



*Tooele High School*  
**2024-2025**

# **STUDENT-PARENT** **HANDBOOK**

**Jeff Wyatt**  
Principal

**Kendall Topham**  
Assistant Principal

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Assistant Principal

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**(435) 833-1978**  
**(435) 833-1984 (FAX)**

Website:  
<https://tooelehigh.tooeleschools.org/>

## Welcome to Tooele High School!

*Welcome back to another exciting school year at Tooele High School! We hope that your summer was filled with relaxation, adventure, and quality time with family and friends. We hope that you are excited and looking forward to this coming school year.*

*This year promises to be a remarkable one, as it always is at Tooele High. We have a dedicated faculty and staff that are excited to provide a supportive, engaging, and challenging environment for all our students.*

*To our students: We are thrilled to welcome you back and cannot wait to see all that you will accomplish this year. Remember, each day is a chance to learn, grow, and make a positive impact. Embrace the challenges, seize the opportunities, and, most importantly, believe in your ability to succeed.*

*To our parents and guardians: Your continued support and involvement are vital to our school community. We value the partnership we have with you and encourage open communication throughout the year. Together, we can create an environment that fosters your students' academic and personal growth.*

*To our staff: Thank you for your unwavering commitment and passion. Your dedication is the cornerstone of our school's success, and we are excited to collaborate with you.*

*As we kick off this school year, let us focus on fostering a spirit of collaboration, respect, and excellence. We are confident that, with our combined efforts, this year will be one of growth and achievement for our entire Tooele High School family.*

*Here is to a fantastic year ahead! Embrace being a part of "THE HERD OF CHAMPIONS." We look forward to working together to make this year another amazing year at Tooele High School!*

*Warm regards,*

*Jeffery Wyatt  
Principal  
Tooele High School*

Exciting Times Ahead!

Dear Students,

We are beyond thrilled for this upcoming school year and all the exciting opportunities it holds for us. Whether you're a returning student or joining us for the first time, there's so much to look forward to at THS. Whatever your passion: academics, sports, arts, or community service, let's push boundaries and exceed expectations! We believe in each of you and can't wait to see what we will accomplish together this year. If you need support, have ideas to share, or face challenges, our doors are always open.

Get ready to make this year memorable!

With gratitude and excitement,

Your 2024-2025 Student Body Officers:

President: Garrett Fifita

Senate: Stetson Ward

VP Secretarial: Avery Nixon

Diversity: Anu Olayemi

Spirit: Aiyana Tso

Publicity: Cooper Bowser

Service: Boston Valdez

## Navigating this Document

Press Control F to search for the specific information you are trying to find.

### **SCHOOL SONG**

Here's a tiger to Tooele High.  
May her colors ever proudly fly.  
We are here to stay until we die,  
Forever and forever in Tooele!

Cheers to those who stand for us today.  
Tears to those we leave along the way.  
All good fellows we are here to stay,  
Forever and forever in Tooele.

CHORUS:

Rah! Rah! Rah! Rah! Everybody sing.  
Every echo ring!  
Far away we leave our hearts to stay,  
Forever and forever in Tooele!

## **~Tooele High School Mission Statement~**

*The mission of Tooele High School is to empower all students to become productive citizens in an ever-changing world through commitment to academic excellence and personal responsibility.*

### **At Tooele High School We Believe:**

- In providing a safe and inviting learning environment for ALL students.
- That ALL students have the ability and opportunity to learn.
- That students will receive quality teaching in each classroom every day.
- In encouraging students to participate in clubs, extracurricular activities, and service projects to make them well-rounded.

# Calendar 2024-2025

[District Calendars Link](#)

August 12	Back to School Night
August 13	First Day of School
September 2	Labor Day (NO SCHOOL)
September 10	Professional Learning Day (EARLY RELEASE)
September 16	Parent Teacher Conferences
September 20	Homecoming Game
September 21	Homecoming Dance
October 8	Professional Learning Day (EARLY RELEASE)
October 17-18	Fall Break (NO SCHOOL)
October 21	First-Term Ends
October 21	Teacher Work Day (NO SCHOOL for Students)
October 22	Second-Term Begins
November 12	Professional Learning Day (EARLY RELEASE)
November 27-29	Thanksgiving Break (NO SCHOOL)
December 10	Professional Learning Day (EARLY RELEASE)
December 19	Last Day of School Before the Break
December 20	Second-Term Ends
December 20	Teacher Work Day (NO SCHOOL for Students)
Dec. 23-Jan. 3	Christmas Break (NO SCHOOL)
January 6	Return to School
January 6	Third-Term Begins
January 20	Martin Luther King, Jr. Day (NO SCHOOL)
February 14	TCDS PD Day (NO SCHOOL for Students)
February 17	President's Day (NO SCHOOL)
March 7	Third-Term Ends
March 7	Teacher Work Day (NO SCHOOL for Students)
March 10	Fourth-Term Begins
March 31-April 7	Spring/Easter Break (NO SCHOOL)
April 17	Prom
May 21	Fourth-Term Ends
May 20 or 21	Graduation - Maverick Center 6pm
May 22	Teacher Work Day (NO SCHOOL for Students)

## 5 x 5 Bell Schedules

Students will attend periods 1-5 on Purple Days and 6-10 on White Days

<b>Regular Schedule (M-Th) 70 min Class Periods</b>	<b>AM Assembly Schedule 55 min Class Periods</b>	<b>PLC Early Release (F) or PM Assembly Schedule 55 min Class Periods</b>
7:55 Warning Bell	7:55 Warning Bell	7:55 Warning Bell
8:00-9:10 1st/6th	8:00-8:55 1st/6th	8:00-8:55 1st/6th
9:15-10:25 2nd/7th	9:00-10:00 AM Assembly	9:00-9:55 2nd/7th
10:30-11:40 3rd/8th	10:05-11:00 2nd/7th	10:00-10:55 3rd/8th
1st Lunch 11:40-12:10 12:15-1:25 4th/9th	11:05-12:00 3rd/8th	1st Lunch 10:55-11:25 11:30-12:25 4th/9th
-OR-	1st Lunch 12:00-12:30 12:35-1:30 4th/9th	-OR-
11:45-12:55 4th/9th 2nd Lunch 12:55-1:25	-OR-	11:00-11:55 4th/9th 2nd Lunch 11:55-12:25
1:30-2:40 5th/10th	12:05-1:00 4th/9th 2nd Lunch 1:00-1:30	12:30-1:30 5th/10th (Extra 5 min)
	1:35-2:40 5th/10th (Extra 10 min)	1:30-2:40 Early Release or PM Assembly

**\*\*Office hours: 7:30 a.m. - 3:00 p.m.\*\***

When Should My Child Arrive at School?

Students should arrive at school **between 7:45-7:50 am**. If your child is eating breakfast at school, they need to arrive by about 7:30 am; we stop serving breakfast at 7:50 am. The tardy bell rings at 8:00 am, announcements are made, and school begins, so students should be in their seats and ready to start by no later than 7:55 am.

If students are not eating breakfast at the school, it is **helpful if they do not arrive before 7:50 am**.

## **Staff Directory**

For a complete list of THS staff, please click [HERE](#) to be directed to our school webpage. You will find staff members listed by department. You can email them directly from our webpage if needed as well.

[Staff Directory Link](#)

## **Fees**

Follow the link below for the current TCSD fee schedule:

[TCSD Fee Schedule](#)

**STUDENT FEES:** Student fees will be available to pay September 3, 2024. This late payment date is new due to our accounting system. These fees can be paid online through efunds or paid in the Finance Office. We have been directed not to take payment over the phone. Thank you for your patience with all the new changes.

