

Spanish Fork High School

99 North 300 West
Spanish Fork, Utah 84660
(801) 798-4060
Fax 798-0483

<http://www.nebo.edu/sfhs>

Name _____

Telephone _____

Address _____

Student # _____

In Case of Emergency, Please Notify:

Name _____

Telephone _____

Address _____

Student Class Schedule

Class Per.	1 st Semester	2 nd Semester
A 1		
A 2		
A 3		
A 4		
A 5		
B 1		
B 2		
B 3		
B 4		
B 5		

BELL SCHEDULES -- 2019-2020

Regular Schedule

Period	Time
1	7:50 - 8:57
2	9:03 - 10:15
3	10:21 - 11:28
Lunch	11:28 - 12:08
4	12:08 - 1:15
5	1:21 - 2:28

Collaboration / Intervention Schedule (Monday)

Period	Time
1	7:50 - 8:39
2 + Announcements + Intervention	8:45 - 10:22
3	10:28 - 11:17
Lunch	11:17 - 11:56
4	11:56 - 12:46
5	12:52 - 1:42

Assembly Schedule

Period	Time
1	7:50 - 8:45
2 + Assembly+ Announcements	8:51 - 10:50
Lunch	10:50 - 11:30
3	11:30 - 12:25
4	12:31 - 1:26
5	1:32 - 2:28

Administration Message

Welcome to Spanish Fork High School: “Here, We Learn for Life.” In five short words, this statement displays our purpose and motivates us to improve. We strive each and every day to help all Spanish Fork High School stakeholders better themselves, enjoy life in the present, and prepare for the future.

“SFHS is Rock Solid” is also a term you will hear and see often on campus. You will even be given a “Rock Solid” tee shirt the first week of school that we hope you’ll wear out during the year. “Rock Solid” exemplifies what we are!!

Spanish Fork High School is truly an institution of learning. You will find an extremely positive atmosphere on campus. Our administrators, teachers, and staff care about you, and have committed to helping you always. We encourage you to take advantage of your talents and abilities, and even to find talents and interests you didn’t know you had. We will celebrate with you on your successes, and we will be there to support you when you are challenged. You will find that our faculty and staff will answer your questions, lend advice when needed, and help you at any time. Your success is a priority!

We have prepared this student handbook to give you the information that will make your experience at Spanish Fork High School a great one. If you read and learn from its contents, it will answer many of the questions you will possibly have throughout the school year. Welcome again to Spanish Fork High where we act on our visions: “Here, We Learn for Life,” and “SFHS is Rock Solid!!”

Sincerely,

Matt Christensen, Principal
Keith Richards, Assistant Principal
Jo Lynn Ford, Assistant Principal

“Here, We Learn for Life”

SFHS Student Council 2019-2020

Council	Name	Position
SBO	Ramsey Anderson	President
	Sam Ashworth	Executive Secretary
	Hyrum Kramer	Ambassador
	Jorgy Aguerro	VP Activities
	Jacob Moore	VP Programs
	Slader Radmall	VP Public Relations
	Savannah Loreen	VP Service
	Camden McDonald	VP Spirit
Senior Class	Ammon Beck	President
	Cambri Cook	Secretary
	Brad Dixon	Activities Rep
	Brinley Smith	Ambassador
	Irelynn Reid	Special Programs
	Journey Palfreyman	Spirit Rep
Junior Class	Andrew Radford	President
	Hailey Creer	Secretary
	Grace Parsons	Activities Rep
	Paige Nielson	Publicity Rep
	Josie Wright	Service Rep
	Holden Bayless	Special Programs
Sophomore Class	Kaydee Sowards	President
	Lily Stutz	Secretary
	Kamryn Buchanan	Ambassador
	Mason Evans	Pubilicity Rep
	Rennan Anderson	Spirit
	Raigan Mayer	Service Rep

Fight Song—*Hip Hip Hooray!*

Hip, Hip, Hooray. We're here today,
Out to win, to do, or die!
Just watch our step. Just watch our pep,
And you'll be sorry when we pass you by!

We're gonna fight, paw, and claw--
Hip, Ray, Rah! Rah!
Spanish High will not be beat!
Out of our way, we're here to stay!
Spanish will not be beat! Rah! Rah!

You can't beat the Spaniards!
You can't beat the Spaniards!
Any old team can get up the steam,
But you can't beat the Spaniards!

School Song—*All Hail, Spanish High School*

All Hail, Spanish High School! Thy colors Red and Gray,
Stand as a symbol—of our love today.
All Hail, Spanish High School! To Thee, we'll e'er be true.
We'll watch o'er and keep you, All Hail, All Hail!

All Hail, Spanish High School! Thy sons and daughters true
Stand now as ever to fight and die for you.
All Hail, Spanish High School! We pledge our faith anew,
To guard and protect you, All Hail, All Hail!

Oath of a Don

I am a Don.
I will seek excellence.
I will work hard, when it is time to work.
I will play hard, when it is time to play.
I will extend a hand of friendship and service to those in need.
I will discipline myself, that I may achieve my potential.
I will show respect and courtesy to those who teach, guide and lead me.
I will bring honor upon my parents and upon my school.
I will be the best that I can be.
I am a Don.

Spanish Fork High School Mission Statement

To provide quality learning experiences and opportunities by uniting home, school, and community resources--enabling all students to better prepare for employment, further education, responsible citizenship, and personal growth in an ever-changing world.

Belief Statements that Guide all Activities at Spanish Fork High School

WE BELIEVE THAT:

Each person is unique and has individual worth and potential.

Each person is capable of learning and progressing.

Optimal learning takes place in an emotional climate of love, caring, and mutual respect and trust.

Each person has rights with accompanying responsibilities and accountability.

Healthy self-esteem enhances the quality of life.

Performing meaningful work contributes to the quality of life.

Individual integrity contributes to a better society.

The family is the foundation of our society with education as a shared responsibility of the home, school and community.

The process of democracy is dependent upon an educated and responsible citizenry.

The physical environment impacts the learning process.

Adequate resources are essential to education.

“Here, We Learn for Life”

Code of Ethics

Spanish Fork students agree to practice the following:

A. COOPERATIVE EFFORT

1. Be knowledgeable of school rules.
2. Be cooperative in maintaining behavior within the parameters of the school rules.
3. Treat all people with courtesy and consideration.
4. Respect the opinions and rights of others.

B. HALL BEHAVIOR

1. Treat all people with courtesy and consideration.
2. Show respect for public and personal property.
3. Assist in assuring the safety of all within the school.
4. Have a hall pass in your possession whenever it is necessary to be in hall during class time.
5. Present the hall pass in a cooperative manner, when requested.
6. Proceed to your assigned area in an orderly manner.
7. Treat textbooks, electronic equipment, and buildings with respect.
8. Pick up after yourself and others, as needed.

C. LUNCHROOM

1. Be courteous and quiet.
2. Return dishes and trays to the depository.
3. Place all throwaway materials in the garbage containers.
4. Finish all food and drink in the lunchroom area.
5. Share responsibility for keeping the lunchroom clean and uncluttered.

