

West High School

2014-2015 Student Planner

241 North 300 West
Salt Lake City, Utah 84103
801-578-8500

ADMINISTRATION

Dr. Parley Jacobs, Principal
Ken DeVries, Christine Pittam, Mary Margaret Williams

Principal's Message

West High School has the legacy of being the oldest public high school in Utah, and is rich in tradition and history. During the coming year we will add another chapter to the legacy that is West High School, the School of Scholars and Champions. What will your contribution be? Set your own personal goal to join clubs, participate in activities, dedicate your time to athletics, and have high expectations for your academics. Come to school every day, and make each day count as a time you can celebrate who you are, and the continuing legacy of West High. *Take pride in your school and let's all make this school year be the best year ever for West!*

WHS CONTACT INFORMATION 801-578-8500

MAIN OFFICE	EXT. 210
STUDENT SERVICES	EXT. 208
GUIDANCE CENTER	EXT. 364
CAREER & TECHNICAL	EXT. 365
COMMUNITY EDUCATION	EXT. 231
ATHLETIC DIRECTORS	EXT. 158/159
FAMILY RESOURCE CENTER	EXT. 234
SECURITY OFFICE	EXT. 386
REGISTRAR	EXT. 314

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Non-Discrimination Statement

The Salt Lake City School District does not discriminate on the basis of age, color, disability gender, gender identity, national origin, pregnancy, race religion, or sexual orientation in its programs and activities, except where appropriate and allowed by law. The following person has been designated to handle inquiries and complaints regarding prohibited discrimination, harassment, and retaliation: Kathleen Christy, Assistant Superintendent, 440 E 100 S, SLC, Utah 84111, (801) 578-8251. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

If you need or would like this document in your own language, please contact Valerie Gates (801) 578-8500 Ext 417 or Salt Lake City School District, 440 East 100 South, Salt Lake City, Utah 84111-1898. **(English)**

Si usted necesita o le gustaria este documento en su idioma, por favor, póngase en contacto con Valerie Gates (801) 578-8500 Ext 417. **(Spanish)**

إذا رغبت أو احتجت إلى نسخة من هذه الوثيقة بلغتك الأصلية فيرجى الاتصال بخدمات الترجمة على الرقم Valerie Gates (801) 578-8500 Ext 417 **(Arabic)**

Ukoliko Vam je potreban ili biste željeli ovaj dokument na Vasem maternjem jeziku, molimo kontaktirajte Valerie Gates na telefon (801) 578-8500 Ext 417. **(Bosnian)**

如你需要或想要這份文章翻譯成為你的語言，請通知翻譯服務，電話號碼是 Valerie Gates (801) 578-8500 Ext 417. **(Chinese)**

한국어로 번역이 필요하시면 이곳 사무실로 연락주세요전화번호는입니다 Valerie Gates (801) 578-8500 Ext 417 **(Korean)**

Если вам нужен или вы хотели бы иметь этот документ на своём языке, свяжитесь с Переводческими Услугами по телефону: Valerie Gates (801) 578-8500 Ext 417. **(Russian)**

Afai ete manaomia pe ete finagalo e maua lenei lolomiga i lou lava gagana, fa'amolemole fa'afeso'otai le Valerie Gates (801) 578-8500 Ext 417 **(Samoan)**

Kapau leva 'oku ke fiema'u ke liliu e tohi ni ki ho'o leafakafonua pea ke kataki 'o fetu'utaki ki he Potungauae liliulea Valerie Gates (801) 578-8500 Ext 417. **(Tongan)**

Nếu muốn được giấy tờ này bằng ngôn ngữ của mình, xin liên lạc với Dịch Vụ Thông Dịch qua Valerie Gates (801) 578-8500 Ext 417. **(Vietnamese)**

Hadaad rabto ama u baahan tahay in laguu turjumo warqadahaan luqadaada fadlan Wac xafiiska. Valerie Gates (801) 578-8500 Ext 417. **(Somali)**

အခုစာကို မြန်မာလို ဖတ်ချင်ရင် ကျောင်းကို ဆက်သွယ်အကြောင်း ကြားပါ။

(Burmese) Valerie Gates (801) 578-8500 Ext 417.

اگر می خواهید و یا نیاز دارید که این متن (نوشته) به زبان فارسی باشد، لطفاً با دفتر تماس بگیرید.

West High School Information

School Motto

**West High School-The School of Scholars
and Champions**

School Mission Statement

**West High School is a Professional Learning
Community dedicated to academic
excellence.**

**We provide and support rigorous academic,
cultural, college and career-readiness
experiences for every student.**

**We challenge, empower, and inspire students
to become contributing global citizens and
life-long learners.**

Desired Results: Upon graduation from West
High School, we want our students to be...

Contributors to the Community

Complex Thinkers and Problem Solvers

Quality Workers and Producers

Healthy Individuals

Effective Communicators

Self-Directed Learners

Appreciators of the Arts

School Mascot
The Mighty Panther

Student Body Theme & Motto
REACH
Pride of the Pack

School Song
WEST, OUR ALMA MATER
Within these walls which surround us all,
There dwells a hallowed spirit.
And every year that passes here
serves merely to endear it.

We can't forget the hours we spent,
The games-victories and defeats;
And all the rest of dear Old West
Which made our days complete.

Though the years may take us far away,
Our memories follow after;
We'll sing our praise and voices raise
To West – Our Alma Mater

SCHOOL IMPROVEMENT COUNCIL
Elected Committee
Refer to West High Web Site for contacts
SCHOOL COMMUNITY COUNCIL
Chairperson-Elections in the fall
Call Main Office for Details-801-578-8500

STUDENT GOVERNMENT OFFICERS
ASW OFFICERS 2014

PRESIDENT.....Beka Sandstrom
VICE PRESIDENT..... Joey McConkie
SECRETARY.....Chandler Wiley
HISTORIAN..... Mitch Imamura
PUBLICITY.....Rachel Haggard
ASSEMBLY COORDINATOR.....Jacob Fang
WOW PRESIDENTS.....Hannah Bruns
Hayley Tanner
WHAM PRESIDENT..... Zui Maung
CHEER CAPTAIN..... Alondra Hernandez

Senior President.....Joe Paine
Senior Vice President.....Maria Corrales
Senior Secretary.....Olivia Belman
Junior President.....Trent Perry
Junior Vice President..... Danika Borunda
Junior Secretary..... David Quach
Sophomore President..... Joselyn Galvez
Sophomore Vice President..... Emma Lester
Sophomore Secretary..... Zachary Croasmun-Adams
Freshmen Officers..... Louisa Botchway
Tatiana Coreas Jenny Ngo

Advisor Teri King

GENERAL INFORMATION

Academic Letter Sweater

A full-time West High School student may earn an Academic Letter Sweater by complying with the following criteria:

1. The student must earn a 3.75 grade-point average (GPA) each term, including summer terms, during both the ninth and tenth grade years at West High School.
2. The student must have completed a total of eight Honors, Advanced Placement (AP), or International Baccalaureate (IB) classes during the ninth and tenth grade years and received eight full academic credits for those classes.
3. The student must have completed a total of at least twelve credits during the same two years.
4. Before an academic letter is awarded, the student must complete a citizenship project agreed upon by the school administration and the student. Active members of West High School service organizations, such as National Honor Society, Key Club, or Interact may fulfill this requirement as part of their organization's service requirement.

The Academic Letter Sweater is worn with pride as a symbol of high academic achievement from The School of Scholars and Champions. The academic letter and sweater is purchased by the award recipient and thus is the sole property of the student.

1. The Academic Letter honor is awarded in the spring of the student's junior year.
2. The student may receive only one academic letter distinction.
3. The final decision regarding this award rests solely with the Principal.

(Revised April 2004)

Academic Integrity

We expect staff and students to demonstrate high standards of academic integrity. Academic integrity is defined as respect for the others ideas and work through proper acknowledgment and referencing. No cheating of any type on school work, tests or quizzes will be tolerated. Academic dishonesty/cheating may include any of the following and may be applied to work in any medium (i.e. written or audio text, film production, photographs, published images, other artist's work, electronic devices, computer programs, etc.)

- Inappropriate/inadequate acknowledgment- material copied word for word, which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgment of its source.
- Verbatim copying- Material copied word for word or exactly duplicated without any acknowledgment of the source.
- Collusion- Material copied from another student's assignment, course work or exam with his/her knowledge.
- Stealing- Material copied from another student's assignment, course work or exam without his/her knowledge.
- Ghost writing- Assignment written or purchased by a third party and represented by a student as his/her own work.
- Consequences- Teachers will follow established classroom policy for dishonesty.
- Appeal process- Written appeal to the teacher, conference with the student, a parent and the teacher, conference with an administrator. Note: the appeal process must begin within 10 school days.

Acceptance of External Credit

Credits and grades awarded to students from an accredited school must be submitted for review at least 30 days prior to graduation. This includes credit from any source other than the Salt Lake City School District. Students will have the opportunity to make-up credit at their high school until the 3rd week in May. Students should work closely with their school counselor.

Activity/ID Cards

Students are issued an identification/activity card at the beginning of the school year and should carry it with them while at school and school activities. Activity cards provide free or reduced admission to many of the school activities. Each activity card must only be used by the person to whom it was issued and will be confiscated if used inappropriately. Students are required to have their identification card in their possession at all times when on campus. Students will be required to display activity cards as part of their hall pass, for admission to school activities, and at school sponsored functions. Replacement cards are available with a fee of \$5.00.

Advanced Placement (AP), International Baccalaureate (IB), and Honors Class Policy Statements

Attendance

At West High School, it is understood that there is no adequate substitute for actual in-class time. Therefore, student in IB, AP, or Honors classes will conform to the school attendance policy with the following additions:

1. It is required that all school absences and missed class work be made up in the required time at the discretion of the teacher. If the student has more than four (4) school excused absences per class per term, the teacher may require a counseling session with the parent and the student.
2. Parents should schedule doctor and dentist appointments and other non-emergency absences so that they will not conflict with IB, AP and Honors classes.

Tardiness

It is expected that IB, AP and Honors students will not be tardy. Three (3) tardies will equal an absence and will need to be made up accordingly.

Grading

A committed student who completes all work with excellence and turns in all work on time should earn an "A" or "B". If the grade earned is a "C" or less, the parents are strongly encouraged to meet with the teacher. The teacher and the parents will need to monitor the student and his/her work more closely.

Homework

It is understood that a successful IB, AP, and Honors student should spend one hour each night per class in meaningful homework.

Cheating

No cheating of any type on school work, tests or quizzes will be tolerated. Please refer to the section on Academic Integrity in this handbook for further details.

West High School Honors Diploma

A student may earn a West High School Honors Diploma by satisfying the following requirements:

1. The student must take and pass a total of sixteen (16) Honors courses throughout grades 9-12.
2. The student must take and pass three (3) AP/IB courses offered at West High School.
3. The student must take and pass at least two (2) years of the same world language course in grades 9-12. World Language classes at level III or above will count as Honors credit.
4. The students must maintain a cumulative grade point average (GPA) of 3.50.

After School Detention (ASD) and In-School Detention (ISD) Authority: Utah Code 53A-11-901-907. Students may be detained after school for a short period to complete work missed or to participate in special activities with the consent of the principal and notification of the parents (SLCSD policy JGB). See the Discipline Plan regarding the School-Wide Tardy Program. Students may be placed in the In-School Detention (ISD) Room by an administrator as a consequence for inappropriate behavior at school (See the School-Wide Discipline Plan). Students who are referred to ISD twice in one school year will receive a warning of suspension and their parents will be notified by phone or mail. Students who are referred to ISD three times in one school year will be referred to school administration for appropriate disciplinary action.