Please pay online through EFUNDS

<https://payments.efundsforschools.com/v3/districts/56800/>. Please note that you WILL NOT pay any processing fees for using this online payment service. You also have the option to make partial payments, should you need more time to pay in full. For instructions to pay online follow this link: <https://www.tooeleschools.org/families/school-fees/efunds-instructions>

**FEE WAIVER:** We are accepting Fee Waiver Applications at the Finance Office beginning July 1, 2024. They cannot be completed online and must be resubmitted each school year. Complete Fee Waiver packets are available in the Finance Office.

Students who are in state custody or foster care, or are receiving public assistance in the form of Aid to Families with Dependent Children, or Supplemental Security Income, or are eligible for free school lunch, or have extenuating circumstances, such as exceptional financial burden, substantial reduction of income, or extraordinary medical expenses may be eligible to have all fees waived by submitting a fee waiver to the school, to be approved by the Principal.

Appeals of his/her decision on the granting of fee waivers may be filed at the school office, superintendent and, ultimately, to the school board. At all times the privacy rights of students and parents will be protected and no student will be discriminated against because of inability to pay or because of a request for a fee waiver.

A Fee Waiver does not cover the following: Extended day classes, citizenship fine, truancy fines, library fines, textbook fines, Saturday schools, yearbooks, summer school or classes being remediated from a class already taken.

**STUDENT ACTIVITY PROGRAMS AND FEES:** THS offers a wide range of extracurricular activities to students. They are conducted under teacher supervision, but are designed to promote maximum student responsibility for selecting, organizing and evaluating the events and their outcomes. A participation fee provides money to offset the costs of uniforms, equipment, supplies, officials, and supervision, as required. Participation fees must be paid prior to the student participating in any contest or competition. There are no refunds on participation fees. The fees approved for the Tooele School District, per activity, are indicated in the Board Approved Fees listed on the District Website.

**RETURNED CHECK POLICY:** Written checks to Tooele High that do not clear the bank will be forwarded to a collection agency. Anyone who has over two checks returned in a year will be requested to make future payments by money order or cash.

## **Academic and Graduation Requirements**

### **[Graduation Requirements THS Website](#)**

#### **COURSE REQUIREMENTS:**

**ENGLISH** - # Required Credits (Yrs.) ..... 4.0

Courses in AP English, English 1010 or 2010, College Prep English, English 12, Creative Writing, Journalism, and World Languages 3 or 4 can be substituted for Senior English credit.

**MATHEMATICS** - # Required Credits (Yrs.) ..... 3.0

Students must complete a full credit of at least two different levels of mathematics, completing a minimum level of Secondary Math II. The math sequence is: Secondary Math I, Secondary Math II, Secondary Math III, Pre-calculus and AP Calculus. Sequencing for Honors math is: Honors I, Honors II, Honors III, and AP or concurrent enrollment.

**SCIENCE:** - # Required Credits (Yrs.) ..... 3.0

Students must take three credits including one course from at least two of these four core areas: Earth Science, Biology, Chemistry and Physics

**SOCIAL STUDIES** - # Required Credits (Yrs.) .....3.0

9<sup>th</sup> Grade Geography for Life.....0.5

10<sup>th</sup> Grade World History .....0.5

11<sup>th</sup> Grade U.S. History .....1.0

12<sup>th</sup> Grade Government.....0.5

Social Studies Elective .....0.5

**HEALTH** # of Required Credits .....0.5

**HEALTHY LIFESTYLES (P.E.):** .....1.5

0.5 Participation Skills (required)

0.5 Fitness for Life (required)

0.5 PE Elective



With successful completion of a season of competitive high school sports participation, students can apply for one-half P.E. elective credit through their counselor.

**COMPUTER TECHNOLOGY:** .....0.5

**FINE ART:** (visual or performing arts).....1.5

**CAREER TECHNOLOGY EDUCATION (CTE):**..... 2.0

**FINANCIAL LITERACY:**.....0.5

**REQUIRED CLASS CREDITS:**.....19.5

**ELECTIVE CREDITS:** .....Class of 2020 and beyond: 14.50

**TOTAL CREDITS REQUIRED TO GRADUATE:**

Class of 2020 and beyond.....34.0

**CIVICS TEST:** Students must pass a basic civics/citizenship test as a condition for receiving a high school diploma.

**COLLEGE REQUIREMENTS FOR ADMISSIONS:**

**WORLD LANGUAGE:** - # Required Credits (Yrs.) .....2.0

University of Utah/Utah State University & others recommend two years of the same language

**SCIENCE:** **Minimum requirement** - A student must take at least two courses from the four core science areas which include Earth Science, Biology, Chemistry or Physics. Earth Science is not considered a core science for university admissions. Sciences with lab components are usually required..

Science:

**COUNSELING DEPARTMENT:** Students wanting an appointment with a counselor may come to the Counseling Office before/after school or during the student's lunch period to set up an appointment with the counselor. Parents may call 495-833-1981 for an appointment.

**SCHEDULE CHANGES:** **Students will only be allowed to change schedules the week prior to a new term and the 1<sup>st</sup> week of that term.** Schedule change forms may be obtained from the Counseling Office and must be returned there for processing. Once school has started, **ALL** requests for class changes **MUST** involve the parent. Students are reminded that they are obligated to attend all classes until the schedule change is processed. Teachers may recommend a change in placement for math or world language classes through midterms.

**ALL STUDENTS SUBJECT TO SAME RULES:** All students attending THS, regardless of age, are subject to the same rules. This statement is suggested by the State Office and helps define that a student who turns 18 is still under our rules of parent involvement in their child's education. If students want to excuse themselves from class or choose not to inform parents of school problems, then the adult education system may be the best placement for them. Students who are 18 and living on their own must meet with the Administration for any exceptions to this policy.

**COLLEGE AND CAREER READINESS PLAN (CCR):** A CCR for each student in grades 9 & 11 will be held individually and grades 10 & 12 will be held in small groups. Academic,

extracurricular, career and personal goals will be addressed. At a student's annual CCR conference, if a student has failed a required course, that student will complete a remediation plan with the counselor and parent. The CCR team consists of students, parents, counselors and other staff members as needed.

**CAREER CENTER:** The Career Center is located in the Counseling Office area and provides students with resource material to aid their career decision-making process and assist them to research colleges and technical schools. There are also computer programs available concerning financial aid, scholarships, and ACT preparation. Our Work Based Learning Coordinator may help students with internships or work experience options.

**HONORS/ENRICHMENT PROGRAMS:** Students at Tooele High School seeking a more challenging education have the opportunity to earn an Honors Diploma. The faculty has outlined a program of rigorous courses for an Honors Diploma. Students may also earn Diploma Enrichments in various departments. Students must apply through the department chair in the area of the enrichment desired. For further information contact your counselor.

**REPORT CARDS:** Report cards are issued four times a year. They are distributed within two weeks after the term's end.

**REMEDICATION:** Students failing core classes may remediate those credits at summer school or through credit recovery during the school year. When a student fails a core math class they will be placed in a math remediation class to recover the credits.

**CITIZENSHIP GRADES:** Citizenship grades will be earned in each class in which a student is enrolled. Students' citizenship will be assessed as follows:

H – Honors

S – Satisfactory

N - Needs Improvement

Our focus is to help students develop self-discipline to become productive citizens. For unsatisfactory grades refer to Citizenship Policy.

**EARLY GRADUATION:** Students meeting all graduation requirements have the option of graduating as early as the end of their 11<sup>th</sup> grade year or at the end of any term in 12<sup>th</sup> grade. Students who graduate early may be eligible for the Utah Centennial Scholarship. See your counselor for details.