D. ASSEMBLIES

1. Be cooperative by attending and supporting assemblies and pep assemblies.
2. Be respectful toward performers and others within the audience by listening and by avoiding rude, loud, disruptive, boisterous behavior.

E. ACTIVITIES

1. Be cooperative by attending and supporting school sponsored activities.
2. Be respectful of others at all times.
3. Maintain a courteous manner in dealing with others.
4. Be willing to show appreciation for the accomplishments of others.
5. Be cooperative in following the directions given by those in authority.
6. Be responsible for your actions.

SPANISH FORK HIGH SCHOOL CITIZENSHIP/ATTENDANCE POLICY & PROCEDURES FOR 2019-2020

Philosophy of the SFHS Citizenship/Attendance Guidelines

Attendance and Citizenship is a significant factor affecting student achievement in school. We require both academic and citizenship credit in each course in order to graduate from SFHS. (See Nebo School District Policy IKF 8.1) Opportunities for success during and beyond school are also directly affected by a student's attitude toward attendance, behavior, and performance in high school. In order to afford students the opportunity to be academically successful and responsible citizens, SFHS expects students to be in class, prepared, be on time, and be responsible for their behavior each day.

The objectives of the Spanish Fork High School Citizenship Policy are to:

1. Provide students with successful learning experiences in each class;
2. Teach responsible behavior by encouraging students to be accountable for their attendance, behavior, and citizenship;
3. Support parent efforts in promotion of student attendance and citizenship;
4. Provide a safe, effective, and uninterrupted learning environment for each student;
5. Prepare students for employment experiences throughout life.

SFHS supports state and district attendance policies which call for fairness and provide flexibility and accountability on the part of students, parents, and the school. SFHS believes school attendance/citizenship is a student-parent-school responsibility which involves all three entities in order to resolve concerns prior to referring attendance problems to the district or juvenile court systems. High attendance and behavior expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance or behavior problems (as defined by school, district, and state policy) will be subject to actions that could result in having citizenship credit(s) withheld until school make up procedures reinstate the citizenship credit to their high school transcript.

Example: If a student passed a class academically with at least a D- grade, but did not earn citizenship credit for that class, the citizenship grade on the transcript and report card will be marked NC until the citizenship credit is completed. Please be aware that the citizenship grade is required for graduation.

In order to graduate from SFHS, a student must acquire academic and citizenship credit in each academic class in which they enroll. Students will not earn citizenship credit if they earn an F in a class academically.

Citizenship credit

Teachers may reward citizenship points (maximum of 50 points per term). Teachers may also remove citizenship points based on behavior and involvement in the student's personal classroom experience.

Teachers may remove points for and not excluding the following:

1. Obvious disrespect for school authority or staff members
2. Direct and willful disobedience of class rules and policies
3. Use of cell phones or unapproved electronic devices during class time

Teachers may give points to students for and not excluding the following:

1. Positive participation in class
2. Service to other students

3. Any other noteworthy deed by students
4. Marked improvement in behavior in class

Citizenship/Attendance credit will be awarded based upon the following scale:

- 101 or above citizenship points: (H) in citizenship.
- 45-100 pts citizenship points: Satisfactory (S) in citizenship.
- 44 pts or below citizenship points: NC (No Credit) in Citizenship.

Each student is awarded 100 citizenship points at the beginning of each term for each class. To earn credit in Citizenship, a student must keep or acquire at least 45 citizenship points per class. Attendance requirements are based upon the following scale:

Attendance Point scale

Unexcused Absence (U)	(Minus) -60 points
Sluff (S)	(Minus) -60 points
Late Tardy (L)	(Minus) -25 points
Missed Intervention (F)	(Minus) -25 points
Tardy (T)	(Minus) -15 points
Excused absence (E)	(Minus) -10 points

Scenario #1 A student has 3 tardies and one excused absence in 1st period Biology. That equates to minus 55 points. The student still has 45 points remaining, and receives an S in citizenship.

Scenario #2 A student has 1 late tardy, 2 regular tardies, and 1 excused absence in 3rd period English. Student has been deducted -25 points for a late tardy, 30 points for 2 regular tardies, and 10 points for an excused absence. That equates to minus -65 points, which is 35 points on the grade scale and thus the student has not earned enough citizenship credit. Student then attends one of the many options to make up a tardy at school and is awarded +15 points. 35 pts added to 15 pts= 50 points, and the student earned an S

Scenario #3 A student has 5 excused absences in 4th period Choir. That equates to minus -50 points and the student receives an S in citizenship.

Scenario #4 A student has 4 excused absences, and 2 tardies in 2nd period Math. Student has been deducted -40 pts for excused absences, and -30 points for 2 tardies. That equates to -70 points. The student now has +30 points in citizenship. The teacher at the end of the term awards this student with 25 points for exemplary behavior in class. Student now has +55 points on the grade scale for citizenship and would receive an S (satisfactory) on their citizenship credit.

Regaining lost points scale:

Making up a tardy	30 minutes make-up (+15 pts)
Making up a Late tardy,	1 hour (+25 pts)
Making up missed intervention	1 hour (+25 pts)
Making up an Excused abs	1 hour (+10 pts) not to exceed 4 hrs per day
Making up an Unexcused abs	1.5 hours (+60 pts) not to exceed 6 hrs per day
Making up a Sluff	2 hours (+60 pts)

Eligibility for Field Trips, Extra-Curricular/Co-Curricular activities

**** In order to participate on any extra-curricular/co-curricular activity, including field trips, the student cannot be earning an NC in Citizenship at the time of the activity. ****

Absences

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected as a result. If a student is truant, the student may forfeit the right to earn credit on any assignments, tests, or quizzes on or due the day of the truancy.

Excused Absences—A parent calls in or sends a note to verify that the parent is aware, and wants to excuse an absence. Parents must do this within 5 school days.

Unexcused Absences--. A student has missed class without parent awareness. This is an unverified absence.

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process.

Tardy--A student is considered tardy if he or she is not in the classroom when the tardy bell rings.

Late Tardy--A student who is more than 10 (ten) minutes late will be marked (Late Tardy). Entering the classroom later than half of the class period will be considered an absence.

CHECKING OUT OF SCHOOL

Any student who leaves school during the school day is required to check-out at the attendance office. In order for the absence to be validly excused, the student must present a note from his/her parent or must contact his/her parent at that time in order to document the reason for the absence. If the student does not check-out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the check-out at the time, pending parental confirmation by telephone or note. When a student checks-out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check-in at the attendance office.

Vacation Leave

Students are allowed to miss up to 10 school days per year for pre-approved educational/vacation leave. Students wishing to exercise this privilege are expected to pick up a release form from the Attendance Office no less than two full days prior to the first day requested. The student must miss at least 3 (three) consecutive days to be able to take advantage of this leave. Pre-approved papers can be picked up in the attendance office. They must be signed by teachers, parent, and an administrator before the leave.

Medical Emergency

If a student misses school because of a major medical emergency such as a surgery, under immediate doctor's care etc... the parent may exercise the right to visit with an administrator in an effort to excuse the absence. In so doing, if the administrator agrees that such absences fit under a medical emergency, and the parent is in possession of a legitimate doctors note (for a specific time only), these absences will not negatively affect a student's citizenship. They will however, be responsible for missed work during the time of the absence.