After School Programs

Assisted Studies

When: Monday and Wednesday in the library, 2:30 – 4:00 PM or as needed. Weekly seat time is required. Cost is \$25 per Quarter (0.25) Credit. Students must first see their counselor for registration materials and a transcript. Students must then pay the Treasurer \$25 per quarter credit. Turn in completed registration materials and receipt of payment to the Assisted Studies Office in room 233. This is the office that is located on the left just before you enter the library.

Tutor School

Tutor School is one-on-one paid tutoring in most subject areas. When: Monday through Thursday in the library from 2:30 to 4:00 PM or as needed. Students need to sign up and pay in advance. Students will be scheduled with an available tutor at an available day and time. Sign up in the Assisted Studies Office in room 233.

Community Education After School Program

Homework Hall is a place where students can work on homework after school. If there are available tutors, students may get free group homework help. Monday through Thursday in the library from 2:30 to 4:30 PM or as needed.

Assisted Studies Office - Room 233.

Hours: 2:30 – 4:00 PM or as needed Monday through Thursday. Students and parents are welcome to call and/or leave a message at extension 261 or extension 405 with any questions or concerns. Students and parents should not go to room 405 during school hours (7:45 AM-2:30 PM).

Regarding Fee Waiver

Fee waiver will not be accepted for any Assisted Studies make-up packet. According to Utah law: If a student must repeat a course or requires remediation to advance or graduate and a fee is associated with the course or the remediation program, it is presumed that the student will pay the fee. (Utah Code Section 53A-12-103. Waiver of Fees.)

Family Resource Center

Homework help, Free tutoring available most days after school. Go to Room 231 for more information.

Alcohol and Drug Violations (Policy S-3)

District policy prohibits use, possession, sale or distribution of alcohol, controlled substance, imitation controlled substance, or drug paraphernalia in any school-sponsored activity or on any vehicle used by the district to transport students to or from an activity during any time of day or night. Violation consequences may include, but are not limited to an automatic law enforcement referral, suspension, mandatory parent conference, nonuse agreement, activity probation, treatment program enrollment, and/or possible alternative placement.

Appeals

When parents/guardians are concerned regarding the placement or treatment of their student, they have a right to appeal to the Principal. Due process procedures are to be followed in all cases. Parents and students may be represented by counsel if they so desire. Appeal for a review process of action taken at the school may be made to the Superintendent of the Salt Lake City School District.

Applied Technology College (ATC) Grading Procedures

The Salt Lake City School District ATC Grading Procedure is as follows: 1) Grades will be pass/fail; 2) Upon receiving documentation for course completion, credit will be determined by hours of membership. The State guidelines will be used, i.e. 36 hours=0.25 credit; 3) ATC classes will earn only elective credit; 4) Four (4) credits is the maximum that can be used as high school credit for graduation; 5) Classes without a school district course number will be hand entered on transcripts as classes from other school districts.

Assemblies

Assemblies are for the enjoyment of all students. Students are expected to attend the assembly or another assigned area and remain until the program is over. We expect students to be respectful of others by listening, showing courtesy, and being positive at all times. This includes no talking, cat calling, etc. during the program and keeping feet off the seats. Also, no food or drink is allowed at any assembly. Disorderly students will be removed from the assembly and may forfeit future assembly privileges.

Attendance (Policy S-4)

Salt Lake City School District is committed to quality education. We are concerned when a child misses school for any reason. The process of education requires a continuity of instruction, class participation, learning experience, and study. Frequent absences of students from day-to-day classroom experiences disrupt their educational and instructional progress.

Utah Compulsory Attendance Laws (Code 53A-11-101-105) require that "every school age child (ages 6-18) be enrolled in school and attend regularly." Parents and students are responsible for regular attendance. Students may be excused from school attendance for valid and legitimate reasons: illness, medical appointment, family emergencies, death of family member or close friend, observance of religious holidays and family activity or travel (approved and arranged in advance with the principal).

When a student is absent, a parent/guardian should call the school. If no contact is made, the student is required to bring a note from the parent/guardian to the office upon returning to school.

In the Salt Lake City School District:

- After eight (8) or more days of EXCUSED absences (or equivalent class periods) within one school year, the principal may require a doctor's note to excuse subsequent absences.
- After Five (5) or more days of UNEXCUSED absences (or equivalent class periods) within a school year, a First Truancy Notification and Citation will be issued requesting parents' help with their student's attendance.
- After ten (10) or more days of UNEXCUSED absences (or equivalent class periods) within a school year, a Second Truancy Notification and Citation will be issued. Parents must schedule a conference with school officials to attempt to resolve the student's attendance issues.
- A student is considered to be "habitually truant" when s/he has received two or more truancy citations within a school year.
- After fifteen (15) or more days of UNEXCUSED absences (or equivalent class periods) within a school year, a Third Truancy Citation and Notice of Pre-Court Hearing will be issued requiring an appearance at a Pre-Court Hearing. Parents or guardians with students under the age of 12, including school information, may be referred to Salt Lake County District Attorney. Students older than 12 years of age, including school information, may be referred to the Third District Juvenile Court.

To appeal a Truancy Citation, submit the appeal in writing to the Student Services Committee (SSC) at the school where your child is enrolled. Appeals must be submitted to the SSC within 15 days of the date the citation was issued. Refer to Policy S-4 and S-4 Administrative Procedures.

If you have questions about your child's attendance, including excused and unexcused absences, please contact the school where your child is enrolled. Your support and cooperation are appreciated.

Attendance Expectations

The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefit for each individual child.

1. General Attendance Policy. The attendance policy at West shall be as it is stated in the State law, "Every student shall be in regular attendance in school." That is interpreted to mean that excessive absences may result in suspension or other disciplinary action.
2. Extenuating Circumstances. Extenuating circumstances will be considered. We believe that West High School has the consistent obligation to require that its students be present in school in order to be taught. Students who feel that they have been treated unfairly may appeal to the Principal.
3. Absences and Excusal Notes. Students who are absent must bring their excusal note directly to the Student Services office. The office will then issue an **Excusal Slip** that students then show to their teachers. In order to attend class following an absence, the student must sign an **Absence Excusal Log** and have a signed Excusal Slip from the Student Services office. The office staff will collect the notes and may call the parents/guardians. **All excusal notes must be submitted within 5 school days) from the date of the return from the absence.**
4. Extended Absences. 5 or more consecutive day's absence must be excused by a doctor's note. If a student knows in advance they will miss school 5 or more days, they must obtain an Extended Absence Note from the office. **Students are requested to plan vacations on non-school days.**
5. Release from School. If a student becomes ill during school, he/she should go directly to the Student Services office to sign out of school. A parent or guardian must be contacted verbally before a student can be released. Students who need to leave school for an appointment or at the request of a parent or guardian should go to Student Services before the beginning of classes. They will get verbal confirmation of a parent or guardian by phone, sign out and pick up a completed Home Excusal Slip. When sending a note please be sure to include a daytime phone number where the parent/guardian can be contacted. No student will be given permission to leave without verbal permission from a guardian or emergency contact person from the enrollment form. **Students may not leave campus without a Home Excuse issued by the Student Services office.**
6. Leaving School. Students are not excused from school during school time unless their reason for leaving is verified by office staff over the telephone or in person by the parent/ guardian or person listed on the student's Registration Information Form. Students may request an excusal form to leave school for an appointment, funeral, family activity, etc., **before** going to classes. Students must sign out of school in the Student Services office only (see 4. Home Excuses above). Unless there is an urgent reason, parents or guardians should refrain from making such requests. **Students are requested to make appointments for medical or dental work, music or dance lessons, etc., at hours which do not conflict with normal school time.** Students who leave school during school time without permission are considered to be truant.
7. Excused Absences. Excused absences include (1) illness; (2) medical appointments; (3) family emergencies; (4) death of family member or close friend; (5) family activity or travel with prior approval of school principal for absences longer than 5 school days. Approval form may be obtained in the Student Services office.

Attendance-Truancy And Loitering

- Recently many school districts have experienced higher absenteeism and increased rates of truancy by students. Such acts make it difficult for students to learn, for teachers to maintain continuity in their teaching, and for administrators to give major attention to the instructional programs of the school. High absenteeism is detrimental to providing excellence and quality in our schools.
- It is the position of West High School that students are expected to register for eight periods per block schedule unless otherwise excused from school early. Truancy and loitering may result in an appearance before Peer Court or the Student Services Committee. Chronic truancy may result in a recommendation for an alternate placement out of West High School.
- A student who is not in class when school is in session, but is either in the hall or on school grounds, must have one of the following: (a) a school approved and recognized hall pass; or (b) a note from a teacher, administrator, or counselor; or (c) a note from a parent or guardian to explain tardiness.

Bell Schedules

Bell schedules are posted in teachers' classrooms and in the offices at school.

Bus Passes

UTA bus passes will be issued monthly to eligible students by the Student Services Office, room 208, on the first school day of each month. NOTE: Use May's bus pass for the regular school days in June.

BUS PASSES WILL BE GIVEN OUT DURING LUNCH AND AFTER SCHOOL. ID REQUIRED.

Cafeteria, Commons, and School Campus Conduct

Conduct should reflect common courtesy. Each student should:

- Take proper turn in the serving line
- Remove all waste from the table and leave it clean for the next person to use
- Keep all food and drinks in the cafeteria or in the commons area
- Place all trash in trash containers
- Do not throw food, drinks or trash
- Keep the campus clean by placing all trash in the trash containers

Career and Technical Center (CTC)

The CTC offers capstone classes in CTE pathways such as nursing, medical assisting, computer animation, computer programming, fire science, law enforcement, EMT, forensics, chef prep, barbering, nail technology, and many other pathways. These courses provide opportunities for certification and technical skills needed to prepare for future employment and/or successful transition to college. CTC classes are on the high school registration card and students can register with their counselor.

Change of Address/Phone Number

Please notify Student Services promptly of any change in home address or telephone number. In cases of emergency, it is to your advantage to have your correct address and telephone number on file. Special permits are required for all students who live outside school boundaries.

Citizenship

Students are expected to treat each other and staff with dignity, courtesy, and respect. Appropriate language is expected at school and activities. Abusive, vulgar and profane language or gestures will not be tolerated; this behavior may be referred to the appropriate authorities.

Class Rank Policy

- a. Class rank will be calculated both as un-weighted and weighted. The class rank system which best serves the interests of the student will be used for college admissions, scholarships, and other applications where the class rank is required.
- b. Only work done between the first day of school of ninth grade and first day of school of twelfth grade will be computed into the weighted grade point average (GPA).
- c. Only work completed at West High School will be awarded extra points toward weighted GPA. Classes taken at off-campus locations will be computed as regular high school classes using the following District Formula for transferring college credit to high school credit:

<u>College Credit</u>	<u>High School Credit</u>
5 quarter hours, 3 semester hours	1.00
4 quarter hours, 2 semester hours	0.75
3 quarter hours, 1 semester hour	0.50
1-2 quarter hours	0.25

- d. Classes taken pass/fail at the high school or college level will not be used in computing weighted GPA or class rank.
- e. Computations:
Un-weighted GPA for all high school classes on the student transcript will be determined
Credits will be assessed (excluding any pass/fail credits, see number four above)
Un-weighted GPA will be incremented to produce a weighted GPA (to three decimal points)
As follows:
 1. Each honors class taken and passed will have the un-weighted GPA incremented by .02 points per year (or .005 points for each quarter);
 2. Each AP and IB class taken and passed will have the un-weighted GPA incremented by .04 points per year (or .01 points per each quarter).
 - f. The weighted GPA is used by the school only to determine class rank. Un-weighted GPA and weighted class rank or un-weighted GPA and class rank may be sent with

the student transcript to colleges, universities and scholarship organizations, depending on what is most advantageous for the student.

- g. All information concerning class rank computation must be submitted to the registrar by October 10th. Appeals of class rank must be filed by October 15th. Class rank appeals forms may be obtained from the registrar.

