook.

Section II: Officers not meeting the criteria described in Section I will have their cases reviewed by a panel consisting of a member of the administration, the faculty advisor, and the student body president.

Section III: Probation will last one school term during which time the officer must rectify any problem concerning academic achievement or behavior. If the problem persists, or if it occurs in a subsequent term, the student's case will be reviewed again by the panel described in Section II and dismissal will be considered as the next step. Dismissal may occur only after a student's case has been reviewed by the administration, the faculty advisor, and the student body president.

Section IV: Officers who violate the district's Safe School Policy/Drug and Alcohol Policy, either on or off campus, will be disciplined according to the steps in the Granite School District policies.

## **ARTICLE XII - REPLACEMENT OF STUDENT OFFICERS**

Section I: If, for any reason, such as resignation, dismissal, or absence, a student officer should permanently forfeit his/her position, the vacated position will be filled as follows:

Section II: If the office of president on any level of student government at Skyline High School is vacated, the position will be filled by his/her vice-president.

Section III: In the event of a vacancy within any other student body, class, M.A., W.A., or Senate office, except that of president, the vacancy may be filled by the administration through interview and appointment.

Section IV: Vacancies occurring among the spirit squads may be filled under the direction of the advisor and the administration. This person must also meet eligibility requirements as stated in that particular organization's bylaws.

Section V: A vacancy occurring in the Student Activities Board may be filled by a person appointed by the student body officers under the direction of the S.A.B. president, faculty advisor, and the administration. This person must also meet the eligibility requirements as constituted in Article X.

## **ARTICLE XIII - SKYLINE HIGH SCHOOL PUBLICATIONS**

Section I: The Skyline High School literary magazine shall be known as the *Satorian*.

Section II: The Skyline High School yearbook shall be known as the *Aquilian*.

Section III: The Skyline High School newspaper shall be known as the *Horizon*.

Section IV: The Skyline High student directory shall be known as the *Skyliner*.

## **ARTICLE XIV - CLUBS, SPIRIT ORGANIZATIONS, DANCE ROYALTIES**

Section I - Club Organization: All clubs at Skyline High School must have the following:

1. A minimum membership of at least ten current Skyline students.
2. A faculty advisor.
3. An approved and ratified charter containing the purpose of the club, requirements for membership, bylaws of the club, updated list of officers, and fee estimates for members.
4. Club finances handled by the main office for approval and recording.

Section II - Club Development: To initiate a proposal for a new club at Skyline High the following steps are required:

1. A completed application submitted to the administration.
2. A minimum of 10 signatures from interested current Skyline students.
3. A willing faculty advisor to submit the application
4. In order to become a club, the approval of the administration and ratification by a two-thirds majority vote of the Senate must be obtained.
5. After a club is approved, a charter must be submitted within the following year for administrative and Senate approval.

Section III - Dance Royalties: Elections for Senior Class, Junior Class and Sophomore Class royalties will be conducted by the respective class officers. Elections for Homecoming royalty will be conducted by the S.A.B. All candidates for queens, kings, and attendants must meet the eligibility requirements outlined in the Skyline Student Officers Handbook. Student body officers and class presidencies are not eligible to be any of the dance royalties.

#### **ARTICLE XV - CONSTITUTIONAL CHANGES**

Section I: Any changes or additions to the constitution must be submitted in writing to the administration. All changes must then be approved by the administration and ratified by the Senate by a two-thirds vote. Any person or group may propose constitutional changes for review.

Section II: Upon ratification, constitutional changes will take effect at the beginning of the next school year.

Section III: The Skyline Student Officers Handbook, the Skyline Spirit Squad Handbook, and all other written procedural guidelines will be updated at the beginning of each semester and approved by the administration and by the student Senate.