Citizenship and Attendance Appeals Process

Any appeals concerning citizenship or attendance must be submitted to the administrator assigned to that student (by alphabet) no later than one week prior to the last day of a term. Appeals should come with appropriate documentation.

If your students' last name begins with **A-K**, please contact **Mr. Richards**

If your students' last name begins with **L-Z**, please contact **Mrs. Ford**

Citizenship/Attendance School

Once a student has received an NC (No Credit) in citizenship in any class, the student may make up time to have the NC removed before the end of the term. Please refer to the following table.

A student must attend one of the many options for the following amount of time in order to regain citizenship credit: one (1) hour per Excused Absence or Late Tardy per class, one half an hour (1/2) per tardy per class, and one and one half hour (1.5) per class for Unexcused Absences and 2 hours for Sluffs. If, after the end of each term, the student has not made up the required time in attendance/citizenship school and have earned an NC grade in citizenship, they may earn citizenship credit through the SFHS citizenship recovery program.

Attendance School starts at 6:30 a.m. in room 25 with the schedule set by the administration. Students are advised to arrive five minutes early as latecomers will not be allowed in. In order to attend Attendance School, a student must bring homework or a book to read or work on college applications/scholarships or ACT prep. Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal.

We encourage the student to work with the teacher **in the class in which they are in violation** to make up time with the teacher before or after school. This could allow the student to receive specific information that they missed in class because of excessive absences. Students can also make up time in the various classroom labs offered at lunch, before and after school. Students cannot make up attendance during the regular school day, except at lunch time. Students cannot make up attendance with a teacher other than the one in which they are deficient.

Counseling computer lab: A student can also go to detention/citizenship recovery in the counseling computer lab to work specifically on college preparation.

During any given term, there will be between 115 and 135 hours of make-up available. A student also has the right to serve academic time in Attendance School.

Checking on Student Attendance

Student attendance and grades can be checked at home or work over the internet at the Nebo School District Web Site at www.nebo.edu. Go to the parent section, and click on "SIS Student/Parent". To access the information you will need the student's I.D. number and password. If you do not know your student's information, you may contact a Spanish Fork High School Administrator, Counselor, or the Attendance Office.

Excusing/Reporting Absences and Tardies

Parents may excuse absences and tardies by sending a note, calling the attendance office at **798-4070** between 7:30 a.m. and 3:30 p.m. or by sending an email: teri.hales@nebo.edu. **A parent has five (5) school days to excuse an absence.** (The district policy only allows 2 school days). An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When calling to excuse an absence, please provide a phone number where a parent can be reached if necessary to verify information. Only 2 first and fourth period tardies may be excused per term.

When clearing an absence or tardy with a note, parents should include the date of the absence/tardy, the date and time (if student is checking in during or after first period) the note was written, specific class periods missed (if not for an entire day), and a phone number where a parent can be reached. **Fraudulent excusing of absences and/or tardies by students will result in school discipline.**

Making Up Citizenship Grades

Students who have citizenship issues that are not cleared by the last day of a term, resulting in the issuing of an NC citizenship grade. Citizenship recovery runs 2nd, 3rd, and 4th term and is available Tuesday/Thursday mornings from 6:30-7:30 a.m. in Room 26. On occasion other times for citizenship recovery will be announced throughout the school year. Upon completion of Citizenship recovery, the citizenship grade will be changed to an S.

Academic Grading Policy

RESPONSIBILITIES

Teachers have the responsibility of grading student progress in their classes. Grades to be used are: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I (incomplete), P (pass), WP (withdraw passing), WF (withdraw failing). Academic credit will be issued for all grades except F, I, WP, WF and NG.

GRADING SYSTEM

Teachers may utilize their own system of determining grades as long as the system is fair, consistent and accurately reflects the student's progress in meeting the learning goals of the class. Grading should be as objective as possible. Teachers should maintain enough documentation to defend the grades given if necessary.

STUDENT PERCEPTIONS

It is important that students understand the grading system from the very beginning of the course and that they perceive it as being fair. Teachers are required to provide each student with a disclosure statement at the beginning of each course which will include the class grading policies and procedures as well as outlining the course learning goals and objectives.

PASS/FAIL OPTION

Students may elect to take one course per semester on a Pass/Fail basis. In order to do so, the student must pick up a Pass/Fail agreement form from the teacher. Pass/Fail agreements must be finalized by midterm. It must be signed by the teacher, student and parent. After that point in time, students may not select the pass/fail option. P grades do not affect the cumulative G.P.A.

GRADE CORRECTIONS

If an error has been made in grading, it may be corrected at any time. To make a correction, the teacher must give the correction, in writing, to the counseling secretary.

APPEAL OF GRADES

Students wishing to appeal a grade should first check with the teacher to see if an error has been made. If the student still has a concern, he/she and a parent should schedule a conference with the teacher to discuss the problem. If that fails to resolve the problem, the student may follow the District Grievance procedure. A copy of the procedure may be obtained from the main office.

STUDENT ACADEMIC PROGRESS/PARENT CONTACT

This paragraph is quoted from Board of Education policy IK (4/91). The academic progress of the students is a concern to all. Monitoring the academic growth is a critical step in the educational process. Students learn when feedback is complete and as immediate as possible. Every attempt needs to be made to return work done by the students in a timely manner. Teachers should review student progress periodically and share the information with the students. Unsatisfactory progress in either the academic or citizenship area must be shared with the student and the parent or guardian. Any unsatisfactory performance should receive attention, but personal contacts will be made when a student is doing D or F work. This will be done in a timely manner, allowing an opportunity to improve the situation before the grading period ends.

UHSAA Extracurricular Eligibility Standards

1. Academic - To compete in UHSAA competition, an individual must be a full-time student. The student athlete must maintain a 2.0 G.P.A. and not be academically failing more than one subject. These grades are permanently recorded on a student transcript. Students will also receive a mid-term report. These grades enable students to see where they stand in each class.

2. School Attendance – At SFHS the student must not be on NC (No Credit) status in order to participate in extracurricular activities. We expect all participants to abide by the Nebo School District 80% attendance rule.

* The head coaches are responsible for verifying the eligibility of their student athletes.

Credit Options for Graduation from Spanish Fork High School

* Credit earned at Spanish Fork High School in a regular campus class. (If a student is an aide and works on a home study packet to earn credit for graduation and he/she does the packet during the class time that he/she is an aide, he/she cannot earn credit both for being an aide and get home study credit.)

* Home study credit may be earned at an accredited institution such as Electronic High School, Landmark, BYU, UVU, Alpine Life and Learning Center, Sylvan Learning Center, etc. We do not accept transfer credit from non-accredited private schools.

* Credit earned through an approved UVU program.

- a) Distance Learning Center classes
- b) UVU campus programs

* Credit earned at another accredited high school or 9th grade junior high if then transferred to Spanish Fork High School.

* Intern credit. Students must submit an application for an intern program. If approved, students must take the Critical Work Skills class taught by Chris Thomas. Along with this class there is a related work experience. Mrs. Thomas will assess the amount of credit given for this experience. Students could earn a maximum of 4.0 credits (grades 9 through 12) for an apprenticeship or internship that was related to their CCR and chosen Career Path.