This policy will be reviewed by the West High School Community Council every two years. Approval Date: 6/03

Clubs and Organizations (Policy I-16)

Becoming involved in at least one club greatly enhances your school experience. Each club has specific requirements as well as a social program which affords an opportunity to get acquainted with students who have interests similar to yours. All are welcome to participate. Students may also start clubs as long as they have a faculty sponsor and obtain official approval. Clubs should be an extension of normal school activities. All clubs are subject to approval by the school administration.

Code of Conduct for Students

- Every student at West High School is expected to conduct them self in a responsible, mature and respectful manner at school and at school sponsored activities.
- All students are expected to attend classes on time every day.
- All students are expected to comply with the West High Dress Code at all times.
- All students are expected to follow directions of the faculty and staff in an appropriate manner.
- All students are expected to comply with the West High Discipline Policy.
- All students are expected to respect one another and to refrain from bullying, using foul, profane, or vulgar language.
- All students are expected to put their trash in the proper trash receptacle and to keep the school building clean.
- All students are expected to put forth their maximum effort in classes in order to achieve academic excellence.

Confiscation and Return of Student Property

Student property may be taken from students **and not returned** under the following conditions:

- 1) Weapon, look-alike weapon, dangerous item, explosive, chemical agent.
- 2) Controlled substances (marijuana, alcohol, tobacco, drugs, and drug paraphernalia).
- 3) Gang-related items (bandannas, certain belts and buckles, gang style clothing).

The following items will be confiscated from students and depending on the circumstances **may or may not be** returned:

- 4) Headgear/headwear (except for religious reasons or physical disability).
- 5) Electronic devices (CD players, cell phones, headsets, radios, etc.) when used inappropriately or when used after a warning has been given not to use the item.

Students should read the section in their student planner entitled "Electronic Equipment" for more information. Faculty and staff who confiscate items from students should promptly give the property to an administrator for safe keeping until it can be retrieved by a parent or guardian.

Constitution of the Associated Students of West High School (ASW)

Please go to the West High Web Page to view the complete document. A hard copy may also be obtained in the Main Office, Student Services Office, or the Guidance Center.

Counseling Center

Comprehensive guidance and counseling services are available to all students. These services include assistance with educational planning, interpretation of test scores, career and occupational information, evaluation of credits and grades, information on scholarships and financial aid, assistance with personal problems, or any questions a student would like to discuss with the counselor or social worker. Counselors will schedule individual appointments with each student and parent to review their SEOP during the school year.

Counselor Assignments

A - CN	Sierra Collins
Co - G	Greg Steed
H - Ma	Greg Forbush
Mb - Rn	Orin Johanson
Ro - Z	Mary Akers

ELP/IB Counselors

A - Z (7 th & 8 th)	Lisa Madsen
A - Z (9 th – 12 th)	Josie Wankier

Dances

Dances are for students and their partners. Student I.D. will be required if tickets are purchased at the door. All individuals in attendance are expected to comply with the schools rules and policies. School dress code is required for all stumps and dress for semiformal dances must be modest. Students will not be readmitted to a dance after leaving the activity.

Dress and Grooming (Policy S-5)

Students, teachers, and staff are expected to dress in a manner that demonstrates they respect themselves and the learning environment. Clothing should be neat, clean, and appropriate for learning and weather conditions. School administrators will determine consequences for students who violate the dress code and will provide appropriate due process. Parents may be called to bring the student a suitable change of clothing. Parents are also expected to observe the dress code whenever they are in the building.

The following would be considered in violation of the dress code:

- Garments that are low enough to reveal a student's underwear
- Clothing advertising drugs, alcohol, tobacco, acts of violence, or lawlessness
- Clothing associated with gangs, illicit drugs, or illegal substances,
- Clothing with offensive and/or vulgar language and/or designs
- Clothing which calls attention to the body, including bike pants, spandex, unitard knit tights, body suits, sheer clothing or skin tight clothing
- Hats or caps, hoodies, and sunglasses worn in the building
- Short shorts, running shorts, or miniskirts (as a rule of measurement, shorts hem should reach the finger tips when arms are held loosely at the side)
- Crop tops showing midribs, tube or tank tops, or halters
- Coats worn in the building during instructional time
- Belt tails that dangle
- Flip-flops or bedroom slippers
- Backpacks are not allowed in classrooms. They are to remain in lockers at all times

Absolutely nothing will be allowed at school that is intended, recognized, or acknowledged by the Metro Gang Task Force, to signify affiliation with, participation in, or approval of a gang.

Due Process

It is expected that the majority of problems arising in a school can be solved through consultation between the student, teacher, parents or school administrator. When students' behavior or actions are sufficiently disruptive as to interfere with the educational process, appropriate action must be taken. However, this action must comply with the "Due Process" provision of the Fourteenth Amendment of the United States Constitution.

Due Process is the procedure followed by the Board of Education employee when a problem arises. This procedure is an administrative action, not a judicial action and requires fairness and reasonableness in all actions taken.

In the case of serious problems or repeated offenses, students will be referred to the weekly meeting of the school Student Services Committee (SSC) where home study, alternative placement, or other serious action is contemplated. Both parents and student are contacted and invited to attend so that an appropriate decision can be made.

Appeals- When parents/guardians are concerned regarding the placement or treatment of their student, they have a right to appeal to the principal. Due process procedures are to be followed in all cases. Parents and students may be represented by counsel if they so desire. Appeal for a review process of action taken at the school may be made to the Superintendent of the Salt Lake City School District.

Early Graduation

Salt Lake City School District allows interested students to graduate early. The following guidelines apply:

- A Student Education Occupation Plan for early graduation must be completed. This should be done as early as possible (preferably at the beginning of the ninth grade).
- All other graduation provisions must be met including prescribes course and credit.

Electronic Devices (Policy S-11)

The use of personal digital media devices is not permitted during class time in the classroom. These items must be turned off and placed out of sight in the classroom unless a teacher or an administrator instructs otherwise. Individual exceptions to this policy may be made for enhancing learning and/or improving instruction. The student's parent/guardian must meet with the school principal to discuss such exceptions. Students who violate this policy will have their item confiscated by a school official and given to an administrator. A parent or guardian will need to personally retrieve the item from the administrator. Any type of personal digital media device capable of taking photographs or recording video must not be used in restrooms, locker rooms, or any area where privacy is assumed. The school is not responsible for lost, damaged or stolen personal digital media devices, and will be unable to assist students in retrieving misplaced or damaged items; students bringing such devices to school do so at their own risk and bear the responsibility for loss, theft, or damage.

Elevators

Elevator use is restricted. Students with a physical disability, permanent or temporary, may contact the main office to obtain permission to use the elevator. A \$5.00 fine may be levied for failure to return an elevator key.

Evening and Weekend Activities

Activities held on campus during the evening and on weekends must have clearance from the administration and custodial staff. These activities must at all times have a sponsor present. A request must be submitted and approved at least two (2) weeks prior to the event.

Elections

All elections for Student Body Officers and Class Officers are held in the spring of each year. Candidates must have earned at least a 3.0 GPA each of the three quarters immediately preceding the election or have a cumulative GPA of 3.0 beginning in the 9th grade. After elected, the officers must maintain their eligibility and be in good standing or they will be placed on probation or be removed. Elected Student Government officers must adhere to the "Officer Code of Conduct" in addition to the general student rules and expectations. Students must be enrolled full time in order to be eligible to run or serve in an elected office. No student may hold more than one political office during the calendar year.

Extra-Curricular Activities (Policy I-15)

Participation in athletic competition, dramatics, debate, school musicals/plays, or other representative programs, clubs or student body organizations shall be permitted only in harmony with the eligibility rules approved by the Board of Education and the Utah High School Activities Association. Non-sanctioned sports such as skiing, rugby, etc. should not take place during school time. Materials advertising county or city recreational activities must receive approval from the school administration prior to distribution.

Fee Waiver Guidelines (Policy S-10)

Fee waivers, or other provisions in lieu of fee waivers, will be provided to ensure that no student is denied the opportunity to participate in a class or school-sponsored activity because of an inability to pay a fee. The principal or his/her designee will administer this policy and grant waivers in a manner that is fair, consistent, and objective. Inability to pay is presumed for students who are in state custody, foster care, or who are eligible for free school lunch. Case by case determinations may be made for those who do not qualify under one of the foregoing standards but who are not reasonably capable of paying the fee. Extenuating circumstances include, but are not limited to, exceptional financial burdens, loss or substantial reduction of income, or extraordinary medical expenses. Parents or guardians of students eligible for fee waivers must provide proof of eligibility. All documentation will be reviewed by the principal or his/her designee and returned to the parent or guardian, or immediately destroyed. Any requirement for a student to pay a fee is suspended during the period the student's eligibility for waiver is being determined.

Field Trips

All students who participate in school-sponsored field trips must travel on public or commercial transportation, school buses or adult-driven cars. Students must receive prior approval from the teachers whose classes they will miss. Field Trip Excusal Forms are available in the main office.

Fire and Safety

No person shall be allowed to use flammable materials, lighters, matches, candles or any kind of open flame in the school building except when using laboratory or domestic science equipment and under supervision of a teacher. Violation of this policy is considered to be a severe infraction which will result in suspension and law enforcement referral.

Flyers, Announcements and Information to Students

All publicly displayed items must be submitted to the Principal and sponsor for approval.

GEAR UP

GEAR UP is an acronym for Gaining Early Awareness and Readiness for Undergraduate Programs. It is a federal grant program that provides services and assistance for eligible students in order to help them successfully graduate from high school and prepare for college. Please see us in A202 for more information. Tutoring and mentoring (7:30 AM-4:00 PM Mon-Fri), Independent Study Class scheduled during school day to work on homework and make up classes, College readiness preparation, Financial aid assistance, First year in college support, Parent and family support and Financial literacy education.

Grade Change Policy Approval date: 03/13/96

The following grade change policy became effective beginning 4th quarter 1996. This policy takes the place of previous grade-change policies. It has the approval of the School Improvement Council, the faculty has ratified it and the School Community Council approved it as of March 13, 1996.

Grade Change Policy:

1. When grades are given for any course of instruction taught at West High School, the grade given to each pupil shall be the grade determined by the teacher. No grade will be changed unless:
 - a. A computational error has been made in arriving at the final grade.
 - b. A clerical error has been discovered in recording the grade.
 - c. A paper or test grade was inadvertently not recorded and hence not figured into the average grade.
 - d. A teacher initiated grade change in consultation with an administrator as warranted.
2. All grade changes must have an administrator's approval.
3. Incomplete grades (I's) will be computed as an "F" for GPA purposes until changed by the teacher.
4. Grade changes are to be made within one year following the award of a grade on the appropriate form (available in the registrar's office). For example, a grade awarded for the first quarter of the 2010 school year must be changed by the end of the first quarter of the 2011 school year.
5. The grades of deceased or retired teachers are exempt from any changes.
6. P's and NG's will remain on the transcript until the teacher changes them to a grade in accordance with the reasons in #1 above. They will not be given any weight in the student's GPA calculation.

Clarification for I's, P's, and NG's:

Pass/Fail – The grade of "P" (passing) must be determined as an item of teacher policy to apply to the whole class or as a choice agreed upon between a student and teacher at the beginning of the term. If the "P" is chosen, it should not be changed to a letter grade during the term.

NG (no grade) – NG is given only to a student who is: 1) enrolled in a class for too short a period of time for the teacher to justify giving an A, B, C, D or F; or 2) subject to the stipulations stated in each teacher's course disclosure document. **The credit can be recovered by re-taking the class during regular school hours with administrator approval.** Students who earn an NG **cannot** make up the credit by completing packets through Assisted Studies at West High School. If the student fails a class, the student may then have the option of registering for the West High Assisted Studies Program and successfully completing a course packet. Students can also earn ORIGINAL CREDIT from an approved institution, such as BYU Independent Study or the Electronic High School. This section of the policy was ratified on May 24, 2010.