**WHITE BUFFALO/GOLD CORD AWARD:** This award is presented to graduating seniors who have maintained a minimal GPA of 3.7 during their high school career.

**SILVER CORD AWARD:** Presented to seniors who have maintained a GPA of between 3.5 and 3.69 during their high school career.

**SEAL OF BILITERACY** Presented through the District Office

**BRONZE CORD:** Social Studies Enrichment

**BURGUNDY CORD:** Yearbook Enrichment

**LIGHT BLUE CORD:** English Enrichment

**MULTICOLORED CORD:** World Languages Enrichment

**NAVY CORD:** AG/Tech Enrichment

**PURPLE CORD:** Activity Enrichment

**PURPLE AND WHITE CORD:** Business/Information Tech Enrichment

**RED CORD:** FACS Enrichment

**RED, WHITE, and BLUE CORD:** Military Enlistment

**SAGE GREEN CORD:** Performing Arts Enrichment

**ANTIQUE GREEN CORD:** Visual Arts Enrichment

**FOREST GREEN CORD:** Math Enrichment

**WHITE CORD:** Science Enrichment

**VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS CLASS OF 2025 and 2026:** The Valedictorian and Salutatorian are the highest awards bestowed to a student at *Tooele High School*. Students who receive these awards have adhered to and maintained the highest ethical and academic integrity while engaging in all scholarly pursuits. To be considered as the Valedictorian and Salutatorian, students must complete four full years of secondary school credit (grades 9-12), two of which, including the full senior year, must be at *THS*.

The following formula is used:

$$\text{Ranking} = 25\% (\text{class load} \div 180) + 25\% (\text{ACT} \div 36) + 50\% (\text{GPA} \div 4)$$

#### **Class Load Points**

6 □ Advanced Placement (AP) classes

5.5 □ Concurrent enrollment, honors, and world language (3<sup>rd</sup>, 4<sup>th</sup> year) classes

5 □ Academic core (language arts, science, math, social studies, world language)

4 □ Electives and non-academic core

3 □ ETA, teacher aides, pass/fail

In determining class load:

- One period less than a full schedule is counted (9 out of 10 classes)
- No summer or extended day classes are counted
- No correspondence or electronic high school classes are counted unless the class makes up one of the 9 out of 10 classes on a student's schedule
- Trimester CLC classes are averaged into a semester system

#### **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS CLASS OF 2027 and BEYOND:**

- The selection of valedictorian and salutatorian will be the responsibility of each high school. Both students must have attended their school for a minimum of one (1) year.
  - Any disciplinary issue dealing with academic dishonesty during their time in high school will disqualify a student from being a candidate for valedictorian or salutatorian. No student who receives a major discipline consequence resulting in two (2) or more days of out-of-school suspension during their junior or senior year will be considered a candidate.
  - In the instance of a tie for either distinction, students will be designated co-valedictorian or co-salutatorian.
  - Should a student move from another district/state, their courses will be awarded based on the same criteria as other candidates. If there is a discrepancy in how many points a course should be awarded, the high school principal shall attempt to obtain the course syllabus from the out-of-district/state school and determine how many points shall be awarded.

- Only courses on a student's high school transcript shall be calculated in the student's total. Students taking coursework outside of the district that does not count toward the student's high school diploma will not be included in their overall score.

- Courses graded on a Pass/Fail basis will not be counted.
- Any course taken prior to 9<sup>th</sup> grade will not be counted.
- Any student with a grade below 70% on their transcript is excluded from being considered for Val/Sal.1
- In the case of double-blocked or lab-required classes, the class load point value is determined by how the credit counts toward graduation requirements. Core classes must be completed term-for-term. Consequently, if one term awards 0.50 credit, 0.25 is applied to the core class, and 0.25 is applied to general electives.

- Example – If AP Calculus AB is double-blocked all year, 2.0 credits are awarded when completed. 1.0 credit counts for Math credit (6 class load points); the other 1.0 credit counts for general elective credit (3 class load points), for 9 class load points for a year-long double-blocked AP Calculus AB course.

- DLI 5 is the equivalent of an AP class; DLI 6 is the equivalent of a non-core class. 1 Blue Peak HS is exempt from this standard.

Criteria for Final Score:

GPA – 50%

ACT – 25%

Class Load + CTE Pathway 2 Points Max – 25%

Class Load Point Value:

Course Type	Point Value	Notes
Advanced Placement	6	<ul style="list-style-type: none"> <li>• Can serve as a replacement for a core course (e.g., Math, Science, ELA, Social Studies)</li> <li>• Can serve as a replacement for a non-core course (e.g., elective, language, arts, etc.)</li> </ul>
Concurrent Enrollment	5	<ul style="list-style-type: none"> <li>• Can serve as a replacement for a core course (e.g., Math, Science, ELA, Social Studies)</li> <li>• Can serve as a replacement for a non-core course (e.g., elective, language, arts, etc.)</li> </ul>
Core Courses	4	<ul style="list-style-type: none"> <li>• Maximum of 4 years of Math, Science, and ELA</li> <li>• Maximum of 3 years of Social Studies</li> </ul>
Non-Core Courses	3	<ul style="list-style-type: none"> <li>• Electives, CTE, PE, Financial Literacy, etc.</li> </ul>

Formula to Calculate Total Score

$(\text{GPA})/4 \times .5 + (\text{ACT})/36 \times .25 + [(\text{C-Load}) + (2 \text{ CTE Pathway})]/155 \times .25$

**NATIONAL HONOR SOCIETY:** The selection process for acceptance into NHS takes place once a year, usually in the fall. The four qualifications for membership are: scholarship, service, leadership, and character. To be eligible for induction into the Tooele Chapter, a student must have a 3.6 GPA. The final selection for membership is determined by the Faculty Council who evaluates the inductees using the following criteria:

Scholarship - A 3.6 GPA is the national standard.

Service - The student puts service to others above self-interest, demonstrates a willingness to render service to the school and community, and assists visitors, students and teachers.

Leadership - The student takes a constructive lead in classroom, school and/or community activities, exemplifies positive attitudes, and/or successfully holds offices or positions of responsibility.

Character - The student demonstrates his/her character by the degree of integrity, positive behavior, cooperation and ethics that are manifested. Personality or minor incidents are not to be considered.

**STERLING SCHOLARS:** Being a Sterling Scholar is a great accomplishment. Sterling Scholars compete on a region/state level, for which they prepare an extensive portfolio that highlights their major accomplishments. Students, who win local, go on to compete on a state-wide basis. These students are honored on television by the Deseret News and KSL Television. Students who are interested should contact the Sterling Scholar Advisor: Mrs. Aspen Allred [abloomer@tooeleschools.org](mailto:abloomer@tooeleschools.org) and the official Sterling Scholar website at <http://www.sterlingscholar.org/>

**SCHOLARSHIPS:** Universities, schools, private donors, and industries give scholarships to students who meet their special requirements. Most scholarships are awarded on the following basis:

1. Academic Achievement - coursework
2. Grade point average, grades 9 - 12
3. ACT or SAT test scores
4. Evaluation of school performance by principal, counselors, and teachers
5. Extracurricular activities
6. Work experience
7. Special talents or abilities – athletic or artistic
8. Leadership
9. Student Specific – race, gender, ethnicity
10. Community Service
11. Financial Need
12. Departmental/College Major or Career Interest

Students should inquire into scholarship possibilities early in their high school career and apply early their senior year. Students should work closely with the scholarship coordinator and counselors when completing scholarship applications. Information about available scholarships can be found at [www.tooelehighscholarships.com](http://www.tooelehighscholarships.com) or in the counseling office.

