

## SKYLINE'S POLICIES & PROCEDURES

### ACADEMIC LETTER

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

### ACCIDENTS

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

### ACTIVITY CARD

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

### ASSEMBLIES

Assemblies are designed for the entertainment and enjoyment of all students. We expect you to be a good listener, and be courteous and positive at all times. Remember, we usually have parents and guests in attendance, and we want them to leave our school complimenting the maturity and good manners of our students. Students who do not behave appropriately in assemblies will forfeit assembly privileges.

### ATTENDANCE POLICY

**Attendance Office: (385) 646-5433** Report all absences here. Phone call will transfer to voice mail if attendance secretary is on another line. Parent should call before 2:00 p.m. on the day of the absence. No absence will be retroactively excused after three days.

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

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

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

**Absences** There are eight kinds of absences:

1. "E" indicates that a parent has called the school on the day of the absence **(646-5433). Parents have three days to call after an absence; no parent notes accepted. Skyline does not accept written excuse notes from parents.** No participation points given.
2. "R" is a school released absence, i.e. field trips, tournaments, etc. Participation points given.

3. "A" indicates an un-excused absence; a parent has NOT notified the school or the absence is not justifiable. Non-justifiable absences include baby sitting jobs, "needed at home," "over-sleeping," and appointments that can be scheduled after school. No participation points awarded.
  4. "U" is a confirmed sluff. No participation points awarded.
  5. "S" is for a suspension. Participation points are given.
  6. "V" is for vacation. No participation points given.
  7. "F" is for funeral. Participation points are given.
  8. "M" is for medical. (Doctor's letter required.) Participation points are given.
- Students must have a street pass to leave campus during the day. Leaving campus without a street pass will be an "A" absence.**

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

**The following is the standard for citizenship grades.**

- 1 "U" or "A" absence = 1
- 2 "U" or "A" absences = 0

8 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.

- Seniors with a 3.5 or above CPA may wear a citizenship cord at graduation.
- Seniors with a 3.0 CPA may apply for Senior Awards Banquet.
- Citizenship make-up classes will be offered to students.

**Participation Points**

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

**BOOKSTORE**

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

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.

**CHANGE OF ADDRESS**

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

### CHANGE OF SCHEDULE

Schedules will be changed for valid academic reasons only. When conditions warrant, please consult your counselor. If a change is to be made, a schedule change slip must be obtained from your counselor. Parents must sign for each class change. A \$5.00 fee will be charged for non-essential class changes.

### CITIZENSHIP

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

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

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

A. Satisfactory citizenship is a graduation requirement in Granite School District. This includes behavior, attendance, punctuality and adherence to the rules and policies of the school. Students will be required to earn a 2.000 cumulative Citizenship Point Average (CPA) on a 4.000 point scale in grades 9-12. In addition to academic grades the following citizenship grades will be awarded:

**4 - Honor 3 - Good 2 - Satisfactory 1 - Poor 0 - Failure**

- B. Ninth grade students who earn less than a 2.000 cumulative CPA during the 9th grade year may not be permitted to participate in promotion or the year-end activities.
- C. Transfer students will be required to maintain a 2.000 CPA from the time they enroll in Granite School District.
- D. High school students who do not achieve the required 2.000 CPA may not graduate. The final decision will be made by each high school's Graduation Committee. (Skyline has a citizenship make-up program offered throughout the year. Only approved Skyline make-up credit is allowed.)

#### II. 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.**
- III. **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.
- IV. **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 reports 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. Students and parents will be invited to meet with the school administration to determine a positive course of action before the student is allowed to register for the following year.
  - D. Students who fail to meet the citizenship requirement for high school graduation may enroll in Granite School District Adult Education program and earn a Granite School District diploma.
- V. **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.
- VI. **Transition to New Program:** This policy will replace the previous Citizenship Credit Program, effective July 1, 1994.

### **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.

Welcome to Skyline and may your stay be beneficial and rewarding. If there is any way that we can assist, please feel free to contact us.

- Skyline Administration and Counselors

#### **Student Responsibilities**

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

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

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

# 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 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 clean up 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).
- (3) The W.A. 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, Drill Team and Pep Band.

Section II: The Varsity Cheerleaders of Skyline High School will consist of no more than twenty members. 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 Drill Team and 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. One year involvement in any spirit group will earn you points towards the following year's tryouts. 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.