I (Incomplete) – This grade indicates that the student is in the process of completing work and/or tests due to instances of extended illness, accident, or other valid documented circumstances beyond the student's control.

Graduation Requirements (Policy I-2)

A student must earn 24 academic credits in the following areas in order to receive a regular diploma.

<u>Subject Area</u>	<u>Credits Required</u>	
Language Arts/English	4.0	Grades 9-12. Applied, Advanced or Supplemental Courses may be substituted for Language Arts Grade 12
Social Studies	3.0	Must complete all of the following: <ol style="list-style-type: none"> (a) World Geography .50 (Grade 9) (b) World Civilization .50 (Grades 10-12) (c) U.S. History 1.0 (Grades 10-12) (d) U.S. Government & Citizenship .50 (e) Social Studies elective .50
Mathematics	3.0	Must complete three credits, including two Foundation courses. <ol style="list-style-type: none"> (a) Algebra 1 or Algebra B and (b) Geometry (c) Algebra 2 (d) Pre-Calculus The third unit of mathematics may be from the Foundation Courses or from the Applied, Advanced or Supplemental Courses list.
Science foundation areas:	3.0	At a minimum, two courses, one each from two of the four science <ol style="list-style-type: none"> (a) Earth Science 1.0 (b) Biological Science 1.0 (c) Chemistry 1.0 (d) Physics 1.0 The third unit of science may be from the Foundation courses or from the Applied, Advanced or Supplemental Courses list.
Fine Arts	1.5	From any of the following: <ol style="list-style-type: none"> (a) Art (b) Dance (c) Drama (d) Music

Career & Technical Ed.	1.0
Computer Technology	.50
Financial Literacy	.50
Health Education	.50
Physical Education	1.5
Electives	5.5
Total Credits Required	24.0

Must complete all of the following:
 (a) Participation Skills .50
 (b) Fitness for Life .50
 (c) Lifetime Activities .50

Graduation Exercises

In order to participate in West High School graduation ceremonies, the student: 1) must have **all academic credits** posted on their transcripts 30 days prior to graduation exercises; 2) must complete all state and school district graduation requirements; 3) must be enrolled as a full-time student (enrolled in a minimum of five classes) at West High School by the beginning of the **3rd quarter/2nd semester** of their senior year; 4) Must have paid all fees and fines owed. Students who owe fees or fines will not be allowed to participate in graduation ceremonies. It is expected that any student who qualifies for graduation will participate in a dignified way during formal graduation exercises. Students who, either by dress or conduct, attract attention to themselves in any way that detracts from the dignity of the graduation exercises will forfeit receiving their diploma at the ceremony. Furthermore, transcripts may be marked "Credits earned but diploma not awarded due to citizenship infractions."

Hall Pass

Students in the halls during class time will be expected to have a hall pass in their possession. Students who do not have a hall pass or are not using the hall pass as approved by their teacher may be escorted to in-school detention, school administration, or referred to the school resource officer. It is both the responsibility of the student and the teacher to ensure that no student leaves class without permission of the teacher and without being given an approved hall pass.

Hall Sweeps

In an attempt to curb student tardiness, hall sweeps may be conducted on a random basis throughout the course of the year. When a hall sweep is conducted all students who have not arrived to class by the time the tardy bell rings may be directed by school personnel to a "detention" area. These students may be issued a citation and then released to class.

Hazing and Bullying (Policy S-3)

Hazing is defined as the act of harassing or playing abusive and humiliating tricks on individuals, or causing embarrassment to an individual. Hazing is against the law. No hazing of any kind will be tolerated. Please report any bullying or hazing to a teacher, administrator or resource officer.

Any form of bullying is not allowed at school, on the way to school, on the way home from school, or at school sponsored activities. Bullying is behavior that is intended to cause harm or stress, exists in a relationship in which there is an imbalance of power, and may be repeated over time. Incidences of bullying need to be reported to a school official immediately. Students involved in any hazing or bullying activities may be suspended from school and face disciplinary action. (See Policy G-19)

Head Wear

Head wear is not permitted at school during regular school hours 7AM - 5PM. All students must remove all head wear before entering the school. Head wear is permitted for religious and medical/weather reasons. Students who violate this policy will have their head wear confiscated by school officials. Parents/guardians will be notified and will need to come to the school to claim the property from an administrator.

Human Sexuality Education (Policy I-12)

All instructional materials, speakers, special programs, and resource agencies used in any human sexuality presentation or discussion will be reviewed and approved by the Salt Lake City School District Human Sexuality Curriculum Committee. The committee is guided by Utah State Law, Utah State Office of Education regulations and core curriculum, and policies of the district. The board also requires the use of the "Parent Notification Form" developed by the Utah State Office of Education for human sexuality instruction and training for all educators consistent with Utah State Office of Education regulations.

The purpose of this policy is to ensure that accurate and up to date information is available to teachers for classroom instruction.

Duties of this committee include:

- Reviewing and approving all instructional materials, speakers, special programs, and resource agencies, used in any human sexuality presentations or discussions;
- Reviewing previously approved materials periodically for accuracy of information;

- Hearing appeals, complaints, or other special matters pertaining to existing human sexuality education programs, policies, or materials that have not been resolved at the school level;
- Updating annually the "Approved Materials List" and providing a copy of the list to schools; and
- Submitting an annual written report to the Salt Lake City School District Board of Education by October 31 each year.

Immunizations

Utah law states: "All school age children (K-12) must have a completed Immunization Certificate on file. If the child does not have this certificate on file, he/she can be denied admission to the school." All students entering high school must have immunization records on file, present evidence of exemption, or have the immunization records with them when they register. All students entering 7th through 12th grades will not be allowed to register without proof of having the following:

- 4 DTP (5th dose required if the 4th DTP was given before 4 years old)
- 3 Polio (4th dose required if the 3rd Polio was given before 4 years old)
- 2 Measles, Mumps, Rubella (MMR) (Must have been given after the child's first birthday)
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella (Chicken Pox)

Insurance for Students

Accident insurance for students is made available by a local insurance agency. The school assists only by issuing information and application forms at the beginning of school. The school assumes no responsibility for the performance of the contract between the insured and the insurance company. For further information contact the Athletic Director or Student Services.

Keys to Success

Keys to success is a voluntary contest and is open to all students enrolled in 10th, 11th or 12th grade who have submitted a signed parent/guardian release form. The high school will be authorized to distribute Key Cards to eligible students starting in September. These Key Cards will allow students to claim various prizes on the Keys to Success website at www.kengarffkeys.com as well as be included in the drawing for the vehicle giveaway. One vehicle will be given away to one student at each of the high schools. Students must remain in good standing during the final semester as well.

Library Learning Center

The WHS Library Learning Center is located on the north end of the main floor. The library hours and library procedures and policies are posted in several places including: library counter, the library door, library website (from the WHS website), and emails sent to faculty and staff. Library policies and procedures can also be obtained from any member of the library staff.

EXPECTATIONS:

- * Students are expected to respect other learners, library resources, library and computer lab equipment to create a positive learning and study experience for all user. If a library user persists in causing a disturbance after individual library service has been offered, he/she will be asked to leave. Group social activities such as eating, drinking, playing cards and listening to electronic devices and other non-library activities are best left to be enjoyed in the WHS Commons.
- * All students who are using the library computers **must** show a WHS ID card.
- * Students who have a free period are expected to show WHS ID card **as well as** the free period card when entering the library.
- * A note from the classroom teacher is required any time during the school day to verify a student's excused absence from his or her scheduled classroom. The signature of a WHS administrator may be obtained in lieu of the regularly scheduled instructor.
- * Teachers who have scheduled their classes for library and/or computer use in the library always have first preference in using the library resources.
- * Students found damaging materials or furniture or vandalizing library property in any way will be subject to disciplinary action. This may result in library privileges being suspended for a period of time. Among (but not limited to) the actions considered to be subject to disciplinary action are: theft or mutilation of materials, equipment, or furnishings (including writing/markings on tables and carrels), running; pulling materials from shelves at random; using obscene, abusive or insulting language; moving furniture, materials, or equipment without permission, and other non-library group socializing activities.

Lockers

Lockers are school property and are loaned to students for their convenience. The school reserves the right to inspect lockers. Lockers must be kept clean and free from stickers, fire-hazard material, etc. Fines can be

assessed for locker damage or un-cleanliness. Only the student assigned to a locker is eligible to use the locker. For your own safety, do not keep money and/or valuable items in lockers. It is recommended that you take extra precautions against theft when using your PE lockers.

Lost or Stolen Items

All lost and found articles should be turned in immediately. Items must be accurately identified by their owners before being returned. Useful items that are not claimed will be donated to charity. Everyone should take precautions to avoid the loss of personal belongings. Personal property brought to school for any reason is solely the responsibility of the owner. Lost or stolen items should be reported immediately to the school resource officer as well theft of personal property. The school is not responsible for theft but will assist in filing a police report and conducting an investigation. Theft is a severe violation of the school discipline plan and may result in a suspension and a law enforcement referral.

Lunch Accounts

The student cost for school lunch is \$2.50 per meal. Each student will have their own lunch account where they can pay in advance or pay daily for meals. Lunch can be paid for at registration or daily at lunch once school begins. Applications for free/reduced meals are available in the main office or cafeteria for those who might qualify.

Money

Students should not bring large sums of money to school. Money left in lockers or being carried by a student cannot be the responsibility of the school. Any losses should be reported immediately to the Security Office or the Resource Officer in room 214.

Parking Lot

Students must park in designated student parking areas on campus, and each vehicle must display a **West High Parking Permit**. Students park their vehicles at their own risk. The speed limit in the parking lot is 5 mph. Neither West High School nor the Salt Lake City School District is responsible for theft, vandalism, or damage to vehicles. **Students are not allowed to be in cars or in the parking lot during class time.** Parking permits are available during registration or in the Treasurer's Office, room 217, for a cost of \$20.00. Passes are only available to juniors and seniors. Parking spaces are not guaranteed with the purchase of a parking pass; space is available on a first-come, first-served basis. Students or visitors parking without appropriate permits or in designated faculty spaces will receive a parking ticket and may be towed. Visitors may park their vehicles in front of the school on 300 West Street. Parking is limited to one hour at this location.

Petitions

All petitions, whether they are student, parent, or teacher initiated, must be first approved by the West High School Principal before they are circulated within the school.

Public Display of Affection

Displays of affection, other than handholding are considered inappropriate. A high school campus is not a place for overt displays of physical affection between students. Students are expected to demonstrate restraint at a public place. Students who fail to do so will be required to have a parent conference with the administration.

Registration

Students make class requests in the spring and then receive a notification of the online registration process by the first week of August. The following items will be needed in August when students come for registration:

- Payment of school fees
- Proof of Immunization (if not already on file at school)
- Vaccination Permission Form
- Transcript copy (if not currently attending one of our feeder schools)

Other required and optional forms such as the Internet Acceptable Use Agreement, parking permit, PTSA membership, etc. will be available online.

Release Card (Red Card) Policy

Students who have "release time" on their class schedule or who are taking classes/internships off campus through the Career Center will be given a Red Card. Red Cards can be obtained in the Assistant Principal's office. Red Cards for off campus classes/internships can be obtained from Ms. Dworshak in the Career Center, Room 318. Students must carry and display their Red Cards at all times at school. The Red Card will specify at what time the class release will occur. Students may use the Commons Area in which to study. Students with Red Card privileges who are loitering in the halls or on the campus grounds after the tardy bell rings will be considered tardy and will be ticketed. Students who violate this policy continuously will lose their Red Card privileges.