* .50 credit can be awarded to each student who has had a work experience while in high school that was in the category of career exploration.

* While it is possible to earn credits at alternate sites, it is unreasonable for a student to assume he/she can earn more than 1.0 credit per semester while taking a full schedule of classes at the high school.

* The deadline date for all out-of-school credit make up to be in is **the first Friday of May.**

Class Changes

Step 1 - Complete Class Change Packet

Fill out the Add/Drop form with requested class changes.
Include the name of the class, the teacher, and the section code number.

Step 2 - Contact Teachers for Approval Signatures

First get the signature of the teacher of the class you are ADDING.
Then obtain the signature of the teacher of the section you are DROPPING.

Step 3 - Make Payment and Get Receipt

Pay \$10.00 fee to the Financial Office and obtain receipt.

Step 4 - Obtain Counselor Approval Signature - Turn in All Paperwork to Counseling Secretaries

Counselor Assignments: See Counseling Department

*****Important reminders!**

1. Be careful not to drop classes that are required for graduation.
2. Class changes can occur during the first two days of each term.
3. Skip to step 4 if you are a student who is adding or dropping:
 - a. MTech classes
 - b. Internships
 - c. Cosmetology classes

Other Noteworthy SFHS Policies

Spanish Fork High School Clubs

To begin a School Club, an application must be filled out and approved by the School Community Council at the beginning of the school year. Club Rush is typically held in the Middle of September.

Available Student Awards and Scholarships

Many awards are available to Spanish Fork High School students at the end of each academic year. Specific information on awards and scholarships is available through the counseling center or from department chairpersons.

Student of the Month

Six students will be selected each month. They will be nominated by faculty. Those students will have their pictures and a brief summary of their accomplishments displayed in the hall. There will be a male and female from the sophomore, junior, and senior classes selected.

Financial Office

Receipt services are available to students in the Spanish Fork High School Financial Office. However, please be mindful that no transactions will be conducted with students during class time.

Graduation Exercises: Privilege

High school graduation ceremonies are a privilege, not a right. Student participation in the graduation exercises is at the invitation of the administration, only.

Students who have met the district requirements for graduation, but are otherwise in a non-compliance situation, for any reason, will be awarded a Spanish Fork High School diploma, but will not be allowed to participate in the graduation exercises.

Alternative programs are available for those students who do not meet district graduation requirements. The latest date that one can enroll for credit at Landmark High School is 4th term (usually the middle of March). The administration and counseling staff will be happy to assist students to make the transition.

Chromebook Insurance

An optional \$30 premium per year for up to \$300 liability for repairs to student chromebooks. If you do not purchase the insurance, you will be responsible for the total cost of repairs to any damages to chromebooks and/or the cables for the chromebooks.

Cafeteria

Students may go to the cafeteria before school starts and purchase food items if they choose to do so. However, remember that the expectation is that students will be in class, on time, once school has started.

Serving is done on a first-come, first-served basis. Please do not attempt to crowd into line or to save a place in line for friends. If you wish to be with your friends, arrive together or join them at the back of the line. Your cooperation will be appreciated by all. Good manners are the standard in the cafeteria.

Cup style drinks should remain in the cafeteria and then properly disposed of before leaving the facility.

Student Visitors

As much as we would like to be able to honor requests for student guests to visit classrooms, space limitations have made it necessary for the administration to deny such requests. Please make other arrangements for your guests.

A word of caution: please inform your guests that loitering laws will be strictly enforced anywhere on campus, including parking lots.

Parent Conferences

Parents are welcome and are encouraged to come to school to meet with teachers and/or administrators. It is recommended that an appointment be arranged ahead of time, facilitating a convenient time for everyone involved.

Lockers: School Property

All lockers are school property and are furnished as a convenience for students. School authorities reserve the right to make locker inspections periodically. Do not store money or other valuables in lockers. The school accepts no responsibility for items lost or stolen from lockers. Do not keep any illegal, obscene, pornographic, and suggestive or nuisance items in your locker. Such items will be confiscated without notice and may be reclaimed only by parents or guardians. Students are required to keep lockers clean and must refrain from damaging or abusing them in any way. Stickers are not allowed in or on lockers. Do not write on the inside or outside of a locker. Gym lockers must be locked by the individuals using them. The school will not be responsible for items taken from an unlocked locker.

Skateboarding and Rollerblading

Skateboarding and/or rollerblading are not allowed on the Spanish Fork High School campus. These activities are deemed dangerous and inappropriate at public facilities by SF City Ordinance. Those students boarding or blading on campus will have their skateboards/rollerblades confiscated.

Initiations/Hazing

Initiations or hazing of new classmates in any manner will not be tolerated.

Lost Articles

The school will not be responsible for articles which are left in lockers, classrooms, hallways etc.

Traffic Regulations

Students are permitted to drive cars/trucks to school, providing the privilege is not abused, and providing traffic regulations are observed. The Uniform Traffic Code has been adopted by Spanish Fork High School, Nebo School District Board of Education, and the Spanish Fork City Council. Enforcement of the code is done by the Spanish Fork Police Department.

Spanish Fork High School Parking Regulations

1. Faculty, visitor, and student parking in east lot as designated - no assigned slots.
2. Faculty members may park in any lot they wish, (except visitor parking) but must have a faculty parking sticker.
3. All students may park in all other parking areas, except designated area for seminary faculty north of seminary.
4. All students who park their vehicles in school parking lots must have parking stickers. Those illegally parked will be ticketed. Parking tickets will be as follows, 1st ticket, \$10.00; 2nd ticket, \$25.00; 3rd ticket, \$50.00; after the third ticket, students may have their car booted until all fees are paid, parking pass revoked, or car towed at owner's expense. All fines must be paid before graduation or students will not be able to participate in graduation. Vehicles will also be subject to towing at the owner's expense. At various times during the school year parents will be informed of unpaid tickets.
5. PARKING LOTS WILL BE MONITORED DAILY AND THOSE IN VIOLATION WILL BE TICKETED.
6. No parking is allowed in the driveway or on the lawn by the auditorium. Violators will be cited.
7. Any reckless driving on school grounds will also be ticketed by the parking monitors, referred to the police or both. This fine will be \$25.00.
8. Visitors must check in at the office. The office has temporary passes for visitors.

Assembly Conduct

An indication of any school's cultural level is the conduct of the school's student body during assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, unnecessary clapping, and talking during the program.

Students choosing to disregard good standards of behavior will be asked to leave the assembly. Alternative arrangements will be made for the future.

Dances

Dances are held from time to time and are sponsored by various organizations within Spanish Fork High School. All school sponsored dances begin at 7:00 p.m. and end at 10:00 p.m. unless otherwise scheduled.

Students are expected to exhibit their best behavior at all dances. Any student misbehavior may result in suspension from school and a mandatory parent conference before reinstatement. Repeat offenders will be faced with the decision of seeking alternative placement.

Slam Dancing/Mosh Pits

Slam dancing is not allowed at Spanish Fork High School dances, whether they are best dress dances or victory dances. Students are warned that if there is any slam dancing, the music will be stopped and other music will be played which is not conducive to slam dancing.