#### **HONORS DIPLOMA:**

##### **Academic Requirements**

To be eligible for the Honors diploma, students must maintain a 3.0 GPA or better. Students that receive an incomplete for any honors level class must appeal to the honors committee for approval. At the time of graduation students will have completed at least 15 credits in honors/extended/AP/concurrent courses.

##### **Service Requirements**

Students must complete 10 hours of service to the community during their four years of high school.

##### **Integrity**

If a teacher determines that cheating (including plagiarism) has occurred in any class, they may be ineligible for the honors diploma.

#### Application Process

After third term grades have been posted but before April 15th of the student's senior year, the student must submit an official transcript to the Honors diploma committee along with two 300 word essays one describing the service performed and one on why the student believes they deserve this honor. Students will then be notified by the first week of May if their application has been approved.

## Attendance Policy

<https://go.boarddocs.com/ut/tooelesd/Board.nsf/Public#>

**Compulsory Education:** *Tooele High School* will follow the District's compulsory education policy #5021

**TRUANCY:** A Student is considered to be truant if he/she:

- a. Leaves home for school, but does not arrive at school.
- b. Arrives at school, but does not attend classes.
- c. ***Leaves school without properly checking out through the Attendance Office. (This includes leaving school between classes to run home, run to the store, etc.)***
- d. Obtains permission to go to a certain area, but fails to report there.
- e. Leaves class early without teacher's permission.
- f. Attends classes other than those assigned. A student wanting to go to another

instructional area must have written permission from his/her assigned teacher and from the teacher accepting responsibility for the student missing a class. The written permission slip must be submitted to the Attendance Office PRIOR to the absence. A student who fails to get prior approval will be considered truant.

**Absences Excused by Parents:** *Tooele High School* reserves the right to request photo identification of the parent or guardian to be shown prior to the student being checked in or out.

**Options to excuse students:** Parents/Guardians have four options to notify the Attendance Office of their student's absences:

- A. Telephone the Attendance Office at 833-1987 between 7:30a.m. and 3:00 p.m. If you call after hours please leave a message.
- B. Parents can excuse their student in Skyward.
- C. Email the Attendance Office at [ddalton@tooeleschools.org](mailto:ddalton@tooeleschools.org).
- D. Upon returning to school, the student reports to the Attendance Office with a written note from a parent/guardian. The note should contain: 1) the student's full name; 2) the date of the absence; 3) the reason for the absence; and 4) a day-time phone number where the parent/guardian signing the note can be reached. The note should be written and signed by the guardian.
- E. Fax a written note meeting the above criteria to the attention of the Attendance Office. The THS fax number is 833-1984.

**Vacation Plans:** If possible, please arrange to get work prior to missing school.

**School Activities:** Students participating in school activities must be excused by the advisor responsible for the activity. These absences are cleared in advance with the

Attendance Office by the advisor. Students will be allowed to make up any classroom assignments, homework, or tests which took place during the absence. It is the student's responsibility to obtain make-up work from each teacher. Make-up work needs to be completed within a reasonable amount of time set between student and teacher, typically "a day for a day."

**ABSENCES AND EXTRACURRICULAR ACTIVITIES:** Students participating in extracurricular activities are expected to be in school the entire day of the activity. Funerals and doctor appointments are examples of approved exceptions when the student provides documentation to the Attendance Office. All absences on activity day must be cleared through the Administration. If the student is found to have been absent on a game/event day, he/she may not be allowed to participate in the next upcoming event. Continual truancy will affect the student's eligibility for extracurricular activities.

**COLLEGE VISITS:** Students may visit a college campus prior to selecting a college. If the visit is made during the school year, 2 days per year can be school-excused. Students should have their parents call the attendance office to verify the college visit and have the absence excused.

**ATTENDANCE AT SEMINARY OR RELEASE TIME:**

Students may be released during school time to enroll in one period of religious instruction.

**HOMEBOUND AND HOSPITAL:** Any student who is absent--or anticipates being absent--for reasons of health, accident or injury for more than ten consecutive days is eligible for homebound instruction. The school must receive a notice from a medical doctor and an application must be submitted before authorization is given for homebound privileges. Contact your counselor or administrator for further information or application for homebound instruction.

**10-DAY DROP:** Students with 10 or more consecutive unexcused absences will be dropped from school enrollment per State policy, and will be required to meet with administration and their parents prior to being re-enrolled in school.

**ATTENDANCE APPEALS PROCESS:** If a student has unusual circumstances with his/her attendance, appeals will be considered on an individual basis and are kept on file for future reference. Appeal Forms are available in the Attendance Office. The School Administration will review appeals. Students and parents will be notified as to the status of the appeal, whether approved or denied. Students should continue to make up absences during the appeal process.

**TARDIES:** Repeated tardiness is unacceptable and presents a major disruption to the educational process of the student, the class, and the teacher. Students are expected to be in their seats when the tardy bell rings. Students arriving up to ten minutes late to class are considered tardy. When students arrive tardy, they are to sign in on the tardy log. Teachers will use the tardy log to verify if the student is absent or tardy. If students fail to sign in, they will remain absent. Students arriving more than ten minutes late to class are considered absent, unless cleared by the Attendance Office. Utah law requires all students between the ages of six and eighteen years to attend school on a regular basis. When a student's non-attendance causes a loss of credit, this is considered truancy and will be referred to the Juvenile Court System.

**HALL PASS:** No student should be in the hall during class time without a hall pass or a lanyard pass, provided by your teacher. ALL staff members have a responsibility and are expected to challenge students who are in the hall without a hall pass.

**FOOD DELIVERY:** Food delivery for individual students (including door dash, uber eats, grubhub etc.) will be turned away by the front office. The food will not be delivered nor refunded for the money spent. This is a disruption to the learning environment and the school has far too many students to permit individual deliveries.

**VISITORS:** Parents are always welcome at *Tooele High School*. We ask that an appointment be made to see a teacher or to visit a classroom. To ensure the safety of all persons and to maintain an educational environment free from disruption, all adult visitors must sign in/out at the Office, show personal identification, and wear a Visitor's Pass while on campus.

**\*\* District policy mandates student visitors are prohibited on campus. \*\***

**CUSTODIAL RIGHTS OF PARENTS:** If the custodial rights of parents are divided, it is the parent's responsibility to notify the school as to who has access to the child and the school records. We will not be able to release records to the non-custodial parent if the appropriate legal documentation is not on file.

**CHANGE OF ADDRESS:** Whenever there is a change in an address or telephone number, parents should notify the Registrar's Office. In case of an emergency, it is advisable to have the correct address and telephone number on file so that the parent/guardian may be promptly contacted.

**STUDENT MESSAGES:** The office personnel will not be held responsible to deliver messages to students, except in cases of emergency. We understand that parents may feel the need to get in touch with students during the school day, but we cannot stop the instruction of the other students in the class for any reason other than an emergency. Arrangements for routine matters such as rides to and from school, car and house key delivery and pick-up, medical appointments, job times, meeting places, etc. should be made before students arrive at school

## **Citizenship Policy**

We encourage students to act responsibly. Attendance in class, punctuality, and acting appropriately enhances growth, learning, and enjoyment of school. *Tooele High School* encourages student responsibility through the implementation of the *Tooele County School District's* Citizenship Policy # 5051.

**MAKE-UP POLICY FOR MISSED WORK:** Students who are absent for any reason are missing valuable educational time. Every student is expected to make up all work when absent within a reasonable amount of time, as outlined below.

Students receive full credit for their make-up work for the following types of absences, and will be given adequate time to complete the work as agreed upon by the student and teacher. District policy (5054) allows students 3 school days without penalty after which it will be considered late.