Schedule Changes

Because students had the opportunity to select classes through pre-registration, class changes will be limited, unless the student has been incorrectly assigned academically. Any changes must be made during the designated change dates. Students may receive free class changes in the fall PRIOR to when school starts. After school starts, students will be charged \$10.00 for all class changes during the designated change dates. Students will also have the opportunity to change classes again at the semester. There will be a \$10.00 charge for those class changes. Because West High offers semester and full-year classes, changes will not be allowed at 2nd quarter and 4th quarter. Class change requests at any other time will require administrative approval. Students who withdraw from classes after four (4) weeks of the quarter may be given a failing grade and no credit. Those students who enroll in classes after four (4) weeks of the quarter without prior enrollment and grades from another school may not receive credit for that quarter. (Revised 6/2013)

Scholarships

Many scholarships are available to students. While donors of these scholarships are interested in students who have achieved scholastic excellence, they also look closely at those who exhibit good citizenship, qualities of leadership, and development of individual talents. Students interested in scholarships should contact their teacher or counselor. They will be helpful in providing additional information as well as assisting students in preparing and applying. Students may also write to the Financial Aid and Scholarship Office of any particular college. Senior students should be aware of early application deadlines. There are many scholarships for non-seniors. Please check with your counselor.

School Wide-Discipline Plan

Each school has developed a discipline policy that contains expected behavior standards for students in the classroom and on school grounds. The plan includes the following areas of emphasis:

- 1) **TARDY POLICY AND AFTER SCHOOL DETENTION**-The Power School program allows the school to track individual late arrival to class. Students will be required to make up this lost educational time after school in the detention room. Students will be notified and given the responsibility to notify their parents of detention time. Students who do not repay lost time will be subject to suspension for willful disobedience.
- 2) **HALL PASS**-Students in the halls during class time will be expected to have an official **hall pass** in their possession. The Hall Pass is located in the student planner. Students who do not have a hall pass will be ticketed, and may be escorted to in-school detention, school administration, or referred to the school resource officer. It is both the responsibility of the student and the teacher to ensure that no student leaves class without permission of the teacher and without being given an approved hall pass.
- 3) Each teacher will develop a **classroom discipline plan** to address negative behavior within the classroom. The individual plans are left to the professional judgment and discretion of the individual teacher, but should include at least two documented interventions in the classroom with the student and a documented parent contact before a student is referred to the administration for support. Serious or "severe" discipline problems will be immediately referred to the appropriate administrator or school resource officer for immediate intervention.
- 4) When administrative support/intervention is necessary, an administrative support system has been established in order to correct negative behavior.

ADMINISTRATIVE SUPPORT

The administrative support system is outlined as follows:

- a. Administrative intervention for **severe** behavior (which includes but is not limited to: snowballs or other thrown objects*, theft, threats*, obscene, profane or abusive language*directed towards school faculty or staff, overt defiance and insubordination*, disrespect towards staff, physical and/or verbal aggression*, fighting, bullying or harassment, gang affiliation/activity*, vandalism, false emergencies*, etc.):
 - 1) First violation:
Administrator conference w/student and parent (teacher may request to attend conference or may be requested to attend by administrator), Out-of-school or In-School Suspension (suspension record kept in permanent file) from 1 - 3 days, and possible law enforcement referral.
 - 2) Second violation:
Administrator conference w/student and parent (teacher may request to attend conference or may be requested to attend by administrator), Out-of-school Suspension from 1 -5 days, Possible law enforcement referral, and Possible referral to District Alternative High School.

- 3) Third violation:
 - Administrator conference with student and parent,
 - Out-of-school suspension from 1 – 10 days,
 - Student Services Council (SSC) will convene and discuss w/student and parents the documented history of interventions and actions of student and make recommendations/decision as to students' educational placement,
 - *Possible Resource Officer (police) referral.
 - b. Administrative Intervention for **extreme** behavior (i.e., see district Safe and Drug Free School Policies—includes but is not limited to behavior such as: acts of violence*, possessing or displaying a dangerous weapon or look-alike weapon*, bullying or hazing*, abetting*, verbal or physical threats*, theft*, extortion*, vandalism*, drug and/or alcohol possession/use*, false emergencies*, trespassing, etc.):

1. First violation:
 - Automatic law enforcement referral,
 - Immediate notification of parent/guardian,
 - Automatic 1 - 3 day out of school suspension,
 - Mandatory parent/guardian conference,
 - Behavioral or non-use contract drawn up,
 - Attendance by parent and student in district INSIGHT Program (drugs and alcohol),
 - No extra-curricular activities for two weeks,
 - Safe School Hearing (Weapon, look-alike weapon).

2. Second violation:
 - Automatic law enforcement referral,
 - Immediate notification of parent/guardian,
 - Automatic suspension not to exceed 10 school days,
 - Mandatory parent/guardian conference,
 - Behavioral contract,
 - Parent and student attend district intervention program,
 - Referral and participation in drug assessment program required for reinstatement to school (drugs),
 - No extra-curricular activities for at least six weeks.

3. Third violation:
 - Automatic law enforcement referral,
 - Immediate notification of parent/guardian,
 - Safe School Hearing (3rd Act of Violence),
 - Student will be placed on alternative study program for remainder of school year,
 - No extra-curricular activities for duration of school year,

Searches (Policy P-7)

Do not bring inappropriate items to school or to any school activities. Lockers are the property of the school and can be searched at any time by school administration or their designee. School personnel can also search personal property and vehicles on school campus or during school activities based on reasonable suspicion.

Shared Governance

Salt Lake School District operates within a leadership style called Shared Governance. The philosophy of Shared Governance is that the community and district/school personnel actively participate in the governing and decision making of the school within the limits of law, state and federal rules and regulations, district guidelines, procedures and plans, negotiated employee agreements and contractual obligations, Board policies, budgets and ethics. The underlying theory of Shared Governance decision making is that faculty, staff and community shall make decisions that focus on students' needs, work to improve student performance, conform to all requirements and include collaboration among neighboring schools. The overall standard is "what is in the best interest for students". (2002) Shared Governance guide)

Three groups exist in this formal Shared Governance process: The administration, the SIC (School Improvement Council) which includes the faculty/staff representatives and the administration, and the SCC (School Community Council) which includes the SIC members and community representatives. Community members are chosen from geographical areas of the school's population and efforts are made to accurately represent the makeup of out student body population. The Community Council meets on a monthly basis and the public is welcome to attend. We encourage you to contact any of the Community Council members for input or questions.

Skateboards, Longboards, Roller Skates, and Scooters

Non-motorized transportation to school is encouraged. However, students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, "Heelys", roller blades, etc.) on school grounds. Any wheeled equipment must be walked/carried while on school grounds and properly stored. The school/SLCSD is not responsible for lost or stolen items. Students who violate the rules may be prohibited from bringing wheeled equipment to the school in the future at the discretion of the school principal.

Snow Closure/Delayed Start/Early Release Guidelines

School will be open on all school days unless circumstances create health or safety issues for students and staff. Severe weather conditions may force school closures, delayed starts or early release. The following information details the procedures to be followed:

- Parents and employees should check television or radio news for school closures, delayed starts, or early dismissal of students.
- Authorization will come from the Superintendent or his/her designee. All school closures, delayed starts, or early dismissals are for one day only.
- No television or radio announcements mean that schools are open and regular schedules will be followed.
- Parents are encouraged to create an emergency plan for their students. Parents should plan with their students where to go or what to do if the parent is not home and schools are closed, delayed starting or dismissed early.
- Parents are asked not to call the school or the district office. Telephones will be used for emergencies.

Student Handbook and Planner

Every student purchases a handbook/planner at the time of registration. Students must bring their planner with them to school every day. The planner contains useful information for students and parents. Please take time to read the planner carefully. A replacement fee will be required in the event the planner is lost. Replacement planners can be purchased in the treasurer's office.

Suspension

At West High School suspension of students is not a general policy for all misbehavior. A suspension dismissal is considered a serious tool in the control of the behavior of our student body. During a suspension students are restricted from all school activities until reinstatement.

Administrative suspension options may include out-of-school suspension (refer to SLC School Board policies), in-school suspension, and in-school detention.

In-school detention and in-school suspension requires students to forego all regular classroom activities in favor of an administrative assignment to the in-school detention and in-school suspension classroom. In cases involving a possible violation of law, a referral to the school resource officer may be made.

Some of the reasons a student **may be suspended** are:

1. Willful disobedience;
2. Chronic truancy;
3. Defiance of school authority;
4. Behavior detrimental to the welfare, safety or morals of other students;
5. Profanity or vulgarity;
6. Assault and battery, abuse or harassment;
7. Fighting;
8. Use or possession of marijuana, alcohol, drugs, drug paraphernalia or other controlled substances on school property or at school-sponsored activities;
9. Threat of force or violence;
10. Stealing, destruction or defacing of school property or personal property—students who damage school property, willfully or through negligence, will be responsible for repairs or replacement of such property and appropriate legal action will be pursued;
11. Interference with school purpose (includes refusing to disperse or leave an area where fighting is occurring or has occurred when requested by school authorities);
12. Engaging in any activity forbidden by the laws of the State of Utah, the Nation, or the Salt Lake City Board of Education;
13. Immorality;
14. Possession or use of weapons, look-alike weapons or dangerous instruments;
15. Incorrigibly bad conduct;
16. Filthy and vicious habits;
17. Reckless driving on school grounds and parking lots;
18. An act which violates the Salt Lake City School District's Safe Schools: Student/Criminal Behavior Policy JGF (See District Policies);
19. Bullying, hazing or harassing other students, faculty, staff, or visitors (see District Safe School Policies)

Surveys

All surveys conducted at school must receive prior permission from the school and district administration. Parents and students have the right to opt out of participation in "protected information surveys" as per the Protection of Pupil Rights Amendment (PPRA).

Telephones

Office telephones are to be used only with permission and to facilitate school business. Students and teachers will not be called to the telephone except in emergency. Student cell phones must be turned off and put away during class time when in the classroom.

Theft of Personal Property

Please report all thefts of personal property to the Security Office, room 214. The school is not responsible for thefts but will assist in filing a police report and conducting an investigation. Theft is a severe violation of the school discipline plan and will result in a suspension and a law enforcement referral.

Testing

Tests are required of Utah students. CRT tests are given near the end of the academic year and include testing in various Language Arts, Math and Science classes. CRT tests measure student progress and are used to comply with Federal requirements, primarily the No Child Left Behind legislation. Students in 10th grade are required to take The Plan and 11th graders are required to take the ACT. Other various tests are also offered during the school year. Contact the counseling center or the school administrator if you would like more information on testing.

Tracking Attendance Sheets

Tracking sheets can be used by parents/guardians who wish daily information on their student's attendance, class work, or classroom behavior. Tracking sheets are available in student service center or attendance office.

Transcripts

Official copies of student transcripts are available at the registrar's office for \$1.00 each.

UHSAA Eligibility and Insurance

Utah High School Activities Association eligibility requirements include, but are not limited to, no more than one failing "F" grade per term, full time enrollment in school, completion of a physical examination and medical release from a physician, and verification of medical insurance coverage. Fourth quarter grades determine fall eligibility. Participants in athletic activities are required to have proof of appropriate medical insurance prior to participation in any extracurricular activities. The school and district do not carry accident insurance and are not liable for participant's injuries. Students may purchase coverage through the optional school insurance program if not covered by their family plan.

Use of Public Address System

As a general policy, announcements are to be made only once per day at a designated time. The PA system will be used only for announcements that have school-wide interest. PA announcements should be submitted in writing with items clearly stated and countersigned by the faculty sponsor to the main office one day prior to the announcement. No PA announcements will be made during the two lunch periods.