Dance Royalty

A student may be in only one major dance royalty during the school year. This includes being an attendant. When a student is nominated for dance royalty, he/she has the option to decline to participate for that dance.

Cameras on Campus

Cameras are located in buildings and attached to the exterior of buildings. These are for the protection and safety of our students, staff, and patrons.

Noteworthy Nebo School District Policies

Nebo School District Safe School Environment Policy

The Board recognizes a responsibility to provide a safe environment where students and employees are free from unlawful and violent acts.

The Nebo School District Board of Education will not tolerate acts of violence, use or possession of a weapon, hazing, assaultive, demeaning or criminal behavior, or gang activity in or about Nebo District schools, school grounds, or school activities, including transportation.

A student may be suspended, expelled or Board released from school when the Administration has determined that he/she represents a threat to the health and/or safety of other students and/or employees by:

A. Possessing, using, selling or attempting to sell any firearm, facsimile of a weapon, knife, explosive, chemical/weapon device, martial arts weapon or other dangerous object. A student who is found to have brought a weapon (as defined under section 921 of title 18, United States Code, attached) to school or to a school-supervised activity or to be in possession of such a weapon while at school or when involved in any school-supervised activity shall be expelled from school for a period of not less than one year. The superintendent or the superintendent's designee may modify the expulsion requirement for a student on a case-by-case basis.

B. Causing or attempting to cause personal harm, damage to either personal or school property and/or disrupting school activities or transportation. Such actions include but are not limited to the following:

(1) Arson - The willful and malicious burning of any part of a building or its contents.

(2) Burglary - Breaking, entering, or remaining in a structure without justification during the hours where premises are closed to the public.

(3) Stealing/Larceny - The intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.

(4) Battery/Fighting -The unlawful and intentional touching or striking of a District employee/volunteer/student with the intention of causing bodily harm to that individual. The encouragement of others to do so would also constitute battery.

(5) Criminal Mischief - Vandalism, graffiti or destruction of school property or the property of others.

(6) Intimidation - Engaging in behavior that prevents or discourages another student from exercising his/her right to an education through threats, coercion or force.

(7) Verbal abuse - Using harassing, vulgar, or derogatory remarks towards another student, school employee or volunteer.

C. Gang signing, wearing of bandannas, headgear, chains, or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership.

D. Involvement in illegal activities, disrupting normal school proceedings, or inciting other students to disrupt school proceedings.

E. Bringing pagers and cellular phones to school. Exceptions to this must be approved by the administration. (See Policy on Electronic Devices below.)

F. Bringing laser lights and laser pointers to school, to school functions and activities or on any district vehicle being used to transport students. Exceptions to this must be approved by the administration.

No student, classified as disabled under the provisions of the Individuals With Disabilities Education Act (IDEA), or Section 504 of the Rehabilitation Act of 1973, shall be suspended or expelled repeatedly or for an extended period of time under this policy where the misconduct is a manifestation of that student's disability.

DISCIPLINE

School administrators have the authority to enforce school and district policies anywhere on school property and at school sponsored activities, whether at home or away.

If a student chooses to engage in any of the activities as outlined in the Nebo School District Safe School Environment Policy, the student will be subject to disciplinary actions which may include administrative meeting, parent conference, suspension, referral to juvenile court or referral to appropriate law enforcement agency. The consequence of the behavior will be determined by the severity of the act.

Nebo School District Policies and Procedures on Student Use of Tobacco, Alcohol, and Other Drugs

STATEMENT OF INTENT

The Nebo School District Board of Education recognizes that the use, possession, distribution, or sale of tobacco, alcohol, drugs, and/or other similarly harmful substances, or drug paraphernalia constitutes a hazard to the welfare of students and faculty, and is illegal under the laws of the State of Utah. It is the Board's responsibility to adopt policies and procedures which will minimize the hazard caused by the presence of these substances or devices in the schools or at any school-sponsored functions.

The Board believes that tobacco, alcohol and drug primary prevention programs are effective in providing students with the opportunity to build social skills, and enhance self concepts, as well as providing information on the harmful effects of tobacco, alcohol

and drugs. Prevention curricula can assist students with the necessary skills needed for decision making toward a healthier life style, including the prevention of misuse and abuse of tobacco, alcohol and other drugs.

The Board supports programs that coordinate school and parent cooperation in attempting to prevent problems of drug abuse and supports programs that assist parents in seeking outside professional help from public or private educational and rehabilitative programs.

STATEMENT OF ALCOHOL AND DRUG POLICY

Nebo School District prohibits any unauthorized student use, possession, sale or distribution of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by the District, or at any school-sponsored activity, or in any vehicle dispatched by the District to transport students to or from an activity. These prohibitions apply whether or not the actions occur during regular school hours.

DEFINITIONS

The words “use,” “possession,” “sale,” “distribution,” “alcohol,” “drugs,” “controlled substances,” and “imitation controlled substances,” shall have the meanings ascribed to them in the Utah Controlled Substances Act, the Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Control Act or any successor acts thereto of the Utah Code. The word “parents” means natural parents, foster parents, or legal guardians. The words “other similarly harmful substances” mean substances such as inhalants and/or inappropriate use of prescription or over-the-counter drugs.

PROCEDURES FOR POLICY IMPLEMENTATION

DISCIPLINARY ACTION FOR VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION

Disciplinary action, independent of any court action, will be taken by the School District in cases involving the illegal use or possession of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or possession of drug paraphernalia. Students will be subject to immediate suspension or possible expulsion for violation of the policy.

Any disciplinary action will follow the District’s due process procedures for students.

FIRST VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION

Procedures:

A student shall be suspended from school for up to ten days.

The principal or designee, during the suspension period, shall:

- a. notify the parents;

- b. notify the appropriate law enforcement agency and provide them with all the confiscated evidence and information;
- c. schedule a parent conference during the suspension period; and
- d. refer the student and parent to the Parent/Teen Program session.

The student:

- a. shall sign a non-use contract with the parent and principal or designee;
- b. shall reveal source of material associated with this violation;
- c. complete the district Parent/Teen Program; and
- d. shall not participate in school-sponsored activities until any suspension has been removed.

Failure of the student to comply with any of the above will result in referral to the Board for expulsion as outlined under procedures for those involved in a second violation.

SECOND VIOLATION OF ALCOHOL AND DRUG POLICY: USE OR POSSESSION
Procedures:

A student will be suspended from school and referred to the Board for expulsion for 90 school days.

The principal or designee:

- a. shall notify the parents.
- b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and
- c. follow the District suspension guidelines and refer the student and parent to a second Parent/Teen Program.

The student:

- a. shall meet with the school counselor and explore educational options available during the expulsion period; and
- b. shall not participate in school-sponsored activities until he/she has been reinstated by the Board.
- c. shall complete, along with parent, the Parent/teen Program a second time.

Reinstatement:

If a student desires to return to school before the 90 day suspension is completed, the only option is to complete the Parent/Teen Program a second time in a satisfactory manner.

