

West High School Handbook 2019-20



**SALT LAKE CITY
SCHOOL DISTRICT**
Your Best Choice

West High School Handbook

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

West High School Motto

The School of Scholars and Champions

Salt Lake City School District Vision Statement

Excellence and Equity: every student, every classroom, every day

Salt Lake School District Mission Statement

Salt Lake City School District cultivates a love of learning in a diverse and inclusive school community, committed to educational excellence and integrity. In collaboration with families and community, we hold high expectations for all students, respond effectively to individual needs, and provide a safe, healthy environment in which every student can learn the academic, problem-solving, and social skills required for success in college, career, and life.

Administration: Principal - Ford White,

Assistant Principals – Ellery Jones, Ben Jones, Mele Taukeiaho, Rachel Townsend, Ron Litteral

CONTACT INFORMATION 801-578-8500

MAIN OFFICE	EXT. 2100
STUDENT SERVICES	EXT. 2080
GUIDANCE CENTER	EXT. 3640
CAREER & TECHNICAL	EXT. 3650
COMMUNITY EDUCATION	EXT. 2310
FAMILY RESOURCE CENTER	EXT. 2340
SECURITY OFFICE	EXT. 2570
REGISTRAR	EXT. 2130

Term 1 August 19 – October 25

Term 2 October 28 – January 10

Term 3 January 13 – March 20

Term 4 March 30 – June 3

REGULAR DAY BELL SCHEDULE

First Lunch Schedule

1-2 Block (90)		<u>Block</u>
3-4 Block (89)		7:45-9:15
<u>1st Lunch (30)</u>	<u>3rd & 4th Floors</u>	9:21-10:50
5-6 Block (89)		<u>10:50-11:20</u>
7-8 Block (89)		11:26-12:55
		1:01-2:30

Second Lunch Schedule

1-2 Block (90)		7:45-9:15
3-4 Block (89)		9:21-10:50
5-6 Block (89)		10:56-12:25
<u>2nd Lunch (30)</u>	<u>1st&2nd Fl, Sci/Tech, FH, Seminary</u>	<u>12:25-12:55</u>
7-8 Block (89)		1:01-2:30

LATE START MONDAYS

First Lunch Bell Schedule

PLC Teacher PLANNING	7:45 – 9:24
1 ST BLOCK	9:30 – 10:31
2 nd Block	10:37-11:47
<u>1st Lunch</u>	<u>11:47 – 12:17</u>
3 rd Block	12:23 – 1:23
4 th Block	1:29 -2:30

Second Lunch Bell Schedule

PLC Teacher PLANNING	7:45 – 9:24
1 ST BLOCK	9:30 -10:31
2 nd Block	10:37 – 11:47
3 rd Block	11:53 – 12:53
<u>2nd Lunch</u>	<u>12:53 – 1:23</u>
4 th Block	1:29 - 2:30

AM SSEMBLY SCHEDULE

1st Lunch Schedule

1-2 Block

Assembly

3-4 Block

1st Lunch

5-6 Block

7-8 Block

Block

7:45-8:55

9:07-10:07

10:18-11:28

11:28-11:58

12:04-1:14

1:20-2:30

2nd Lunch Schedule

1-2 Block

Assembly

3-4 Block

5-6 Block

2nd Lunch

7-8 Block

7:45-8:55

9:07-10:07

10:18-11:28

11:34-12:44

12:44-1:14

1:20-2:30

Parent Teacher Conferences

Back to School Night Aug. 22rd, 3-6 PM

September 26th, 4-8 PM

March 5th, 4-7 PM



STUDENT BODY OFFICERS 2019-20

ASW OFFICERS

President - Timmer Masih
Vice President - Osvaldo Miranda
Secretary - Andy Tran
Historian - Calvin Mumm
Publicity - Yessica Medina
Assistant Coordinator - Sheila Hernandez
Diversity Coordinator - Amina Aden
Spirit Coordinator – Kaylani Reis
Head Cheer Captain – Aliyah Negrete
(Co-Captain – Naija Owens)

SENIORS

President – Felix Ortiz
Vice President - Crystal Tovar
Secretary Edward Ortiz

JUNIORS

President - Emma Olive
Vice President -Priya Faisal
Secretary - Talaloo Sitauti

SOPHMORES

President- Jorge Guadarrama
Vice President – Simmer Masih
Secretary - Casalaina Mouna

FRESHMAN

Representatives – Rayshon Baker and Dora Meiwes

ELPERS

President -Seiji Aoki
Vice President - Kaden Gaerte
Secretary - Chloe Parke

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.