Visitors (Policy C-2)

Parents are welcome anytime. It is expected that any person entering a school will check in at the office and receive a visitor pass or a badge. If you desire more than just a visit, such as a conference with your child's teachers or the principal, please call ahead to schedule a convenient time to meet. Parents need to respect teacher's time prior to school each day as teachers are preparing for students' arrival. All other individuals - brother, sisters, relatives or former students - are not to visit the classrooms without proper permission from the office.

Students from other schools may not be at the high school during regular school hours. This includes waiting for students to be dismissed as well as being in the building or on the grounds while school is in session. This behavior may be reported to the police as trespassing.

West High Web Site

School activities calendar, teacher web sites, and more!! Check out West High's web site at <http://www.west.slcschools.org>

Work/Home Release

Work release is a class for credit and is coordinated through the Counseling Center. Home release is only allowed for extremely extenuating situation and must have written approval from the administration. No credit is

given for home release. Students with home or work release privileges who are loitering in the halls after the tardy bell ring will be considered tardy and will be sent to in-school detention.

SALT LAKE CITY SCHOOL DISTRICT BOARD POLICIES

Discrimination, Harassment, and Retaliation Prohibited (Policy G-19)

Procedures for Implementation:

The district will investigate all reports of violations of the policy or these procedures and will take steps to stop violations, prevent recurrence, and remedy effects of violations as appropriate.

1. Prohibited Conduct: The following prohibitions apply on district premises, during district sponsored activities, and/or when employed (paid) by the district.
 - a. Illegal and Inappropriate Discrimination: All employees, students, and third parties are prohibited from illegal and inappropriate discrimination including but not limited to the following:
 - Displaying, viewing, printing, or transmitting offensive images, objects or other materials.
 - Using offensive language or slurs, teasing, joking or making innuendos about the personal traits or characteristics of an individual or group.
 - Engaging in demeaning or derisive conduct based substantially on a person's age, color, disability, gender, gender identity, national origin, pregnancy, race, religion, sexual orientation, or other unique characteristics.
 - b. Harassment: All employees, students, and third parties are prohibited from physically and/or sexually harassing another person. Prohibited activities include but are not limited to the following:
 - Subtly or overtly pressuring another for sexual activity, requesting sexual favors, engaging in sexually motivated physical conduct including unwelcome touching, pinching, blocking, or brushing against another's body.
 - Using obscene or sexually explicit language or making sexually explicit gestures.
 - Displaying, viewing, printing, or transmitting sexually offensive images, objects or other materials.
 - Using sexually offensive language or slurs, teasing, joking or making innuendos about gender-specific traits or characteristics.
 - Engaging in demeaning or derisive conduct based substantially on a person's a person's gender, gender identity or sexual orientation.
2. Duty to Report: It is the duty of every student and every employee to report violations of policy. Any employee aware of a violation must immediately report such to the appropriate district official as designated below. Failure to do so may result in disciplinary action.
3. Filing of False Reports: A student or employee who knowingly files a false report will be subject to civil/legal actions as well as district disciplinary action.
4. Confidentiality: District officials receiving a complaint shall respect the confidentiality of the reporter(s) and those against whom reports are made, in a manner that is consistent with the district's legal obligations and the need to investigate violations and take appropriate corrective action.
5. Retaliation: Any form of retaliation including but not limited to intimidation, reprisal or harassment by an employee, student, or third party against any individual reporting, investigating or resolving a complaint is strictly prohibited.
6. Formal Complaints: A formal complaint may be initiated at any time by students, employees, or third party persons. The formal complaint process is posted at all district locations with copies of the accompanying complain form. These documents are also available on the district website as a link to board policy G-19, at www.slcschools.org.
7. Protocol for Reporting Violations:
 - a. Student Violations shall be reported immediately to the school principal.
 - b. Employee Violations shall be reported immediately to the appropriate supervisor or the Executive Director of Human Resources at (801)578-8343 or 440 East 100 South, Salt Lake City, Utah 84111.
 - c. Third-Party Violations, vendor, visiting speaker, patron, volunteer, etc., shall be reported immediately to the school principal or the Executive Director of Human Resources (801)578-8343.
8. Investigation and Remedy: Upon receiving the complaint or complaint report from a principal or supervisor, the designated district official will:
 - a. Promptly investigate as appropriate to determine a violation of policy.
 - b. Take into consideration the context and surrounding circumstances of the alleged violation.
 - c. Within 20 working days of the completion of the investigation, determine and initiate any appropriate action based on the investigative results.
 - d. Report status of complaint to the District Compliance officer.
 - e. Reply to the complainant. If the reply is not acceptable to the complainant, he/she may initiate formal complaint procedures.
9. Principal or Supervisor Responsibilities and Protocol:

- a. Any principal or supervisor receiving a complaint will first document the complaint in writing and then proceed with the appropriate protocol listed below:
 - Employee violation against student or other employees shall be reported immediately without screening, processing or investigating to the Executive Director of Human Resources at (801)578-8343.
 - Third party violation against employee shall be screened and investigated by the principal or supervisor. The complaint along with written documentation of the investigation shall then be immediately submitted to the Executive Director of Human Resources at (801)578-8343.
 - Student violation against another student shall be screened and investigated by the principal or supervisor. The complaint, along with written documentation of the investigation, shall then be immediately submitted to the Director of Student and Family Services at (801)578-8202.
 - b. Principals, supervisors or individuals assigned to handle an investigation that do not immediately follow the protocol as indicated above, may be subject to disciplinary action.
10. Responsibility for Dissemination of Policy: District and site administrators will take appropriate actions to reinforce this policy and these procedures by:
- a. Providing annual employee in-service; with documentation and employee signatures.
 - b. Including a summary of this policy in employee handbooks.
 - c. Insuring that by October 1st of each calendar school year every student receives an age-appropriate explanation of the policy and is given the opportunity to discuss the policy in a classroom setting.
 - d. Notifying parents and guardians of this policy by October 1 of each calendar school year either by including it in the student handbook or by sending a notice to student homes.
11. Questions: Call Kathleen Christy, Compliance Officer at (801)578-8251.

Personal Electronic Equipment (Policy S-11)

Personnel Electronic Equipment: Includes all electronic communication and entertainment devices that can be used by an individual, i.e. phones, cameras, music players, video players, pagers, computers, etc.

Procedures for implementation

1. When a student is scheduled to be in class or involved in a regular school activity, they may not possess an electronic communication device or camera which is in the “on” position and ready to receive, send, capture, or record any communication, visual image, sound, text message, or other information unless instructed to do so by an administrator or a teacher. If a personal electronic device is used during class or regular school activities without prior approval from an administrator or teacher, the device will be confiscated. The local school will determine procedures for the return of the confiscated device. These procedures will be included in the student handbook.
2. Any type of personal electronic device that has the capability to take photographs or to record video will not be used in restrooms, locker rooms, or any other area that privacy is assumed.
3. As a condition of bringing any personal electronic equipment to school, students and parents will be informed of the school’s responsibility to confiscate and review any and all data stored on the equipment if a teacher or administrator has reason to believe the student has violated law, policy, or school rule.
4. The student who possesses a personal electronic device will assume responsibility for its care. The school is not responsible for preventing theft, loss, or damage to any device.

Principals may take disciplinary action against students who violate this policy as per Board Policy S-3, Student Discipline.

Principles of Equity/Multiculturalism

(“Principles for Equity in Utah Public Schools”)

Equity—fair and just treatment of students, staff, and community members—is the cornerstone of an educational framework. Achieving equity means individual differences are valued; high expectations are held for all; instruction occurs in inclusive environments; diversity is recognized and appreciated; and discriminating, stereotyping, and bias are not accepted.

Equity recognizes the need to treat unequal’s differently in order to ensure that the quality of the educational experiences are equal and of high standards.

Diversity and diverse backgrounds are terms which encompass the variety in people due to different backgrounds. Throughout this document, diverse backgrounds include, but are not limited to national origin, primary language, culture, race, ethnicity, gender, religion, disabilities, and/or economic status.

The Utah State Board of Education believes that all students should be provided with equitable opportunities to learn and flourish in Utah’s public schools. The Utah State Office of Education believes that all students can learn and must have full opportunity to learn. The Utah State Office of Education is committed to effecting change in student performance by providing an appropriate school curriculum, quality instruction, a safe and caring school climate, ongoing teacher education, and frequent parent involvement in order to ensure that all students are provided with equitable opportunities to learn.

The final outcome of effective and equitable instruction must be achievement of students which enables them to be active, thoughtful participants in a rapidly changing society. This vision includes:

1. High expectations for all students.
2. Equitable access to rich curriculum content
3. High quality instruction in all classrooms.
4. Sensitivity to equity issues by teachers and school administrators.
5. Knowledgeable educators who use inclusive practices.
6. Policies that support and facilitate equity.

Section 504 of the Rehabilitation Act of 1973 (Policy S-12)

Section 504 is an act which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which sets substantial limits on one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working)
- has a record of such impairment
- is regarded as having such an impairment

Salt Lake City School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs or practices of the school system.

School district responsibilities under Section 504 include the obligation to notify, to evaluate and, if the student is determined to be eligible under 504, to afford access to appropriate services.

Any parent or teacher may contact their schools' 504 liaison to request that a student's need be reviewed and accommodations considered. The school's 504 liaison will convene a Student Services/504 Committee Meeting at which parents and teachers will present data on the student's disability, the disability's impact on a major life activity, and possible accommodations that might be implemented at the school to meet the student's needs. Eligibility for a 504 plan will be determined. If a student is found eligible, a 504 plan will be created that identifies the agreed upon accommodations specific to each student. This plan will then be put into effect. If the parent or guardian disagrees with the determination made by the professional staff of the school, s/he has the right to initiate an appeal process through the District 504 Coordinator.

If there are questions, please feel free to contact the Section 504/ADA Liaison at your neighborhood school or the district coordinator at the Salt Lake City School District: (801)578-8414.

Student Discipline Policies Summary (Policy S-3 & G-19)

- I. Purpose – to foster a safe and positive environment for learning.
- II. Prohibited Conduct & Related Discipline
Prohibited conduct is forbidden at school, on school property, including school vehicles and at any school activity. A serious violation that threatens or harms a school, school property, a person connected with school or property associated with a person connected with school is forbidden regardless of where it occurs.
 - A. You MAY be removed from school for:
 1. Willful disobedience or violating a school or district rule;
 2. Defying authority;
 3. Disruptive behavior;
 4. Assault/battery;
 5. Foul, profane, vulgar or abusive language;
 6. Defaming or false statements about students or staff;
 7. Destroying, defacing or vandalizing school property; criminal mischief;
 8. Burglary, theft or stealing;
 9. Posing a significant threat (including harm to self or others) to the welfare or safety of a student, school personnel or the operation of the school;
 10. Possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing (including inhaling) any substance;
 11. Possessing or using tobacco;
 12. Hazing, demeaning, intimidating or assaulting someone or forcing someone to ingest a substance;
 13. Sexual or other harassment (as defined in Policy G-19 – Student Non-Discrimination and Anti-Harassment); inappropriate exposure of body parts;
 14. Bullying – aggression, verbal or physically threatening or intimidating behavior including cyber bullying
 15. Gang-related attire or activity that is dangerous and disruptive.
 - B. You WILL be removed from school for:
 1. Possession, control of a real weapon, explosive or noxious/flammable material, or the actual or threatened use of a lookalike or pretend weapon;

2. Possession, control, sale, or use of an alcoholic beverage, drugs, or controlled substance;
 3. Using or threatening to use serious force; or
 4. Any serious violation affecting a student or staff member.
- Depending on the nature of the violation, you may be removed for up to one year. You may be required to attend a District Due Process Hearing as a result of your violation.
- C. The decision to remove or to discipline in some other way is made by your school administrator based on all the circumstance of the situation.
 - D. The type and length of discipline is based on factors such as previous violation, severity of conduct and other relevant educational concerns.
 - E. When appropriate, a student may be placed on a behavior contract.
 - F. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.
- III. Searches
- A. School personnel can search your personal property based on reasonable suspicion.
 - B. School personnel can also conduct searches that might include all lockers and other school property.
 - C. You have no expectation of privacy in your locker or in your vehicle when parked on school property. The school can search those with or without reason.
- IV. Suspension and Expulsion Defined
- A. Suspension is removal from school for a defined period of time not to exceed one year. A procedure will be established for returning to school after the defined period of time.
 - B. Expulsion is removal from school for one year or more or permanently without the offer of educational services.
 - C. Assignment to another school, including an alternative school, is not a suspension or expulsion.
- V. Readmission and Admission
- A. If you are removed from school you can be readmitted after your parents/guardian meets with school officials after you complete your days of suspension.
 - B. If you are removed from school, readmission depends upon satisfactory evidence that you will not be a danger to yourself, others, or school property.
 - C. The district may deny admission to a student who has been expelled from any school in the last twelve months.
- VI. Record of Suspension
- A. Your suspension or expulsion becomes a part of your cumulative student record.
- VII. Due Process
- A. If you are removed from school or otherwise disciplined, you can meet with your school administrator to tell your side of the story.
 - B. If your school administrator recommends removal for more than 10 school days, a due process hearing will be scheduled at the district office with you and your parent or guardian.
 - C. If you are removed from school for more than 10 school days, you can appeal the decision by writing to the Counseling & Student Services Department within 10 days of the decision. Your parent or guardian is responsible to plan for your education during suspension and to pay for any services not provided by the district.
- VIII. Students with Disabilities
- If you are a student with a qualified disability, your school administrator will explain the separate procedures that may apply based on the procedural safeguards under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act. Parents may contact the Department of Special Education Services for more information at (801)578-8202.