- ✓ Excused.
- ✓ Participation in School Activity.
- ✓ Homebound.
- ✓ Suspension from School.
- ✓ Prior-Excused Vacations.



Make-up work may be permitted for the following types of absences; however, a percentage of the points awarded may be deducted from the credit earned as stated in this policy:

- Unexcused.
- Any absence not cleared within three days.
- Truancy or when a student fails to check out.
- Student presents a forged note or gives a false reason for an absence in an attempt to excuse it.
- Assignments not turned in on time.

Late work will be accepted within two(2) weeks of the due date. Work assigned within the last two weeks of the term is due three calendar days prior to the end of term. Work turned in three calendar days(not class periods) before the end of the quarter forfeits the opportunity for revisions due to quarter-end deadlines. Late work may result in up to a 15% reduction at the teacher's discretion in the overall score for that assignment.

#### **HOMEWORK REQUESTS IN CASES OF UNEXPECTED EXTENDED ABSENCES:**

Through the Attendance Office, homework may be gathered for students in cases of unexpected extended absences. *The work will be available at the end of the school day following the day of the request.* For short-term absences (one or two days), students should work with their teachers upon returning to school. In the case of a planned extended absence, a form is available in the Attendance Office that assists students in notifying teachers of the pending absences and facilitates acquiring make-up work. Some assignments may be accessed on the Internet. Parents and students may track scores by accessing the web site and providing the student ID and login number. **Teachers will update attendance daily, and grades each week.**

## **Discipline**

1. **“Discipline”** includes, but is not limited to:

- Improper language/behavior (in class, in the halls, on the bus, etc.)
- Dress code violation
- Public displays of affection
- Cheating (the student will also receive a 0 on the assignment and the teacher will call the student’s parent)
- Horseplay
- Verbal harassment

[Note: Law enforcement officers *may* be notified.]

2. **“Major Discipline”** includes, but is not limited to:

- Noncompliance
- Defiance of authority
- Theft/Vandalism
- Physical harassment
- Sexual harassment
- Fighting/Assault
- Substance abuse
- Tobacco possession/use
- Intended use of drugs/possession of drug paraphernalia

[Note: Law enforcement officers **will** be notified and charges pressed for all major discipline violations.]

3. Mandatory referral to Tooele School District's Case Management Team will be done for all safe school violations and law enforcement officers will be notified. Charges may be pressed based on severity of violation.

[Note: Administration reserves the right to use discretion in issuing consequences for behavior infractions. Due process will be afforded to each student.]

**Academic Intervention Room:** We provide an alternative learning center for students who have had discipline, attendance, or tardy problems. The center is open from 6:30 a.m. through 3:30 p.m. Students follow a strict behavior policy in the center. Work must be completed and students must demonstrate consistent, appropriate behavior before being released to return to class. It is an excellent opportunity for many students, who otherwise might be suspended, to stay in school.

**SUSPENDED STUDENTS:** Suspension is viewed as a serious matter. According to Utah state law, suspension may be used when students do not comply with rules for the governance of the school, pursue the prescribed courses of study, or do not submit to the teacher's authority.

Suspension is:

1. An educational process whereby the student forfeits his/her right to attend school. It is designed to . . .
  - a. Teach accountability for actions.
  - b. Teach that there are consequences.
2. A method of bringing students, parents, and the school together to discuss the student's problems and possible solutions.

The disposition of the student while at home on suspension is the responsibility of the family. The effectiveness of the suspension rests with how the student and his/her family view the time out.

A student who is suspended may not participate in and/or attend school activities/functions, return to school, or be on school premises until he/she is readmitted from the suspension by an administrator, or it will be considered as criminal trespass.

Due process requirements prior to suspension:

1. The student must have had a reasonable opportunity to know the expectation for acceptable conduct in the school.
2. The student has the right to know the charges that are made against him/her and must be given a chance to explain the occurrence as he/she perceived it.
3. Parents/guardians must be notified immediately of the suspension. They have a right to know the events that led to the suspension and the specific charge(s) made against their child.
4. Suspended students will remain on membership rolls, and they must be counted as an excused absence during the period of their suspension.
5. Under state law, suspended students have the opportunity to make up class work from suspension days for full credit.

**DUE PROCESS:** A student can appeal an action within 10 school days of the date of a suspension notice, grade, or citizenship grade. A written, dated appeal can be made to the Area Director of the Tooele Area in the *Tooele County School District*. If an appeal is not made within the 10 school days, the notice is final.

**SUSPENSION ALTERNATIVE:**

**Parent in the Classroom:** When it has been determined that a student shall be suspended for any period of time, the parent/guardian, upon meeting with administration and with the consent of the teachers, may be given the option of

attending all classes with the student in lieu of excluding the student from school during the period of suspension. However, a student will not be able to participate in school activities/functions as stated above. If this option is accepted, the parent/guardian must agree to attend ALL of the student's classes with the student for EACH DAY of the suspension. If the parent/guardian fails to attend a class period with the student, the student will be excluded from classes and return to home suspension for the duration of the suspension.

**EXPULSION:** Expulsion is a more serious disciplinary action than suspension, as it terminates a student's attendance at school and school activities for the remainder of the quarter, semester, or school year. Expulsion records are attached to the student's permanent records. Safe School Policy indicates parameters of expulsion. If a student is expelled, educational responsibility lies with the parent.

## **Behavior Code**

**RESPECT:** *THS* staff is committed to providing a safe, healthy environment. Disrespect to and defiance of school staff members will not be tolerated. Acts of disrespect and defiance undermine educational excellence. Acts against school personnel will receive severe administrative consequences. Teachers will be expected to treat all students with mutual respect. They will strive to handle individual infractions privately. They will teach common courtesy by example.

**TOBACCO USE:** The use and/or possession of tobacco products is prohibited and illegal. This applies to students who are in school, on campus, on the way to and from school, during lunch, and at all school-sponsored activities.

**ALCOHOL AND OTHER DRUGS:** The use, possession, distribution, or sale of alcohol, drugs, or drug paraphernalia constitutes a hazard to the welfare of students, staff, and educational programs, and is illegal under the laws of the State of Utah. Students who may be under the influence of, possess, be knowingly present where there is use of, and/or distribute alcohol or drugs during school hours, on school property, or during school activities will have discipline administered.

**TOOELE CITY PARK DESIGNATED AS SCHOOL CAMPUS:** The designation of the Tooele City Park as part of the Tooele High School campus was approved by the Tooele County School District and the Tooele City Council in April 1996. The Student Rules of Conduct and Board Policies of the Tooele County School District shall apply to the Tooele City Park during school hours and activities, including one-half hour prior thereto and one-half hour thereafter.

**TRESPASS:** Under the law, a person is guilty of a misdemeanor if he/she enters or remains on school property, without authorization, when notice against such entry or remaining has been given personally by a school official, by signs posted to prevent trespassers, or by current order of suspension or expulsion.

**GUN/WEAPON CONTROL:** In situations where school officials determine that objects may be used as weapons which pose a threat to staff or students, they will: (1) confiscate the item; (2) notify proper law enforcement agencies; (3) suspend the student; (4) recommend an alternative instructional environment, such as homebound; and, (5) press charges through juvenile court authorities. Facsimiles of weapons or toy weapons are also expressly forbidden at school and possession of such may result in suspension.

## **PROHIBITIONS:**

The following items are prohibited on high school property or at any high school activity regardless of location. Violation of these prohibitions may be cause for disciplinary action, which may include suspension or expulsion. Prohibited items are subject to confiscation by school officials.