If a student desires to return to school after 90 days, he/she must petition the Board and show evidence that he/she has done the following:

- a. the student shall participate in a formal alcohol and/or drug assessment with the cost of the assessment assumed by the parent. (For no-cost options, check with the school counselor);
- b. the student shall show evidence of having completed a treatment program with a licensed individual or agency with the cost of the alternative treatment program assumed by the parent. (For no-cost options, see addendum); and

c. the student shall show evidence that he/she has revealed source of material associated with the violation.

**THIRD VIOLATION OF ALCOHOL AND DRUG POLICY:
USE OR POSSESSION**

Procedure:

The student shall be referred to the Board for permanent expulsion from school.

The principal or designee:

- a. shall notify the parents.
- b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information; and

**FIRST VIOLATION OF ALCOHOL AND DRUG POLICY:
SALE OR DISTRIBUTION**

Procedures:

A student will be suspended from school and referred to the Board for expulsion for 90 school days.

The principal or designee:

- a. shall notify the parents; and
- b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information.

The student:

- a. shall meet with the school counselor and explore educational options available during the expulsion period; and
- b. shall not participate in school-sponsored activities until he/she has been reinstated by the Board.

Reinstatement:

If a student desires to return to school after 90 school days, he/she must petition the Board and show evidence that he/she has done the following:

- a. the student shall participate in a formal alcohol and/or drug assessment with the cost of the assessment assumed by the parent. (For no-cost options, check with the school counselor);
- b. the student shall show evidence of having completed a treatment program with a licensed individual or agency with the cost of the alternative treatment program assumed by the parent. (For no-cost options, check with the school counselor); and
- c. the student shall show evidence that he/she has revealed source of material associated with the violation.

**SECOND VIOLATION OF ALCOHOL AND DRUG POLICY: SALE OR
DISTRIBUTION**

Procedure:

The student shall be referred to the Board for permanent expulsion from school.

The principal or designee:

- a. shall notify the parent; and
- b. shall notify the appropriate law enforcement agency and provide the agency with all confiscated evidence and information.

RECORDS OF VIOLATIONS

Policy violations are cumulative grades K-12. The records of clearly substantiated violations of this policy noting date, type of violation, and disciplinary action taken will be kept at the local school in the student's record. Previous record of violations concerning tobacco, alcohol and/or drug policies from previous school will be taken into account before transferring student is officially enrolled in Nebo School District.

STATEMENT OF TOBACCO POLICY

Nebo School District prohibits any unauthorized student use, possession, sale or distribution of tobacco/tobacco products. These actions are prohibited in any school building, or on any other property owned or operated by the District, or at any school-sponsored activity, or in any vehicle dispatched by the District to transport students to or from an activity. These prohibitions apply whether or not the actions occur during regular school hours.

Definitions

The word "tobacco" shall include cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, or other tobacco products in any form. The word "parents" means natural parents, foster parents, or legal guardians.

PROCEDURES FOR POLICY IMPLEMENTATION

DISCIPLINARY ACTION FOR VIOLATION OF TOBACCO POLICY:

Disciplinary action, independent of any court action, will be taken by the School District in cases involving the use, possession, sale, or distribution of tobacco/tobacco products. Students will be subject to suspension, or possible expulsion for violation of this policy.

FIRST VIOLATION OF THE TOBACCO POLICY

Procedures:

The principal or designee shall:

- a. notify the parents;
- b. submit a court referral; and
- c. schedule a parent conference, possible school suspension.

The student shall sign a non-use contract with the parent and principal or designee. Failure of the student to sign the non-use contract will result in suspension as outlined

under procedures for “Second Violation of the Tobacco Policy.”
SECOND VIOLATION OF THE TOBACCO POLICY

Procedures:

A student shall be suspended from school for up to ten days.

The principal or designee, during the suspension, shall:

- a. notify the parents;
- b. submit a court referral;
- c. schedule a parent conference during the suspension period; and
- d. refer the student to the Tobacco Cessation Program.

The student shall:

- a. sign a non-use contract with the parent and principal or designee; and
- b. not participate in school-sponsored activities until the suspension has been removed.
- c. successfully complete the Tobacco Cessation Program.

Failure of the student to comply with any of the above will result in referral to the Board for expulsion as outlined under procedures for those involved in a third violation.

THIRD VIOLATION OF THE TOBACCO POLICY

Procedure:

A student shall be suspended from school and referred to the Board for expulsion for 90 school days.

The principal or designee shall:

- a. notify parents.
- b. submit a court referral; and
- c. refer student to the Tobacco Cessation Program a second time; Parent involvement mandatory.

The student shall:

- a. meet with the school counselor and explore educational options available during the expulsion period; and
- b. not participate in school-sponsored activities until he/she has been reinstated by the Board.
- c. successfully complete the Tobacco Cessation Program a second time.

Reinstatement:

If the student desires to return to school before the 90 day suspension is completed, the only option is to complete the Tobacco Cessation Program a second time in a satisfactory manner.

If a student desires to return to school after 90 school days, he/she must petition the Board and show evidence of having completed a tobacco cessation program with the cost of the program assumed by the parent. (For no-cost options, see addendum.)

FOURTH VIOLATION OF TOBACCO POLICY

Procedure:

The student shall be referred to the Board for permanent expulsion from school.

The principal or designee shall:

- a. notify the parent; and
- b. submit a court referral.

RECORDS OF VIOLATIONS

Policy violations are cumulative grades K-12. The records of clearly substantiated violations of this policy noting date, type of violation, and disciplinary action taken will be kept at the local school in the student's record. Previous record of violations concerning tobacco, alcohol and/or drug policies from previous school will be taken into account before transferring student is officially enrolled in Nebo School District.

STUDENT SELF-REFERRAL

If a student is self-referred concerning a tobacco, alcohol or drug problem, the District will provide a conference with the school Designated Educator and/or the school intervention team staff to discuss possible resources for assistance.

ADDENDUM

For chemical dependent assessment evaluations, outpatient counseling, inpatient/residential treatment and other therapeutic services, please talk to the counselor at the school. The counselor will have a complete list of places where services are offered along with the cost for those services.

Sexual Harassment Policy

The Nebo School District is committed to providing a work and educational environment that is free of discrimination and unlawful harassment. The District considers it unlawful discriminatory practice for an employer, because of the sex of any person, to discharge without just cause, to refuse to hire, or otherwise to discriminate against that person with respect to any matter directly or indirectly related to employment (or education). The District will consider unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature as unlawful sexual harassment. Inappropriate actions, words, pictures, pictures/media, jokes or comments based on an individual's sex will not be tolerated. That type of sexual conduct either openly manifest or subtle will be considered misconduct because it is considered demeaning to another person, invades

their privacy, and undermines the integrity of the employee and/or student relationships. The District strongly disapproves of any form of sexual harassment involving employees, students and visitors and will take preventive and corrective action against those participating in these activities.

PURPOSE

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

DEFINITION

Sexual harassment is defined as:

A. Any verbal, written, or physical conduct of a sexual nature which creates an intimidating, hostile, or offensive environment.

B. Any suggestion, request, demand, or pressure for sexual involvement, accompanied by an implied or explicit threat concerning one's grades, extra curricular standing, job, etc.