Student Internet Acceptable Use Policy (Policy I-18)

Acceptable Use: Internet use must be consistent with the educational objectives of the district. The use must also be consistent with the terms of this Acceptable Use Policy (AUP).

Prohibited Use: Any use that violates federal or state laws, board policy, and/or school rules.

Procedures for Implementation

1. Prohibited Uses:
 - a. The following uses of the district's computers, including its network and Internet access are prohibited:
 - Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
 - Attempting to obtain access to restricted sites, servers, files, databases, etc., or unauthorized access to other systems, e.g. "hacking".

- Using non-educational Internet games, Multi User Dungeons (MUDs), chat rooms, social networking sites, other web 2.0 sites, and instant messaging not specifically assigned by a teacher or administrator.
 - Using the Internet or network for any illegal activity.
 - Providing personal addresses, phone numbers, and financial information in any network communication whether that information belongs to the user or any other individual; unless it is related to an appropriate educational objective in the core curriculum.
 - Using the Internet for commercial purposes, financial gain, personal business, product advertisement, religious proselytizing, or political lobbying including student body elections.
 - Attempting to harm or destroy data of another user, agency, or network that is connected to the Internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses and attempts to gain unauthorized access to a network that is connected to the Internet.
 - Degrading or disrupting network equipment, software, or system performance.
 - Wasting finite network resources.
 - Invading the privacy of individuals or disclosing confidential information about other individuals.
 - Posting personal communications without the original author's consent.
 - Posting anonymous messages.
 - Accessing, downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
 - Harassing others and using abusive or obscene language on the network. The network may not be used to harass, annoy, or otherwise offend other people.
 - Using material which may be deemed to violate any district policy or student code of conduct.
 - Downloading or streaming audio or video files or any other files that are not directly related to a school assignment.
 - Accessing or using services on the Internet that impose fees or charges.
 - Communicating threats of violence.
 - Using the network for plagiarism. Plagiarism is taking ideas or writings from another person and offering them as your own. Credit must always be given to the person who created the information or idea.
2. Privileges and Discipline:
- a. Internet use is a privilege, not a right. Inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. The system administrators will close an account when necessary. An administrator or faculty member may request the system administrator deny, revoke, or suspend specific user access and/or user accounts.
 - b. Authorized district employees will be responsible to determine what constitutes a violation of this policy. Authorized district employees have the right to intercept or read a user's email, review any material, edit or remove any material which they believe may be unlawful, obscene, defamatory, abusive, or otherwise objectionable. If the district intends to impose any discipline, other than revoking privileges for the remainder of the school year, the user will be afforded appropriate due process.
3. Privacy Information:
- a. Nothing is private on the network. A user has no expectation of privacy as to their Internet communications or uses. If a user accesses the Internet, it is likely that someone knows the connections that the user is making, knows about the computer the user is using and what the user looked at while on the system. Frequently these sites maintain records that can be subpoenaed to identify what the user has been viewing and downloading on the Internet. In addition, the district reserves the right to monitor whatever a user does on the network and to make sure the network functions properly. A user has no expectation of privacy as to his or her communications or the uses made on the Internet.
4. Network Etiquette:
- a. Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite;
 - Do not be abusive in your messages to others;
 - Use appropriate language; and,
 - Do not swear, use vulgarities or any other language inappropriate in a school setting.
5. Security:
- a. Security is a high priority on computer networks. If a security problem is identified, the user must:
 - Notify the system administrator immediately;

- Do not demonstrate the problem to other users. Users may not use the Internet to discuss or disseminate information regarding security problems or how to gain unauthorized access to sites, servers, files, etc.;
 - Do not share passwords with other users;
 - Change passwords frequently; and,
 - Do not leave a workstation without logging out of the network.
- b. You must report any of the following to a teacher or administrator:
- If you receive or obtain information to which you are not entitled;
 - If you know of any inappropriate use of the network by others; or,
 - If you believe the filtering software is not filtering a site or sites that should be filtered under this agreement.
6. Disclaimer:
- a. The district makes no guarantee of the completeness or accuracy of any information provided on the network. It makes no promise or warranty to maintain or update its network or the information contained or made available to the public, its employees and students. The district may suspend or discontinue these services at any time. The user assumes the risk of verifying any materials used or relied on.
- b. The district disclaims any express or implied warranty in providing its computer system and any materials, information, graphics, or processes contained therein. It makes no warranty, expressed or implied, nor assumes any responsibility regarding the use of its network, or its contents for its accuracy, completeness, relevancy for any general or particular purpose, or that such items or use of such items would not violate or infringe on the rights of others. Access to its network is provided on a strictly "as is basis".
- c. The district's network resources may contain hypertext or other links to Internet or computer sites not owned or controlled by the district, that may be of interest. The district cannot supervise or control the content of these other sites. Any information or endorsements of products or services, materials, or personal opinions appearing on such external sites are not controlled, sponsored or approved by the district.
- d. The district specifically disavows legal responsibility for what a user may find on another site, or for personal opinions of individuals posted on any site, whether or not operated by the district.
- e. A user assumes the risk of use or reliance on any information obtained through the network.
- f. The district will not be responsible for any damages a user suffers while on the system, miss-deliveries or service interruptions caused, including loss of data resulting from delays, non-deliveries by negligence, errors, or omissions.
7. Salt Lake City School District's Guidelines for Student Access and/or Accounts:
- a. All student users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through the user's signature on the application. Users may be granted an account for their term of employment.
- b. Signatures on the AUP are legally binding and indicate that the signed parties have read the terms and conditions carefully and understand their significance.
- c. Any user who has been issued a password is deemed to have received, read, understood, and agreed to the terms of the AUP.
- d. Elementary and secondary students who apply for access and/or an account, will participate in a discussion with their teacher regarding this AUP, and will review it on a regular basis when using the Internet.
- e. Student users may be granted an account for a period of time as determined by the district on the following conditions:
- All student users must read and agree to follow all guidelines outlined in the AUP. This agreement is formalized through the user's signature on the application; and
 - Students must obtain the signature of a parent or guardian on the application.
- f. An account will automatically be terminated when:
- The student no longer attends the school which the account originated.
 - The student's parents and/or guardian request the account be terminated.
 - Any authorized district employee believes the account should be terminated.
- g. Student users may not maintain accounts upon leaving the school and/or district.

Students Records, Privacy Rights, & Release of Info. FERPA (Policy S-2)

1. Student Records: Under FERPA, and Salt Lake City School District policies, parents and legal guardians of students currently enrolled or eligible students, those over the age of 18 years or who have been emancipated, have the following specific rights:
- a. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. If you wish to exercise this right, you should submit to the school principal or the principal's designee a written request that identifies the record(s) you wish to

inspect. The principal will make arrangements for access and notify you of the time and place where the record(s) may be inspected.

- b. The right to request the amendment of the student's education records that the parent, guardian, or eligible student believes are inaccurate or misleading. If you wish to exercise this right, you should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested, the district will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided with notification of the right to a hearing.
- c. The right to give written consent before the district may disclose personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Consent is not required for disclosures to "school officials with legitimate educational interests." A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the board of education; a person or company with whom the district has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Consent is not required to disclose education records, including disciplinary records, to officials of another school district in which a student seeks or intends to enroll.

2. Directory Information: Salt Lake City School District may also disclose appropriately designated directory information without prior written consent, unless parents, guardians, or eligible students have specifically requested, in writing, that such information not be disclosed. Salt Lake City School District defines directory information as the following:

- a. Student's name, address, and telephone listing;
- b. Participation in officially recognized activities and sports;
- c. Weights and heights of members of athletic teams;
- d. Dates of attendance;
- e. Awards and honors;
- f. School and grade level;
- g. Photographs and other images.

Such information, which is generally not considered harmful or an invasion of privacy if released, may appear on school or district websites, in school publications, and may be disclosed to outside organizations. Examples of the use of directory information include the following:

- a. Student directories;
- b. School yearbooks;
- c. Team rosters and class lists;
- d. Graduation, theatrical, athletic, and music programs;
- e. Videos of performances, school activities, and athletic events;
- f. Articles about school activities and athletic events;
- g. Lists and photos of students receiving honors, awards, or scholarships;
- h. News media coverage of school events or programs.

3. Denial of Release of All Directory Information-Any Student, K-12

- a. If you wish to deny the release of your student's directory information in all contexts as described above, you must submit a written request to the school principal within 20 days of your student's enrollment.
- b. Choosing this option means that your student's directory information will not be released without your prior written consent. It also means your student will be excluded from school documents that typically are made public, such as yearbooks; graduation programs; honor roll and other recognition lists; sports, musical, and theatrical programs; student directories; and other documents related to school-sponsored organizations or activities.

4. Military and College Recruiters-High School Students

- a. Two federal laws require school/schools districts receiving assistance under the Elementary and Secondary Education Act (ESEA) to provide three categories of student directory information for high school juniors and seniors to military recruiters upon request. Schools and districts must release student names, telephone numbers, and addresses unless a parent, guardian, or eligible student has opted out as outlined below.
- b. Recruiters for institutions of post-secondary education, including colleges, universities, and trade schools, often request directory information for students. The general policy of Salt Lake City School District is to release student names, telephone numbers, and addresses to legitimate

educational institutions, unless a parent, guardian, or eligible student has opted out as outlined below.

- c. Denying release of information to military recruiters only if you wish to deny the release of your student's name, address, and phone number to military recruiters, you must either:
 - Notify the principal in writing to deny the release of your student's information within 20 days of his or her enrollment, or
 - Complete the appropriate section of Salt Lake City School District's Student Information Military and College Recruiting Opt-Out form and submit it to your high school principal within 20 days of your student's enrollment.
- d. Denying release of information to college recruiters only: If you wish to deny the release of your student's name, address, and phone number to college recruiters or institutions of higher education, you must either:
 - Notify the principal in writing to deny the release of your student's information within 20 days of his or her enrollment, or
 - Complete the appropriate section of Salt Lake City School District's Student Information Military and College Recruiting Opt-Out form and submit it to your high school principal within 20 days of your student's enrollment.
- e. Your student's opt-out status or denial of release of information will not change until you notify the principal in writing or complete and submit another opt-out form. Please understand that Salt Lake City School District cannot prevent recruiters or other entities from obtaining students' names, addresses, and telephone numbers through means other than the official release of information as outlined in this document.