1. **Explosive Devices:** Includes, but is not limited to, materials or devices such as fireworks, shotgun shells, bullets, explosive caps, and cigarette lighters.
2. **Knives/Cutting Instruments:** All cutting edges of any size are strictly prohibited.

**NO FIGHTING POLICY:** Students are advised that if they are threatened, harassed, or intimidated by any other student, they should immediately report the matter to a faculty member or administrator. Students taking matters into their own hands, by responding to being threatened or criticized by hitting, pushing, shoving, or slapping the other student is not acceptable and may receive disciplinary action. Students should *seek assistance* from school personnel. Students fighting will be sent home. All students initiating or involved in a fight will be suspended. Students prompting a fight or pushing a student physically into a fighting situation will be suspended as a participant in the fight. Students not yielding adult access to a fight will be disciplined.

**GANG ACTIVITY OR ASSOCIATION:** The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or symbol implies membership to a gang will result in disciplinary action. Incidents involving initiations or intimidation, which cause bodily harm or personal degradation or disgrace, resulting in physical or mental harm to students, may result in suspension, expulsion, and/or legal action.

**BULLYING/HAZING POLICY:** Hazing is a criminal offense. Students are guilty of hazing when they intentionally or knowingly:

1. Endanger the mental or physical safety of another.
2. Are involved with any brutality of a physical nature such as whipping, beating, branding, bruising, shaving, placing a harmful substance on the body, or exposing another student to the elements.
3. Are involved with any activity where a student would be subjected to extreme mental stress, such as sleep deprivation, isolation from social conduct, or conduct that subjects another to extreme embarrassment, shame, or humiliation; and is for the purpose of initiation, admission, or a condition of continued membership in a group or organization.

**SEXUAL HARASSMENT:** The purpose of this policy is to assure a learning environment that is free from sexual harassment and in compliance with state and federal law. Any form of sexual harassment by staff or students is prohibited. This includes: any verbal, written, or physical conduct of a sexual nature, which has the purpose or effect of creating an intimidating, hostile, or offensive environment. Any suggestion, request, demand, or pressure for sexual involvement, accompanied by implied or explicit threats concerning one's grades, extracurricular standing, job, etc., is prohibited.

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, texts, posts, emails, 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 hallways.
7. Sexual gestures, unwanted pats, hugs, or any unwanted touching.
8. Any form of sexual threat, intimidation, or exploitation.
9. Actual or attempted sexual assault, molestation, or rape.
10. Sexist remarks or gender-based stereotyping.
11. Depantsing of students.

Sexual harassment by students or staff must be reported to administration. Parents of any students involved must be informed immediately. Following a thorough and fair investigation, students or staff members who have violated this policy may face: suspension, expulsion, alternative placement, and/or other appropriate legal or school consequences.

## **Tooele County School District Dress Code**

Tooele High School is a place of learning. Proper dress standards help set the tone for a proper learning atmosphere and reflect directly upon the school and the district. As such, THS adheres to TCSD's Dress Code Policy #5004.

### **A. Purpose and Philosophy.**

1. Tooele County School District (TCSD) is committed to providing a safe, wholesome, orderly, and positive environment conducive to teaching and learning for all students. The TCSD Board of Education recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation, health, and safety conditions. TCSD also recognizes the need for balance between freedom of individual expression and the right to quality education for all that is free of disruption.
2. Students shall dress in a manner suitable to the day's activities consistent with the standards of health, safety, and acceptable behavior. The student dress and grooming standards shall apply to all schools in the district and to both male and female students. The dress code also applies to students whether attending school or any school-sponsored function or activity (as a participant or member of the audience).
3. School administrators, faculty, and staff are responsible for communication and enforcement of this policy and student dress and grooming standards, as well as, ensuring compliance with applicable federal, state, and local laws, in addition to, legal precedence and board policy. Involvement of stakeholders (i.e. PTA, Community Council, staff, students) in the management of schools is encouraged and can result in expanded thinking, increased ownership, satisfaction, and improved instructional programs and outcomes. Interpretation of the dress and grooming standards will be under the primary responsibility and discretion of school administrators. However, all district and school staff members shall have a share of responsibility in seeing that these standards are implemented and enforced fairly and consistently in classrooms, in school buildings, on school grounds, on school buses, at school activities, and other school-sponsored events. The building principal has the final discretion to implement this policy fairly and consistently (regardless of student gender identification, race, sexual orientation, religion, etc.). Violations of this student dress code may result in reasonable disciplinary action according to District policy.

### **B. Student Dress and Grooming Standards**

1. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational process or mission.

Disruption is defined as reactions by other individuals to the clothing or adornment, which cause the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

2. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive, or promote illegal/criminal activity.
3. Items that display advertising, promotions, and likeness of tobacco, e-cigarettes, alcohol, gang activity or affiliation or drugs or which are contrary to the educational mission, shall not be allowed.
4. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, manner. Hairstyles which, disrupt or interfere with the learning atmosphere at the school shall not be allowed. Hair coloring is not prohibited; rather it should not detract from the purpose of 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
5. Clothing, jewelry, accessories, and piercings that are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tend to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Sunglasses may not be worn indoors at school.
6. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or “grungy/grubbies”, or immodest. No shorts or skirts above mid-thigh are permitted unless leggings are worn. Such leggings may not be see-through.
7. Clothing must sufficiently cover undergarments at all times (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, mini skirts, bare midriffs, halter-tops, tube tops, strapless shirts/tops, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, and cleavage at all times (even when seated). This includes clothing that has holes above mid-thigh. School activity uniforms (i.e. singlets, spunks, cheer skirts, leotards, etc.) that do not meet these criteria are not appropriate for the school day and may only be worn during the approved activity. Such uniforms may be worn at school under team warm-ups or sweats.
8. Belts are to be worn at the waist and at the correct length (i.e. not excessively long and hanging). Chains or other large metal accessories, which can present a safety risk, are not allowed.
9. Students shall comply with the laws that govern the wearing of military uniforms and insignias.
10. Hats including hoodies are permitted as long as they do not disrupt the learning environment or make it difficult or impossible to identify students. School personnel has the discretion to require students to remove hats, hoods, beanies, etc. in classrooms.
11. Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.
12. Tattoos and piercings are not specifically prohibited; rather, the policy is established around 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
13. School officials may require or approve students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities (i.e. welding gloves or jackets, helmets, safety glasses, etc.).

14. Shoes or sandals shall be worn at all times to ensure personal safety and hygiene. Students are encouraged to dress appropriately for the weather and wear reasonable footwear for the activity and season.
15. Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.
16. Students who violate dress and grooming standards will be subject to student discipline. Due process procedures will be followed in the case of any dress and grooming code violations. Schools may have acceptable clothing to loan to students who have violated the provisions of this policy. An offending student may be sent home until he or she reasonably complies with appropriate dress and grooming standards and/or a parent conference conducted to address the dress and grooming issues.

#### C. Graduation Attire

1. In order to maintain dignity and decorum at high school commencement, students participating in commencement exercises are subject to the dress and grooming standards articulated in this policy and are required to wear the prescribed cap and gown during the ceremony.
2. Personal items such as clothing, accessories, or jewelry that draw undue attention or detract from the dignity and decorum of the occasion shall not be allowed. Mantles, cords, insignias, or medals signifying achievement, honor, or recognition are restricted to awards issued and approved for display at graduation by the local high school. During the ceremony is defined as the entire duration of the commencement program from opening processional to completion of the recessional.