C. Any unwanted sexual advance or request.

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

1. Derogatory, demeaning, or offensive jokes, teasing, or comments of a sexual nature.
2. Graphic remarks or sexual comments about an individual's body.
3. Sexually suggestive or obscene telephone calls, letters, notes, or invitations.
4. Sexually suggestive or obscene pictures, cartoons, posters, or objects.
5. Grabbing, pinching, or touching of private areas.
6. Deliberate cornering, shouldering or bumping in the hallways.
7. Sexual gestures, unwanted pats, or hugs, or any unwanted touching.
8. Any form of sexual threat, intimidation, or exploitation.
9. Spreading of sexual rumors.
10. Actual or attempted sexual assault, molestation, or rape.
11. Sexist remarks or gender-based stereotyping.
12. "Pantsing" male or female students, flipping up girl's dresses, etc.

SEXUAL HARASSMENT ADMINISTRATIVE PROCEDURE

Nebo School is committed to provide a safe, orderly environment where students, staff, parents and all people are treated with courtesy and respect. Sexual harassment by staff or students, as defined in this policy, is strictly prohibited. Violators of this policy will be investigated and disciplined.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED

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

HOW TO REPORT SEXUAL HARASSMENT

1. Anyone (student, staff member, parent, volunteer, or anyone else) who is a victim of sexual harassment, or who has personal knowledge of sexual harassment taking place, is encouraged to report the problem immediately to any teacher, counselor, administrator, supervisor or other staff member. It is the responsibility of all who have received information, allegations, or even rumors about sexual harassment, to report the problem immediately to the principal or supervisor. Complaints must be filed on the District form GBEB-E within 180 days of the sexual harassment incident.
2. If a preliminary investigation shows an allegation is other than trivial, the principal or his designee shall report the allegation of sexual harassment immediately to the parents of any students involved. Before conducting investigative interviews with students, principals shall give parents notice of their right to be present. Parents must be informed of the progress of any investigation.
3. Principals/supervisors shall report every allegation of sexual harassment involving employee/employee and employee/student immediately to the Nebo School District Director of Human Resources. Sexual harassment involving student/student should be handled at the school, unless there is a specific reason for referring the matter to the District Pupil Services Office, such as a violation of the District’s Safe School Policy, or a need to consider expulsion or alternative placement of the student.
4. When the type of sexual harassment constitutes child abuse, the principal must follow the reporting requirements of the District’s child abuse policy and State child abuse laws.

INVESTIGATION

1. Any principal/supervisor who receives information, allegations or rumors about sexual

harassment shall take immediate action to see that the case is properly investigated and resolved. The goal of each investigation shall be to determine the facts about what happened, and to achieve a prompt and equitable resolution of the problem.

2. In the process of investigation, all reports of sexual harassment must be documented in writing, including signed statements from those who submit harassment reports and from those who are interviewed in the investigation. Documentation should be thorough and factual, including detailed evidence and information about all alleged incidents (date, time, place, actions observed, quotes, witnesses, etc.)

3. Fairness and due process must be observed in conducting the investigation, to protect the rights and interests of both the alleged victim and the alleged harasser. (See Nebo District Corrective Discipline Handbook for details about due process and conducting investigations.)

CORRECTIVE ACTION

1. Once the facts in a case have been determined, the principal/supervisor shall make a concentrated effort to resolve the case. Final resolution may include, but shall not be limited to:

A. appropriate corrective action or discipline against violators of the sexual harassment policy;

B. agreement among the parties which resolves the issues; or

C. a determination that sexual harassment did not occur.

2. Substantial charges of sexual harassment against a student shall subject the student to corrective action or discipline which are appropriate and in compliance with District and school policies.

3. Substantial charges of sexual harassment against an employee shall subject the employee to corrective action or discipline consistent with District employee policies, including the possibility of suspension or dismissal.

4. Students or employees who file frivolous, unfounded, or malicious sexual harassment reports shall subject themselves to corrective action or discipline consistent with school and District policy.

CONFIDENTIALITY

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

REPRISALS

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

REDRESS OF GRIEVANCE PROCEDURE ADMINISTRATIVE PROCEDURE

A. Step 1. The Student

1. An aggrieved student(s) must begin the procedure within ten school days from the alleged occurrence of the act or condition on which the grievance is based.
2. The student(s) must submit a written statement to a teacher, detailing the nature of the grievance.
3. The student may desire to personally contact the teacher and may invite a member of the student government to accompany him/her during the discussion of the problem. This discussion may occur before or after the written statement is submitted as required in step 2.
4. The student will, with good faith, try to work out the grievance and come to an agreeable solution.

B. Step 2. The Teacher

1. The teacher is obligated to provide an early opportunity to discuss the grievance with the student, if requested, and to receive any written statement presented.
2. If the grievance exists as a result of an action or decision by the said teacher, and the student and teacher are able to rectify this difference, then no further action on the part of either is necessary, except the teacher files the grievance. This action is to preserve a record of all grievances made during the year.
3. If an agreeable solution was not achieved, the teacher will outline, in writing, the reasons why no agreement was possible and send one copy to the principal and one copy to the student.

C. Step 3. The Principal

1. If agreeable solutions cannot be made between the student and the teacher, the student may advance the grievance to the school principal or his assigned representative.

2. The statement of the grievance must be submitted to the principal within five days from the date of closure with the teacher and a request for an appointment to discuss the matter may be requested. The principal, or his appointed representative, is obligated to meet with the student(s) as soon as possible.
3. If an agreement is reached, the principal will notify all parties involved in the grievance of the terms of the agreement and instruct or appoint appropriate personnel to see that actions proceed according to the terms of the agreement and file all statements, including the agreement reached, in the office grievance file.
4. If an agreeable solution was not reached, the principal will attach his statement of reasons to that of the teacher's and give both to the student, retaining copies for his office grievance file.

D. Step 4. The Superintendent

1. Failing to reach a satisfactory solution to the problem with the principal, the student may then file his grievance with the superintendent, providing he does so within five days after receiving the principal's statement.
2. To file the grievance with the superintendent, the student sends his own statement of the problem and the copy of the teacher's and principal's conclusions to the superintendent.
3. The superintendent will review all action taken, make a decision in the case and notify all parties of his decision.
4. To the extent that the superintendent's decision reverses actions or conclusions made by the principal on the teacher, he will instruct them to make proper restitution to the student.
5. Should the superintendent's decision support the conclusions of the teacher and principal, then the student may request, through the superintendent, a hearing before the board of education.

E. Step 5. Board of Education

1. After hearing all matters in the grievance, the board will make a final decision and all parties will be expected to comply to the extent detailed in that decision. This implies compliance by the student as well as school employee.

STUDENT DRESS AND GROOMING STANDARDS

Because certain fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal educational process, all students are expected to conform to the standards of dress and grooming outlined below when participating in any school activity. The only exceptions shall be for certain special days of activities which are declared exempt by the school principal.

The board of education and school administration may determine that certain types of student clothing and grooming are prohibited which:

1. Draws undue attention, distracts, disrupts, and/or interferes with the educational environment at school or at a school activity or event.
2. Endangers the health, safety, or welfare of the student or others.
3. May cause damage to school facilities or equipment.
4. Does not conform to generally accepted community standards.
5. Appears as an obvious attempt to challenge this policy or the authority of the school.