Section III: Student body Officers: With the exception of publicity producer(s), student body officers as constituted in Article II will be chosen through popular vote and according to other procedure as outlined in the Skyline Student Officers Handbook.

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 by the administration and by their respective classes prior to their year in office. All Sophomore Class officers, senators, and M.A./W.A. representatives as constituted in Articles III, IV, V, and VII will be elected by their respective classes in the fall of their year in office. Class officers will be chosen through popular vote and according to other procedures as outlined in the Skyline Student Officers Handbook.

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.

#### **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 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.

\*\*\*\*\*

### COUNSELING CENTER

1. The Counseling Center is staffed with four counselors, two secretaries, one guidance clerk, and is open from 7:10 a.m. to 2:40 p.m.
  - Parents who wish to see a counselor are encouraged to make an appointment (385-646-5421).
  - Students requesting to see a counselor must either have an appointment or a hall pass from their classroom instructor.
  - It is the counselors' goal to assist students 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 counselor, 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** – October 13, 2010. National Merit Scholarship Qualifying Test and practice college entrance exam for juniors.
  - **ACT** – College Entrance Exam. Administered at Skyline High School. Register online at: <http://www.actstudent.org>. Skyline school code: 450397.

<u>Test Date</u>	<u>Registration</u>	<u>Late Registration</u>
9/11/10	8/6/10	8/7/10 - 8/20/10
10/23/10	9/17/10	9/18/10 - 10/1/10
12/11/10	11/5/10	11/6/10 - 11/19/10
2/12/11	1/7/11	1/8/11 - 1/21/11
4/9/11	3/4/11	3/5/11 - 3/18/11
6/11/11	5/6/11	5/7/11 - 5/20/11

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

**DAMAGE TO SCHOOL PROPERTY**

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

**DANCES**

When attending a school sponsored dance, you need to adhere to the dress standards advertised for each particular dance.

Dances are held as a special privilege for students. Students who demonstrate inappropriate behaviors will be removed immediately and may forfeit all dance privileges for the year. No re-entry to stumps or dances.

**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, not attending ASAP (mandatory tutoring), etc. The time assigned is determined by each administration, faculty, or staff member. Students have two weeks to serve their detention time to avoid a parent conference and suspension. Detention times and dates are announced and posted at the beginning of the school year. Computer access will be denied until detentions are current.

### **DRESS STANDARDS**

Because of 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, cutoffs, tank tops of any kind, revealing necklines, sagging pants, very short skirts or shorts are not appropriate attire for school. Colors, bandannas, logos, emblems, and other dress associated with gangs, obscenity, or violence will not be tolerated or allowed.

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

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

1. No obscenity on clothing including any statements or visual depictions with sexual connotations, foul language, nudity or obscene gestures.
2. Gang related dress including bandannas, rags and monochromatic colors.
3. Shorts and skirts - no gym shorts, cutoffs, or skirts above fingertip level.
  - Tops
  - No tank tops of any kind, midriiffs or any other tops deemed immodest in appearance because of excessive body exposure (more than arm and neck regions).
  - 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.
5. No clothing (shirts, hats, tops or other items) which advertise controlled substances such as drugs, alcohol or tobacco.
6. 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.

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

### **DRUGS AND ALCOHOL POLICY**

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

Students found in violation of this policy are subject to the following disciplinary actions:

- A. First violation of Granite School District Alcohol and Other Drugs Policy:

1. An automatic law enforcement referral will be made.
  2. There will be an automatic one to three day suspension or until parent/guardian conference is held.
  3. The Parent/guardian/student will be requested to read and sign the non-use contract with the designated educator/administrator..
  4. The student will be assisted within the school, i.e., counseling, progress reports, etc..
  5. The parent/guardian/student will be asked to attend the Granite School District QUIT program for additional help.
  6. Free or low cost family counseling and other district intervention services may be utilized.
  7. Students who are participants of extra curricular activities or elected officers will be suspended from participation for two weeks.
  8. 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.
- B. Second Violation
1. An automatic law enforcement referral will be made.
  2. There will be an automatic three day suspension or until a parent/guardian conference is held.
  3. The parent/guardian/student must attend and complete the Granite District QUIT program or else show written evidence that the student is now in treatment or counseling for drug/alcohol abuse problems. If the student has already attended the Granite District QUIT program, other available district intervention services will be utilized to help insure what is best for the student and district.
  4. If a parent/guardian/student refuses to attend the district QUIT program, refuses district intervention services, and does not provide written evidence of counseling or treatment for drug/alcohol abuse, then the student will be placed on an appropriate individualized program until the end of the term. Any placement for less than nine weeks must have prior approval by principal and the district's office of Student Services.
  5. Parents/guardians will be encouraged to seek outside help or treatment for the student at no expense to the Granite School District.
  6. 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.
  7. 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.
- C. Third Violation
1. If any student is involved in a third violation of the Granite School District Alcohol and Other Drugs policy within the specified times (K-6), (7-9), (10-12), the student will be referred to court and placed on an appropriate individualized study program for up to 180 School days or 365 calendar days or until the student shows written evidence that he/she has entered in and successfully completed an appropriate drug/alcohol rehabilitation program. The Granite School District will not be held financially responsible. If any additional violations occur, the student will be referred to the district's office of Student Services for placement or expulsion.