(Revised Jan 18, 2022)

## DANCE DRESS CODE:

**Stomps** – Hats are allowed as long as they are worn appropriately. Students who are not abiding by the dress code will not be permitted to enter dances. If clothing changes or is modified after entering the dance, students will be asked to leave without a refund and will be issued a school consequence. Dirty dancing will not be tolerated. Students asked to leave for dancing inappropriately will be sent home without a refund and will be issued a school consequence. Rave paraphernalia will not be allowed at any dance (e.g. glow sticks, pacifiers, etc.).

**Formals** – Students are expected to look their best and dress appropriately. Dresses should be at or near knee length. Slits in the dresses should not be any higher than the top of the knee. Strapless dresses are prohibited unless a jacket or shawl is worn. Plunging necklines are prohibited. The backs of dresses should not show more than 1/3 of the back (roughly speaking, directly below the armpits). Midriffs should not show in any way. Sheer fabric is acceptable, as long as skin is not showing underneath.

## Personal Technology and Communication Devices Acceptable Use Policy

**COMPUTER TECHNOLOGY ACCEPTABLE USE AGREEMENT:** The first offense of students who misuse computers, access inappropriate material, or conduct unacceptable email correspondence will meet with the Administration and their parents, and the appropriate disciplinary action will be taken.

However, electronic devices may be carried to school at the owner's risk and used during class breaks, before and after school, and during lunch.

**BICYCLES, SCOOTERS, AND SKATEBOARDS:** For the safety and welfare of students and other people, no bicycles, roller blades, roller skates, scooters, or skateboards are allowed to be used on any area of the campus. Remember that "ALL wheels walk on campus." Bicycles, scooters, or skateboards that are brought to the school are the sole responsibility of the student. They need to be placed in the racks that are supplied by the school outside the auditorium/band entrance and securely locked. **Bicycles, scooters, and/or skateboards are not permitted inside the school.**

**SCHOOL BUSES:** The bus driver has complete authority over his/her bus, and all rules must be strictly adhered to by the students. Students, who refuse to promptly obey the directions of the driver, or refuse to obey riding regulations, may forfeit their privilege to ride on the bus. Any deliberate damage to a bus will be paid for by the student and/or parent.

**OUT-OF-STATE TRAVEL SPONSORED BY THE SCHOOL:** When school sponsored out-of-state trips occur during the school year and require missing school, district policy will be followed. Students must maintain a 2.0 GPA for the quarter prior to the trip.

**Transportation Policy for School Activities:** *Tooele County School District* Transportation Policy allows only guardians and designated adults over 21 years of age to transport a student to a school event when circumstances do not allow a student to ride the district bus, van, or car. Private Vehicle Transportation Forms are available in the office. It is the recommendation at *Tooele High School* that ALL students will ride in district transportation to all events. *Deseret Peak* and the *Dow James* baseball fields have been approved as areas where students may transport themselves when necessary. Only under unusual circumstances will approval for other transportation be given.

**INSURANCE:** Generally, a student injured on the school campus will be covered by his/her own health insurance policy. A reasonable state health insurance policy is available to the student, but it must be obtained and paid for by each individual student at the beginning of the school year or prior to athletic participation. Forms will be available in the Main Office. The school does not carry student health insurance. No student may participate in UHSAA activities without proof of insurance coverage.

**STUDENT PARKING:** The following regulations apply to parking on school property:

1. Students are permitted to park in the designated student parking lots only.
2. All cars must be parked in designated parking stalls. Parking in any area other than between marked parking stalls is prohibited.
3. The handicapped parking stalls are reserved for designated handicapped license plates and placards only.
4. The faculty parking areas shall be so designated and are off-limits to students.
5. The service and bus entrances are off-limits to student parking. Special areas of the student parking lot may be reserved for motorcycle parking and if so designated, motorcycles must be parked in that area.

***Maximum speed in the student parking lot is 5 mph***



**LOCKERS:** Lockers are rental units owned by the school. Each student renting a locker must keep the outside and inside clean. All locker malfunctions should be reported to the office. Students who need to replace a lock will be charged \$5.00. Administration reserves the right to search school lockers at any time.

**TEXTBOOKS:** Textbooks are rented to students by the Board of Education. Once a book is assigned to a student, it becomes his/her responsibility to take care of it. Lost and damaged books must be paid for by the student.

**LOST AND FOUND:** All lost and found articles should be turned into the front office. Before articles can be claimed, they must be accurately identified by their owners. The school ***is not*** responsible for valuables lost at school.

**MEDIA CENTER:** Students may be admitted to the Media Center during class time with written consent from the classroom teacher or during lunch hours. No food, drink, etc. is allowed in the Media Center. Students should leave personal belongings in their lockers. Students will not be permitted to enter the Media Center wearing coats or jackets, or carrying tote bags, backpacks, briefcases, purses, or any other type of bag. An area will be designated where students may leave personal belongings, but the Media Center cannot be responsible for lost or stolen items.

Overdue books deprive other students from using the materials. Fines will commence on the first day after a book is due at the rate of \$.10 per day. Overdue notices will be given to students by their first period teacher. Students are responsible to pay all fines and pay for lost books. Additional books cannot be checked out until overdue books are returned and fines paid. All charges not paid by the end of the school year will be entered on the student's fee account.

**POSTERS:** There are several bulletin boards and strips throughout the school. Community announcements placed on these strips must be approved by the District Administrative Office before being put on display. Posters or announcements to be displayed anywhere in the building, other than on the bulletin strips, must be approved by school administration and attached only on designated areas. Do not use paste or cellophane tape, and do not attach to painted or brick walls. Poster size may not exceed 8 1/2" by 11".

## **School Emergencies**

When a school emergency or disaster situation occurs, we want to be prepared. A school emergency response chart is posted in every classroom with directions for emergencies that may occur while school is in session. Students will review these procedures with the teacher during the first week of school. We will briefly cover important information for parents and students in this handbook.

In case of major emergencies, parents can help us by not calling the school. The best way to gain information is by turning on radios or televisions to hear important broadcasted information. Parents need to establish a meeting place with your students so they know where to go if disaster strikes and understand the codes and procedures we will take at Tooele High School.

**RELOCATION CENTERS:** If we need to relocate away from *Tooele High School* because of an emergency, we will either be at one of our three Primary Relocation sites, as follows: *USU Extension--Tooele Campus*, located at 1021 West Vine Street; *Tooele Technical College*, located at 88 South Tooele Boulevard.; or, *Blue Peak High School*, located at 211 South Tooele Boulevard.

You will be able to pick your student up there. **Students will only be released to parents or persons identified on the students' emergency contact form.**

**FIRE DRILLS:** A fire alarm will be sounded in the building. Students will move in an orderly fashion to meeting areas outside of the school. If they are in class when the alarm sounds they will quietly follow the teacher from that room out. If the alarm goes off during lunch or passing time, students will go out the closest exit and then move to the area where their teacher or their next class meets. They will line up at the outside location and wait for further instructions.

**LOCKDOWN: Locks, Lights, Out of Sight** If there is a violent life-threatening person inside the school, suspected of being in the school, or on school grounds, we will announce **LOCKDOWN:** Teachers will go to their doors and briefly check their hall to bring in students. They will then keep students in that room with the lights off hidden away from windows. until an announcement to release is made; an alarm will indicate that they are able to move outside of the classroom. Students and staff left in the halls should move to the closest secure area.

**SECURE: Get inside, Lock Outside Doors.** When **SECURE** is announced the teachers will bring all students inside. Exterior doors and windows are locked with no outside activity being conducted.

**SHELTER:** State the Hazard and Safety Strategy. In case of a hazardous release event (chemical spill) near the school, a "Shelter-in-Place" procedure will occur. All students outside will move quickly indoors, and every effort will be made to stop outside air from entering the building.