5. Specific Privacy Protections

- a. The Protection of Pupil Rights Amendment (PPRA), appended to FERPA, requires Salt Lake City School District to notify you and obtain consent or allow you to opt your child out of participating in any federally funded student survey, analysis, or evaluation that reveals information concerning the following eight protected areas:
 - Political affiliations or beliefs of the student or student's parent or guardian,
 - Mental or psychological problems of the student or student's family,
 - Sexual behavior, orientation, or attitudes,
 - Illegal, anti-social, self-incriminating, or demeaning behavior,
 - Critical appraisals of others with whom respondents have close family relationships,
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers,
 - Religious practices, affiliations, or beliefs of the student or student's parent or guardian,
 - Income, other than as required by law to determine program eligibility.
- b. Parents, legal guardians, and eligible students have the right to review upon request and before giving consent any survey that concerns one or more of the eight protected areas and any instructional materials used in connection with such a survey. To review a survey instrument or instructional materials connected with it, please contact the principal of your child's school to arrange a time and place for review.
- c. Utah Code §53A-13-301-302 expands the requirements for parental notification and consent under the federal FERPA/PPRA law. The state law requires that parent(s) or guardian(s) be notified at least two weeks before planned activities or assignments pertaining to the eight protected areas are scheduled in the classroom, or before any survey, analysis, or evaluation about one or more of the protected topics is to be given. A parent or guardian must give prior written consent; if consent is not obtained, a student may not participate in such activities or discussions. Complaints of alleged failures by the district to comply with student privacy requirements should be addressed to the school principal or to Salt Lake City School District's Director of Student Services.
- d. If they are not or cannot be resolved at the local level, FERPA/PPRA complaints may be filed with the following federal agency:
Family Policy Compliance Office;
U.S. Department of Education;
400 Maryland Avenue, SW;
Washington, DC 20202-4605 Telephone: 202.260.3887.

Please note: Unrelated to the requirements of FERPA/PPRA, the Children's Internet Protection Act (CIPA) mandates that school districts develop an Internet safety plan that protects students from the unauthorized disclosure, use, and dissemination of their personal information on the Internet. See Salt Lake City School District Board Policies I-23, Webpage Publishing, and I-18, Student Internet Acceptable Use, for more specific information, including procedures and release forms.

Complaints of alleged failures by the school or district to comply with CIPA privacy requirements should be addressed to the school principal, or to the Supervisor of Instructional Technology.

Student Records, Privacy Rights, and Release of Information, is available upon request and may be accessed on Salt Lake City School District's website. Questions about this policy and a parent's, guardian's, or student's rights under the Family Education Rights and Privacy Act, the Protection of Pupil Rights Amendment, or the Elementary and Secondary Education Act may be addressed to the school principal or to the Director of Student Services, Salt Lake City School District.

Department Name 440 East 100 South, Salt Lake City, Utah 84111. www.slcschools.org. Phone: (801)578-8599 | Fax: (801)578-8685

Wellness (Policy G-3)

The purpose of this policy is to provide a school environment that enhances learning and development of lifelong wellness practices including the following:

- Sequential and interdisciplinary nutrition education will be provided and promoted.
- Adequate physical education will be provided and patterns of meaningful physical activity connected to students' lives outside of physical education classes will be promoted. Restricting daily recess periods will not be used as a punishment at the elementary level.
- All school-based activities will be consistent with the district wellness policy.
- All foods and beverages made available to students on campus will be consistent with the current USDA Dietary Guidelines.
- The school environment will be safe, comfortable, pleasing, and allow ample time and space for eating meals. Food will not be used as a reward.
- Child Nutrition programs will be accessible to all students and must comply with federal, state, and local requirements.
- All foods made available on campus will adhere to food safety and security guidelines.
- The superintendent or designee will appoint a district wellness committee to regularly monitor the overall effectiveness of the wellness policy and recommend policy and/or procedural modifications that will positively impact student health. The school administrator or designee, with oversight of the school community council, will oversee the implementation and evaluation of the district wellness policy at each school site.

REGISTRATION INFORMATION

REQUIRED FEES (subject to waiver)

* Textbook Fee (not refundable)	\$10.00
* Activity Fee	\$25.00
* Student Planner (fee not waived)	\$ 6.00
* Publication fee	\$ 3.00
SUBTOTAL (New & Returning Students)	\$44.00
*Textbook Deposit (one time only)	<u>\$40.00</u>
TOTAL FOR NEW STUDENTS ONLY	\$84.00

OPTIONAL FEES (not subject to waiver)

* Yearbook (prior to January 1)	\$45.00
* Yearbook (after January 1)	\$50.00
* Parking Fee (limited to 11 th -12 th)	\$25.00
* Literary Magazine	\$ 3.00
* Official Transcript	\$ 1.00
* French Magazine	\$14.00

BASIC SCHOOL FEES

* Fee for Class Change (waivable)	\$10.00	* Musical Instrument Rental	\$60.00/Yr.
* Replacement ID Card	\$ 5.00	* Semester, Quarter or Summer	\$30.00
* Online Writing Program	\$ 8.00	* Replacement Student Planner	\$ 6.00

ADDITIONAL FEES (subject to waiver based on student's eligibility)

West High School Course Fees (May not exceed the amounts given)

All Career & Technical Education (CTE) classes are in one of eight areas of study including: Agriculture, Business, Family and Consumer Sciences, Health Science and Technology, Information Technology, Marketing, Skilled and Technical Sciences, Technology and Engineering. The maximum fee for these classes is \$25.00 per semester (\$50.00 per Year).

Driver Education	\$120.00	Summer Driver Education	\$120.00
Fine Arts Classes	\$30.00/Sem.	Science Lab	\$15.00
Photography	\$35.00/Sem.	Ceramics	\$30.00/Sem.
Tool Kit (Ceramics)	\$10.00	Accounting Workbook	\$20.00 Req.
ELP Science	\$15.00	Dance	\$25.00
CTE Intro. (ELP)	\$ 7.50/Term	IB Physics Lab	\$50.00/Yr.
Vocal Music	\$20.00	Band	\$25.00
Math Lab	\$ 5.00/Class	ELP Math Lab	\$ 2.00/Class
A.P. Environmental Science	\$20.00	English Lab	\$ 5.00/Yr.
7 th Integrated Science	\$15.00	Weightlifting/Body Cond.	\$10.00/Sem

Health (First Aid/CPR)	\$ 5.00	Pro Start Exam	\$60.00/Year
Business Communications	\$12.50/Term		

EXTRA-CURRICULAR PARTICIPATION FEES (subject to waiver based on student's eligibility)

Football	\$50.00	Football Helmet Fee	\$55.00
Baseball	\$30.00	Debate	\$60.00
Soccer	\$30.00	Softball	\$30.00
Swimming	\$30.00	Track	\$30.00
Volleyball	\$30.00	Wrestling	\$30.00
Golf	\$30.00	Tennis	\$20.00
Cross Country	\$20.00	Vocal Music	\$20.00/Class
Drill Team	\$30.00	Instrumental Music	\$15.00
Drama	\$10.00	Cheerleaders	\$15.00
Marching Band	\$25.00	Winter Guard	\$30.00
NJROTC	\$10.00	Basketball	\$30.00

*Total Participation Fees for an individual will not exceed \$80.00 annually. The total Participation Fee for a family will not exceed \$120.00 annually. Participation Fee is the amount charged to participate and does not include the cost of personal equipment. The fee shall be collected following final cuts or when names of team members have been submitted to the UHSAA. There shall be no refunds after the season begins.

*Subject to waiver based on a student's eligibility for fee waivers.

Additional Fees (Subject to Waiver)

West High School Camps & Clinics (Maximum.) Fee-subject to waiver based on eligibility

Variety of Activities and Athletics.....\$180.00

Admission Fees

UHSAA Activities: Not to exceed limits set by the Association

District Activities: Plays, Musicals, Concerts (not to exceed).....	\$20.00/Person
Stomps (not to exceed).....	\$20.00/Person
Individual Dances (not to exceed).....	\$20.00/Person
Banquets (not to exceed).....	\$20.00/Person

Additional Activity Costs (maximum allowed)

Students who participate in the following activities are asked to provide shoes, insurance and unique equipment or materials needed for the particular activity. For students who qualify for fee waivers and otherwise qualify for the activity, the school will need to provide these items. We estimate the cost of such items to be as follows:

\$110.00.....Baseball	\$90.00.....Volleyball
100.00.....Basketball	90.00.....Wrestling
90.00.....Cross Country	235.00.....Dance Co.
100.00.....Football	60.00.....Speech/Debate
120.00.....Golf	600.00.....Drill Team
100.00.....Soccer	125.00.....Marching Band
110.00.....Softball	25.00.....Performing Arts
100.00.....Swimming/Diving	300.00.....Uniforms for Cheer, Musical, or Vocal Groups
125.00.....Track	170.00.....Tennis

2014-2015 West High School
Important Dates

First Day of Class	August 25
Labor Day No School	September 1
Non Student Day	September 26
UEA No School	October 16-17
End of Term 1	October 31
Non Student Day	November 26
Thanksgiving No School	November 27-28
Winter Break	December 22-January 2
Classes Resume	January 5
End of Term 2	January 16
Martin Luther King Day No School	January 19
President's Day No School	February 16
Non Student Day	March 6
End of Term 3	March 27
Spring Break	March 30-April 3
Classes resume	April 6
SAGE Assessments	May 20-29
Emergency Make Up Day or No School	May 22
Memorial Day No School	May 25
End of Term 4	June 5
Last Day of classes	June 5

School Activity Calendar Abbreviations (Arranged by Season)

FALL

BG--Boys Golf
 CC--Cross Country
 FB--Football
 GS--Girls Soccer
 GT--Girls Tennis
 VB--Volleyball

WINTER

BBB--Boys Basketball
 GBB--Girls Basketball
 SW--Swimming
 WR--Wrestling

SPRING

BA--Baseball
 BS--Boys Soccer
 BT--Boys Tennis
 GG--Girls Golf
 SB--Softball
 TF--Track & Field

NOTE: Due to bad weather the softball, baseball and tennis game dates may change on this calendar. You can find the most up to date game information on the West High School website.

Visit our website at west.slcschools.org for the most current activities calendar and other important school information.



SUCCESS SKILLS {plan for success}

PLAN FOR SUCCESS

SUCCESSFUL PEOPLE DON'T BECOME SUCCESSFUL BY LUCK. THEIR SUCCESS IS THE RESULT OF SETTING GOALS AND WORKING TO ACHIEVE THOSE GOALS. IN OTHER WORDS, SUCCESSFUL PEOPLE PLAN TO SUCCEED. YOU, TOO, CAN PLAN TO SUCCEED. DON'T PROCRASTINATE. GOOD INTENTIONS WILL NOT HELP YOU SUCCEED. START PLANNING FOR SUCCESS TODAY!

{1} Organization – Getting organized is the first step to success.

- Remember that you are responsible for knowing about and completing your assignments and special projects.
- Use your datebook to write down your homework, extracurricular activities, community activities and home responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.

{2} Time Management – Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

{3} Set Priorities – If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3 order. Start with #1 – the most important task – and continue on down the list.
- When doing homework, start with the subject in which you need the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

{4} Set Goals – Just wishing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short-term (within a month or on the next quiz or test) and long-term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short-term goal of "C+" or "B-". Reaching that first short-term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write your goals down, and put them in several places (your locker, your datebook, your bulletin board) so you will see them several times a day.
- Share your goals with others – your parents, teachers, good friends, etc. They can give you encouragement.
- Keep at it! Be determined, and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.