2. Students who are participants of extra curricular activities or elected officers will give up their involvement in such organizations.
3. Third violations for resorting or paraphernalia possession will be referred to the district's office of Student Services and may involve alternative consequences.

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

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

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

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

#### **ELECTRONIC COMMUNICATION DEVICES & HEADSETS**

- (1) Students may bring cell phones, electronic organizers, headsets, etc. to school.
- (2) The use of all electronic communication devices during class time, regardless of whether the use is to send or receive messages, is prohibited.
- (3) The use of headsets during class time is prohibited.
- (4) Communication devices and/or headsets that are used in violation of school rules will be confiscated and turned in to the administration.
- (5) The first time an electronic device is confiscated, it will be held for 24 hours and the parent will be notified. Subsequent violations will result in the device being held for one week and a parent conference will be required.
- (6) Skyline High School and Granite School District accept no responsibility for the loss of or damage to any communication device or headset.

#### **ELIGIBILITY**

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

GPA = Grade Point Average

CPA = Citizenship Point Average

#### Athletics (Utah High School Activities Association standards)

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

#### Student Government Offices

To be a candidate:

- 3.0 (or higher) cumulative GPA or a 3.0 (or higher) term GPA's for the previous three terms. No F's for the previous three terms.
- 3.0 (or higher) cumulative CPA or a 3.0 (or higher) term CPA for the previous three terms.

- No past or current grades may be changed to meet requirements.
- To remain an officer in good standing:
- 3.0 (or higher) term GPA and term CPA for each term commencing with the 4th quarter of the year elected.
  - There is a limit of one probationary term per year of office.

#### LaNichees (Drill Team)

To be a candidate and remain on team:

- 2.5 (or higher) cumulative GPA.
- 2.0 (or higher) cumulative CPA.
- No more than one failing grade in the previous term (third term).
- No more than one 0 in the previous term.
- No past or current grades may be changed to meet requirements.
- Failure to meet the above requirements will put the student on probation until the end of the following term. If the student still does not qualify at the end of the following term, the student will be dismissed from the team.

#### Cheerleaders

To tryout:

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

#### JV Cheerleaders

To try out:

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

To remain a member in good standing:

- Maintain a 2.7 term GPA with no failing grades, commencing with the 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.

#### Dance Company

To try out:

- 2.5 (or higher) cumulative GPA.
- 2.0 (or higher) cumulative CPA.
- No failing grades in previous terms.
- No more than one 0 in the previous two terms.
- No past or current grades may be changed to meet requirement.

To remain in good standing:

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

*\*\*\*A member of student government or a spirit group may remain eligible with a term citizenship point average of 2.00 with no zeros if the citizenship is due to a lengthy excused absence as approved by the administration. This exception may be applied to one term only.*

#### GRADUATION

Requirements:

- Satisfactory adherence to school policies and rules.
- 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
US Government	½ unit
Mathematics	3 units
Science	3 units
The Arts	1½ units
Physical Education	1½ units
Career & Technical Education	1 unit
Health Education II	½ unit
Computer Technology	½ unit
Financial Literacy	½ unit
Elective Units	8 units
<b>TOTAL:</b>	<b>27 units</b>

#### HALL PASSES

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

#### HALL SECURITY

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

#### HOME RELEASE

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

#### LIBRARY

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

Students with unserved detention time will be denied computer access until detentions are cleared.