**HOLD: In your room or Area.** The **HOLD** response is used when there is a situation that requires students to remain in their classrooms. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved.

**EARTHQUAKES - DROP AND COVER:** At the first indication of ground shaking, crouch under a desk, door support, or table, tuck your head, and keep your hands on the side of your neck unless you need to hold on to the legs of the item you have shelter under. If no shelter is available you should move to the inside wall facing away from the windows. If you are outside, stay outside and move away from hazardous areas. Try to stay calm and listen for directions. Aftershocks are likely to occur within minutes after the earthquake. As you move out of a building be prepared to *Drop and Cover* if aftershocks occur. Move to the area your teacher designated as a meeting place.

**BOMB THREATS:** The Principal will call 911 and the District Office. A lock down will be ordered. Teachers will scan their classrooms for unusual looking objects. Students are not to touch anything. Administration will determine when to exit the building. Fire Drill procedures will be used to exit the building.

If a bomb goes off in the school, a lock-down code will be called. The THS emergency team will go into action. Students will be moved outside of the building by a route that would avoid the emergency area. If a student is on their own, they need to be cautious and move carefully out of the building.

## **Extracurricular Activities**

**ELIGIBILITY RULES:** Participation in athletic competition, drama, debate, or other representative programs, clubs, or student body organizations, shall be permitted only in harmony with eligibility rules approved by the state, the region, and the administration. Students who violate the student code of conduct in any way jeopardize their extracurricular eligibility. One major violation either at school or in the community, if deemed severe enough by the school administration, could result in immediate removal from a team organization.

**SCHOLASTIC REQUIREMENTS: \*\*CHANGES ARE EXPECTED PENDING NOTIFICATION FROM THE UTAH HIGH SCHOOL ACTIVITIES ASSOCIATION\*\***

An individual must be enrolled in at least 2.5 credits per semester in order to be eligible to represent his/her school in interscholastic competition. Exemption requests to this policy should be directed to Administration.

No student shall be eligible to represent his/her school if he/she is failing more than one subject and/or has received a "U" in citizenship. Students must maintain a minimum grade point average of 2.0 from the previous term. "I's" and "F's" are computed into the grade point average as a zero value. Students with more than one "I" or "F" are ineligible for extra-curricular activities. Students may complete make-up work for an "I" but will remain ineligible until completed. Students are not allowed to make-up "F's" for eligibility purpose. The grade point average shall be based on each quarter's work with eligibility being approved by Administration, based upon individual student's IEP or CCR and documented test results relating to learning disabilities. Grades in double-blocked classes count twice. Grades in concurrent enrollment courses may count quadruple since the course is worth an entire high school credit. (this means a D or F would count as TWO D's or F's in a double-blocked class and may count as FOUR D's or F's in a concurrent enrollment class).

Home-schooled students must have an active Homeschooling Affidavit on file and be able to document their progress in their homeschool curriculum.

Where a student has failed to meet the minimum requirements set forth above, he/she shall also be ineligible for participation in UHSAA activities in the succeeding grading period. (Academic eligibility is based on the previous term's GPA)..

Summer school course work taken to remediate 4<sup>th</sup>-term grades will be accepted for first-term eligibility. All summer course work must be POSTED by July 31 to be considered for eligibility.

**ATHLETIC LETTERING:** Lettering criteria can be obtained from the coach of the requested sport or the Athletic Director.

**VIOLATION OF SAFE SCHOOL PROVISION:** Any student(s) who is suspended from Tooele High School or a member school for violation of the Safe Schools provision of that district's board of education, shall be declared ineligible for participation in any activity for a period equal to any suspension, bar, or dismissal, but in no case shall the period exceed twelve months. If the student is transferred to another school, the transfer rule provisions will apply.

**SMOKING, DRINKING, OR USING DRUGS DURING EXTRACURRICULAR ACTIVITIES:** Any student representing Tooele County Schools in any extracurricular

activities who is found guilty of using tobacco, alcohol, or drugs will be dealt with as follows:

First Offense: The student will be suspended from the team or organization for a period of at least two weeks or at least two consecutive events, games, meets, matches, competitions, or performances at the same level of play (and any intervening levels as well). The offender will not be allowed to participate with the team or organization in any practice, performance or competition session for the full time of their suspension. The suspension will include participation in all extracurricular activities sponsored by Tooele School District schools or by the UHSAA that are being participated in by the suspended student. The student will not be allowed to travel to away contests with the organization he/she is suspended from. At the end of the suspension period, the student may apply for reinstatement to the organization he/she was suspended from. If the student wishes to be reinstated, a meeting between the parent(s), the suspended student, the coach/advisor, and administration may take place. It will be the school authorities' decision to either accept or reject the application for reinstatement of the student. If and when the student is reinstated, he/she will be placed on probation for the remainder of the sport's or activity's season in which he/she is involved.

Second Offense: The student will be suspended from participation in that sport/activity for the rest of the season.

Third Offense: An eighteen-week suspension from all games, meets, matches, competitions, performances, and practices for all extra-curricular activities at THS. Where applicable this suspension carries over into the following school year. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention, and/or treatment program.

**INDIVIDUAL COACHES/ADVISORS' RESTRICTIONS OR POLICIES MAY NOT BE LESS THAN THOSE OUTLINED ABOVE. COACHES MUST PUBLISH ANY RESTRICTIONS STRICTER THAN THOSE LISTED ABOVE AT THE BEGINNING OF EACH SEASON.**

### ***Tooele County School District* Non-Discrimination Statement and Grievance Procedure**

*Tooele County School District*, as a standing policy, does not discriminate against individuals because of their race, color, religion, age, sex, national origin, disability, or status as disabled veteran or Vietnam era veteran.

This policy applies to all school programs and employment handled by the school district or through contractors, sub-contractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974, and other Federal and State statutes and regulations. The Title VII Indian Education program provides supplemental services to meet the culturally-related academic needs of American/Alaskan Native Students. The program is federally funded through the Department of Education in Washington D.C. by a Formula Grant Program. To enroll in the program students must be enrolled in one of the District's Public Schools and Parents/Guardians must complete a 506 form. 506 forms are available in the school office, or you can contact the Indian Education Office at (435) 833-1915.

Inquiries regarding the application of these laws and regulations or grievance procedures to be followed in the event of noncompliance may be directed to the district's Equal Employment Officer: Assistant Superintendent Doelene Pitt, 92 South Lodestone Way, Tooele, Utah, or the Director, Denver Regional Office for Civil Rights, U.S. Department of Health, Education and Welfare.

**ADA Officer/504 Officer:**

Jared Small, Assistant Principal  
(435) 833-1978

District Contact: Marrisa Lowry, Director of Special Education  
(435) 833-1900

**Sexual Harassment Officers:**

Jeff Wyatt, Principal  
(435) 833-1978

District Contact: Mat Jackson, Director of Student Services  
(435) 833-1900

**Indian Education:**

Kendall Topham, Assistant Principal  
(435) 833-1978

District Contact: Stephanie Rowley, Federal Programs Director  
(435) 833-1900

**Alternative Language Services Information:**

Kendall Topham, Assistant Principal  
(435) 833-1978

District Contact: Stephanie Rowley, Federal Programs Director  
(435) 833-1900

**Family Liaison Contact (Homeless Students):**

Kaycee Roberts, Assistant Principal  
(435) 833-1978

District Contact: Laura Burdine, Homeless Liaison  
(435) 833-1900

**Tooele High School Lunchroom Manager:**

Cami Gilliard, Lunchroom Manager  
(435) 833-1978 (ext. 2152)

District Contact: Casey Kress  
(435) 833-1920

[TCSD Online Policy Documents Page](#)