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 to ensure they have all of their credits to graduate.

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 games and other activities. Each activity card must only be used by the person to whom it was issued and will be confiscated if used inappropriately. Students will be required to display activity cards as part of their hall pass, for admission to spirit bowl, proms, 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 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.

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.

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.

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.

ASSEMBLIES

The Expectations Assembly will take place in the auditorium at the beginning of the school year. 9th grade expectations assembly may take place in PXP. Other Assemblies: Students are expected to attend 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. Disorderly students will be removed from the assembly and may forfeit future assembly privileges.

20/20 West High Model

Students stay in class during the first and last 20 minutes of class. Students who must be in the hall (preferably outside of the 20/20 time) must have a legitimate hall pass provided by a classroom teacher. Students **may not** be let out early from 4th block.

All teachers will own a hall pass, hall passes may be used outside of the 20/20 time. All teachers will specify their own rewards and consequences for attendance and behavior. See individual disclosures for teacher classroom rules and expectations. The following are steps that the attendance office may take

Lunch time and tardies – Students may only have one lunch. Students taking 2 lunches may have a student advocate assigned to them or may be on a tracking sheet.

CTE Bus Students, Sports and day events and tardies

All CTE or bussed students during school hours must be at the bus stop by the time the tardy bell rings. CTE students who miss the bus or who have sudden schedule changes must be sent to the CTE coordinator's office on the 3rd floor. **Students going on athletic events**, going on trips and attending other events during school hours are asked to be at supervised areas and not in the halls. 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 disrupts 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). 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.

BELL SCHEDULES

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

Board of Education Policies and District Administrative Procedures

All board policies and district administrative procedures, including those referenced in this handbook are available on the district's website at <https://www.slcschools.org/board-of-education/policies/>.

The appendices to this handbook also contain valuable information that the district is required to provide to you.

CAFETERIA, COMMONS, AND SCHOOL CAMPUS

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.

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.

CLUBS AND ORGANIZATIONS (POLICY I-16)

Becoming involved in at least one club greatly enhances your school experience. Every club has its own 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.

College 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.

Contact Information

Please notify the Student Service Center if you have a change in your home address or telephone numbers. Special permits are required for all students who live outside school boundaries.

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 Student Education Occupation Plan (SEOP) during the school year.

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.

DEMOGRAPHIC INFORMATION

Please notify the Student Service Office if you have a change in your home address or telephone numbers. Special permits are required for all students who live outside school boundaries.

Discrimination Prohibited

No student shall be subjected to discrimination in any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs and services including its policies, complaint processes, program accessibility, and accommodations. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Tina Hatch, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.

Please see Appendix B for a copy of the district's G-19: Administrative Procedures, Discrimination, Harassment, and Retaliation Prohibited.

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.

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.
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 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 who 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.

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
- 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 midriffs, tube or tank tops, or halters
- 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.

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 cell phones, cameras, or other personal electronic equipment is not permitted during class time in the classroom. These items must be turned off and placed out of sight in the classroom. Exceptions to this policy may be made for health and safety reasons. 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 teacher or school official and given to Student Services. **The school is not responsible for lost, damaged or stolen electronic equipment, and will be unable to assist students in retrieving misplaced or damaged items; students bringing such equipment 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 ACTIVITIES

Activities held on campus during the evening 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

Elections for Student Body Officers and Class Officers are held in the spring of each year. Freshman Class Officers and Class Officers are held on the fall of each year. Selected officers are the assemble Chair, Business Manager, Publicity Chair, Video Chair, Newspaper Editor, TV Editor, and the Head Cheerleader and Mascot (from the Varsity Cheerleaders). Student Body Officer candidates must have earned at least a 3.0 GPA each of the two quarters immediately preceding the election. After elected, the officers must maintain their eligibility and be in good standing or they will be placed on probation or be removed. 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.