Student dress and grooming must conform to the requirements of a special class or school activity or event which requires special dress or grooming and in which the student expects to participate.

Standards for STUDENTS:

Students shall comply with the following dress and grooming standards at school and at school activities or events:

1. Clothing will be modest, neat, clean, and in good repair. Modesty includes covering shoulders, midriff, back, underwear, and cleavage.
2. Extreme clothing, which includes, but is not limited to, sagging clothing; excessively oversized clothing; clothing that is mutilated, torn, ripped, or frayed; and cross-gender dressing or grooming are prohibited. In addition, inappropriately short, tight, or revealing shorts, skirts, dresses, tank tops, halter or crop tops, and spaghetti strap tops are prohibited. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.
3. Clothing and personal items, such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which: (a) are crude, vulgar, or profane; (b) are violent or advocate hate; (c) signify gang affiliation; (d) concerns or represents tobacco, alcohol, drugs, or illegal substances; (e) concerns or

represents criminal or illegal activities; (f) infringes upon the rights of others; or (g) are sexually suggestive.

4. Sun glasses are not to be worn in the school building during school hours, except as part of an approved school activity or event, for medical reasons, or for religious purposes.

5. Appropriate footwear shall be worn at all times in order to insure personal safety and hygiene.

6. Gang-related clothing, personal items, grooming, hair styles, colors, and paraphernalia are not allowed in schools or at school related activities and events. This includes, but is not limited to, tattoos, bandannas, chains, clothing, or jewelry associated with gangs, gang symbols, names, initials, and insignias. School administration in consultation with law enforcement agencies will determine what constitutes "gang-related" clothing, personal items, grooming, hair styles, colors, and paraphernalia.

7. Hair, including facial hair, must be maintained in a clean and well-groomed manner. Hairstyles and facial hair that draw undue attention, distract, disrupt, and/or interfere with the learning atmosphere at school or at school activities or events are prohibited.

8. Jewelry shall not be worn in any pierced body parts other than the ears. Clothing, jewelry, accessories, piercings, tattoos, chains, etc., which are disfiguring or draw undue attention that distract, disrupt, or interfere with the learning atmosphere at school or at school activities and events, and/or create a health, safety, or welfare issue are prohibited.

9. Appropriate discretion and good judgment should be utilized for student clothing and grooming worn at school dances, activities, or events outside of the regular school day. If a student's dress or grooming interferes with the normal education process, he/she will be asked to change, remove or cover whatever is in question. Continual non-compliance may result in additional disciplinary action at the discretion of the administration.

Electronic Devices

1. PURPOSE AND PHILOSOPHY

Nebo School District discourages students from bringing and/or using unnecessary electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. **The District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.** In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

2. DEFINITIONS

Electronic devices include, but are not limited to, cell phones, ear pods, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

3. ELECTRONIC DEVICE USE

1. Students enrolled in Nebo School District are not permitted to use any electronic devices during class time except as otherwise provided by this policy and the classroom teacher.
2. Individual schools have the discretion to further prohibit student use of electronic devices during class breaks and/or lunch periods. Schools also have the discretion to designate certain times and/or areas on the school campus for student use of electronic devices during school hours.
3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

4. VIOLATIONS

- 4.1 Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- 4.2 Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent / guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school=s main office to be identified, placed in a secure area, and returned to the student and/or the student=s parent/guardian in a consistent and orderly way.

- 4.3 First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school=s main office and retrieves the electronic device.
- 4.4 Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student=s parent/guardian personally comes to the school=s main office and retrieves the electronic device.
- 4.5 Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student=s parent/guardian personally comes to the school=s main office and retrieves the electronic device.
- 4.6 Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.
- 4.7 Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.

Prohibition of Bullying

1. PURPOSE AND PHILOSOPHY

The Board of Education is committed to provide all students with a safe and secure learning environment. Bullying reduces a student's ability to achieve academically. In addition, bullying can directly affect a student's health and well-being, and may contribute to excessive absences from school, physical illness, mental and emotional anguish, and long-term social and psychological consequences. The Board encourages educators, students, and parents to develop procedures to stop and prevent bullying in Nebo School District.

2. DEFINITIONS

2.1 "Bullying" means aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength, and may be repeated over time. Bullying may be physical, verbal/written, or psychological.

2.2 "Physical Bullying" includes, but is not limited to, pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting, and destroying property.

2.3 "Verbal/Written Bullying" includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing, and threatening comments and behavior that is communicated verbally or in writing, including the use of electronic media (i.e., "cyber bullying").

2.3.1 "Cyber Bullying" means using e-mail, web pages, text messaging, blogs, instant messaging, three-way calling or messaging, or any other electronic means for aggression, intimidation, or harassment against another person. Examples include, but are not limited to, sending mean, vulgar, or threatening messages or images; posting inappropriate pictures of or sensitive, private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs.

2.4 "Psychological Bullying" includes, but is not limited to, socially isolating an individual, demeaning or sarcastic comment, gestures, and threatening comments and behavior.

3. PROHIBITION OF BULLYING

Nebo School District prohibits bullying of students by other students at school or at school-related activities and events. The District encourages all victims of bullying, and all persons with knowledge of bullying, to report the incident(s) immediately.

4. EDUCATION AND TRAINING

Nebo School District recognizes the importance of educating its employees and students regarding the prevention of bullying. To these ends, the District will provide ongoing training and education in this area. Notice of this policy will be distributed and training will be conducted for employees and students of the District.

5. COMPLAINTS

A student who is a victim of bullying should inform his/her teacher or any of his/her school's administrators. A parent, teacher, or any other individual who is aware of bullying should inform school administration. A school teacher or administrator to whom a complaint is

made shall, as soon as is reasonably possible after receiving the complaint, report it to the principal or his/her designee.

6. INVESTIGATION

The principal or designee to whom a complaint of bullying is reported shall promptly investigate the complaint. In the event the principal or designee finds that bullying has occurred, he/she shall take prompt, appropriate action to end the bullying and address its effects on the victim.

7. DISCIPLINE

Any student who engages in bullying of anyone at school or at any school-related activity or event is in violation of this policy and shall be subject to disciplinary action. Consequences should be firm and fair and correspond to the severity of the infraction. A continuum of consequences should be utilized. Disciplinary action may include, but is not limited to, suspension, expulsion, exclusion or loss of extracurricular activities, probation, or alternate educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.

8. DISSEMINATION OF POLICY

This policy may be posted on the District's website and published in student registration materials, student and employee handbooks, parent information guides, and other appropriate school publications as directed by the District.

Administration of Non-Prescription Medication

Acetaminophen (Tylenol), 5-10 grains, may be given by the school nurse or other school employees as designated by the principal of the school. There must be documented parent or guardian permission, written or by telephone, for each time the medication is given.

Administering Medicines to Students

The administration of medication to a student while he/she is at school should be a rare occurrence. However, there are circumstances that require medication to be given during school hours. The school nurse and a school administrator will evaluate each request for medication individually.

Prescription or nonprescription medication should not be brought on campus without administrative permission.

Non-Discrimination Statement

The Nebo School District is committed to a policy of non-discrimination toward any person or group of persons because of race, color, creed, national origin, sex, mental or physical incapacity, or economic status.