#### **LOCKER FACILITIES**

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

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

#### **LOST AND FOUND**

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

#### **LUNCH PERIOD**

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

#### **NATIONAL HONOR SOCIETY**

Skyline's Aquifer 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**

Conferences are held school wide on the following dates:

September 21 & 22, 2010 4:30-7:30 p.m.

February 16 & 17, 2011 4:30-7:30 p.m.

Parents may also contact the Counseling Center for progress reports and individual conferences throughout the year as needed.

**Parents are encouraged to monitor their student's progress via the internet. The address is [www.graniteschools.org](http://www.graniteschools.org). You must know your student's I.D. number.**

### **PARKING**

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

1. Parent's written permission must be given for a student to bring a car to school.
2. The car must be registered with the school and the proper Skyline parking decal must be displayed at all times in lower driver's side back window.
3. Students are to park in the designated student parking areas. NO parking will be allowed in the areas where the curb is painted red, which includes the driveways and the circles on the east and the south. These areas are designated as fire lanes and must be kept clear at all times.
4. Student cars must not be parked in the street or in the faculty parking lot during school hours from 6:30 a.m. - 3:00 p.m.
5. Students must respect and obey the city and state traffic regulations.
6. In the case of parking violations, tickets will be issued. Repeat violators will be denied the privilege of the school parking facilities.

### **REPORT CARDS**

At the end of each term, report cards are given to students to take home. The 4th term card is mailed. In addition, a midterm report will be issued.

#### END OF TERM

1 <sup>st</sup> term	October 28, 2010
2 <sup>nd</sup> term	January 13, 2011
3 <sup>rd</sup> term	March 24, 2011
4 <sup>th</sup> term	June 3, 2011

### **SAFE SCHOOL POLICY**

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

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

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

- Automatic suspension from school.
- Immediate referral to law enforcement officials.
- Mandatory parent/guardian conference at school or district office.
- Referral to the district Student Services Office, in cases involving severe or repeat violations, for placement in an alternative program, expulsion from school, or other action to resolve the problem.
- A mandatory one-year expulsion for any incident involving firearms.

## SEXUAL HARASSMENT POLICY FOR GRANITE SCHOOL DISTRICT

### I. Purpose

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

### II. Policy

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

### III. Definition

Sexual harassment is defined as:

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

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

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

### IV. What To Do If You Are Sexually Harassed

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

### V. How To Report Sexual Harassment

1. Anyone (student, staff member, parent, volunteer, or anyone else) who is a victim of sexual harassment, or who has personal knowledge of sexual harassment taking place, is encouraged to report the problem immediately to any teacher, counselor, administrator, or other staff member at the school **It is the responsibility of all staff members**

**who have received information, allegations, or even rumors about sexual harassment, to report the problem immediately to the principal.**

2. Principals shall report every allegation of sexual harassment immediately to the parents of any students involved. Before conducting investigative interviews with students, principals shall give parents notice of their right to be present. Parents must be kept informed of the progress of any investigation.
3. Principals shall report every allegation of sexual harassment among employees or between employees and students immediately to the Granite District Equity Office. Sexual harassment among students should be handled at the school, unless there is a specific reason for referring the matter to the district Pupil Services Office, such as a violation of the district's Safe School policy, or a need to consider expulsion or alternative placement of the student.
4. **When the type of sexual harassment constitutes child abuse, the principal must follow reporting requirements of district child abuse policy and state child abuse laws.**

#### **VI. Investigation**

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

#### **VII. Corrective Action**

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

### VIII. Confidentiality

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

### IX. Reprisals

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

#### STREET PASSES

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

#### STUDENT GOVERNMENT

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 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 at a nominal deposit fee. Excessive wear or unreasonable damage will result in fines. Student will be charged the replacement cost for lost books. If books are returned in proper condition at the end of the school year, the deposit fee will be refunded.

Students must have a current ID card to check out their textbooks from the school library. If the barcode is removed from a student's assigned book, the student will pay the cost for replacing the book. A \$10 late fee will be charged for first semester books that are overdue.

#### **THEFT**

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

#### **TOBACCO OR INTOXICANTS**

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

#### **TRANSCRIPTS**

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

#### **VENDING MACHINES**

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

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

#### **VISITORS**

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

#### **WORK RELEASE**

In some cases, permission is granted for a senior student to leave school during the school day to gain a work experience. Students requesting work release must have parental permission and clearance with their counselor. A street pass must be obtained by these students and carried with them at all times. Students on work experience must not remain in the building after their last class of the day.