EQUITY/MULTICULTURALISM

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.

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 with a teacher and must have parent permission slips, 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.

FLIERS, ANNOUNCEMENTS AND INFORMATION TO STUDENTS

All publicly displayed items must be submitted to an administrator for approval.

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: (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.

(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

3.0

At a minimum, two courses, one each from two of the four science foundation areas:

(a) Earth Systems 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:

(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

Must complete all of the following:

(a) Participation Skills .50

(b) Fitness for Life .50

(c) Lifetime Activities .50

Electives	5.5
Total Credits Required	24.0

HALL PASS

All teachers should own a classroom hall pass. Those without one may be directed back to class. The 20/20 critical time is time for students to stay in their classrooms. Students who must be in the hall (preferably outside of the 20/20 time) must have a teacher issued hall pass.

Hazing and Bullying Prohibited (Board Policy G-20)

The district is committed to providing a safe learning environment to all district students that is free from bullying, cyber-bullying, and hazing. 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 Board Policy G-20: Bullying, Cyber-bullying, Hazing and Abusive Conduct Prohibited)

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

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)

LIBRARY/MEDIA CENTER

Students are encouraged to use the library often to browse, read, research, and study.

1. Users are expected to conduct themselves in such a manner as to make quiet study possible for all.
2. If the user persists in causing a disturbance after individual library service has been offered, he/she will be asked to leave.
3. 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.
4. 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; group socializing for non-library activities; eating food or drinking beverages.
5. Proof of identification may be required for use of the library facility and all library materials and equipment.
6. A note from the classroom teacher is required at any time during the school day to verify a student's excused absence from his/her scheduled classroom. The signature of an administrator may be obtained in lieu of a regularly scheduled instructor.

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 to security Ext 2570 or 3860. 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. Parents can also pay for their students' meals online at MyPaymentsPlus. Applications for free/reduced meals are available in the main office or cafeteria for those who might qualify.

PowerSchool

PowerSchool is the district's online portal that a student and his/her parents can log into and see all of the student's educational information in one place, grades, assignments, scores, attendance, schedules, and school bulletins. Parents will need to create an account with a username and password in order to access the system; students will be given a user ID and password at their schools. The district encourages students and parents to regularly check PowerSchool for important information.

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, unless waived
- Proof of Immunization (if proof of immunization or a valid approved exemption is not already on file at school)
- 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.

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.

SKATEBOARDS, LONGBOARDS, ROLLER BLADES, AND SCOOTERS

Non-motorized transportation to school is encouraged. However, students are prohibited from riding all wheeled equipment (bikes, scooters, skateboards, “heelies”, 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.
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STUDENT ADVOCATES and CAMPUS SAFETY

Student advocates are staff members that work with the Administration and security, they will be visible to all students, every day. Please see them with any concerns or immediate need, they will assist and help all students feel safe and focused on learning and being successful at West. They may also shadow or track students at different times depending on the circumstances. Security related questions may be directed to Extension 2570.

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.

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). Violations of internet use will be referred to an administrator.

TESTING

Certain tests are required of Utah students. Assessment are given near the end of the academic year and include testing in various Language Arts, Math and Science classes. These assessments measure student progress and are used to comply with federal and state requirements. Students in 9th and 10th grade are required to take ACT – Aspire, and 11th graders are required to take the ACT. Various other tests and assessment are also conducted during the school year. Contact the counseling center or the school administrator if you would like more information on testing.

TRANSCRIPTS

Official copies of student transcripts are available at the registrar's office

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. All visitors are asked to use the main entry east doors at the front of the building. All other main entrances are locked most of the time, and on surveillance all the time (they are opened for students during school hours). 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.

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

West High 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