

DUGWAY SCHOOLS

K-12



TEAM—TOGETHER EVERYONE ACHIEVES MORE

Principal's Message

Dear Parents and Students,

Welcome back to another year at Dugway School. I am excited to spend the whole year with you and see how much you learn and grow. We strive to follow our motto T.E.A.M. Together Everyone Achieves More. No matter where you are in the school or outside, I know we can do much more when we work together.

I love that our school is a K-12 school. Not only do we have every grade level, but we also have an amazing staff to teach these students. The small class sizes are very unique to a public school and allows for a more individualized and personalized learning experience. I will work with the teachers to give them opportunities to learn and grow just as they will work with you and give you opportunities to learn and grow.

This year we will work hard so we can play hard! We will have incentives for students to earn to be able to attend and participate in different activities each term. Term 4 will have the big event to cap off the whole year. The elementary will attend the aquarium and the secondary will attend Lagoon. But it's for those students that put in extra effort to be a good citizen of the school and maintain positive grades. I am excited to see you there.

I am looking forward to working with you this year and making the school an awesome place to be.

Darren Westhora

Principal

DUGWAY SCHOOLS INDEX

Absences & Extra Curricular Activities-----	52	Foreign Language-----	27
Academic Eligibility for Activities-----	24-28	Fund Raising Activities-----	42
Activity Cards-----	36	Fundraising Activities-----	44
Activity Permission Slips-----	36	Gang Activity or Association-----	19
Addressing Teachers-----	36	Grading Policy-----	26-27
Alcohol, Drugs & Tobacco-----	18	Graduation Requirements-----	33-34
Alternative Language Services-----	36	Hall Pass-----	42
Appeals Process-----	52	Hazardous Release Event-----	15
Assemblies-----	36	Homebound & Hospital-----	53
Athletic Equipment-----	37	Homecoming Royalty-----	46
Athletic Uniforms-----	37	Homework Guidelines-----	53-54-55
Awards at DHS-----	26	Homework Requests-----	53
Behavior Management-----	15	Immunization of Students-----	42
Bell Schedule-----	10-11	Inclement Weather-----	59
Board of Education Staff-----	8	Incomplete Grades-----	26-27
Bullying/Cyberbullying/Harassment/Hazing Policy----	15	Indian Education-----	7-8
Calendar-----	5-6	Leaving Class or School-----	42
Cheating-----	37	Lettering in Athletics-----	24-25
Check Cashing-----	37	Lettering in Drama-----	25-26
Citizenship Make-up Procedure-----	55	Lettering in Music-----	25
Class & Club Funds-----	37	Lockdown Procedures-----	14
Class Meetings-----	37	Lockers-----	42-43
Compulsory Education-----	52-53	Lost & Found-----	43
Criminal Trespass-----	38	Make-up Policy for Missed Homework-----	53
DHS Constitution-----	60-68	Medication Policy-----	45
Curriculum Requirements-----	28-29	No Fighting Policy-----	18
Dances-----	47-48	Non-Resident Students-----	43
DES/DHS Walking Plan & Map-----	11-12	Notices-Announcements-----	43
Destruction of Property-----	37-38	Obscenity, Pornography, Profanity & Vulgarity-----	19
DHS & DES Faculty & Staff-----	7-8	Options to Excuse Students-----	53
District Office Faculty & Staff-----	8-9	Out of School Credit-----	28
Dress Code-----	39-42	Parent Conferences/Visits-----	56
Dugway School Objectives-----	12	Parent Volunteers-----	56
Earthquakes Drop & Cover-----	14	Parties on School Time-----	43
Emergency Closures & Procedures-----	13-14	Personal Contact-----	44
Emergency, Illness, Injury at School-----	40	Policy on Smoking/Drinking/Drugs Relative to Activities Sponsored by Dugway Schools-----	17
Failing Notice Report Policy-----	59	Power Failure-----	14
Family Rights Privacy Act-----	14	Pre-Excuses-----	50
Fee Schedule-----	12	Progress Reports-----	28
Fee Waiver-----	44	Prohibitions-----	20
Fire & Bomb Exit Procedures/False Alarms-----	18		

Public Resource Sites for Parents-----	20	Student Absence/Testing-----	47
Rights of 18 Year Olds-----	44	Student Cars & Parking-----	48
Rules of Conduct Assemblies-----	23-24	Student Council-----	48
Rules of Conduct Classroom, Restroom & Hallways-----	21-22	Studentbody Officers-----	8
Rules of Conduct Library-----	23	Students in More than One Activity-----	51
Rules of Conduct Lunchroom-----	21	Tardy Policy-----	54
Rules of Conduct Playground & Gym-----	22-23	Teacher Disclosure Statement-----	52-53
Safe & Drug Free Schools-----	18	Telephones/Cell Phones-----	55-56
School Activities-----	54	Textbook Student Fees-----	52
School Attendance & Extra-Curricular Activities-----	52	Theft-----	38
School Attendance-----	44	Tobacco/Alcohol/Drugs-----	16-17
School Breakfast & Lunch-----	45	Tooele County School District No Nit Policy-----	43
School Song-----	9	Tooele District Philosophy-----	11-12
Search & Seizure-----	38	Traveling to Activities-----	48
Selection of: Cheerleaders-----	45-46	Truancy/Citizenship Policy-----	51
Sell or Distribute-----	18	Truancy-----	54
Semester Attendance-----	28	Vacation Plans-----	55
Seminary/Release Time-----	54	Valedictorian & Salutatorian-----	46-47
Sexual Harassment-----	19	Vehicles, Bikes, Scooters, Skateboards & Wheelies-----	20
Snowballing-----	47	Visitors & Student Visitors-----	56-57
Special Education-----	52	Weapons & Gun Control-----	17-18
Standards of Conduct-----	15	What DHS Expects-----	14
		What Parents Expect-----	13

TOOELE COUNTY BOARD OF EDUCATION	
Melissa Rich-----	President
Robert Gowans-----	Vice President
Scott Bryan-----	Member
Vacant-----	Member
Todd Thompson-----	Member
Elizabeth Smith-----	Member
ValaRee Shields-----	Member
Emily Syphus-----	Member

DISTRICT OFFICE STAFF	
Dr. Mark Ernst-----	Superintendent
Dr. Jeff Hamm-----	Assistant Superintendent
Dr. Sarah Jarnagin-----	Stansbury Area Director
Angie Gillette-----	Grantsville Area Director
Brad Hranicky-----	Tooele Area Director
Lark Reynolds-----	Business Administrator

DUGWAY HIGH SCHOOL 2025-2026 STUDENTBODY OFFICERS	
Quaid Elton-----	President
Sebastian Tolentino-----	Vice President
Vincent Pace-----	Secretary
Stone Elton-----	Historian
Jake Kushiyama-----	Treasurer

2025-2026 DUGWAY SCHOOLS FACULTY & STAFF	
Darren Westhora-----	Principal
Lorin Williams-----	Head Custodian
Bonnie Sweat-----	Custodian
Julie Ernst-----	Counselor
Stacy Wall-----	Administrative/Financial Secretary
Kelly Cochrane-----	Registrar/Attendance Secretary
KellyAnne Kortum-----	Media Specialist/Ed Net Facilitator
Brett Andrus-----	P.E./Health/Coach/Athletic Director

Jeniell Coates-----	FACS/TLC-CTE
Denise Christensen-----	Social Studies
Kirstin Crossley-----	Instructional Resource Coach
Meredith Fairbanks-----	Language Arts
Patty Bingham-----	3 rd /4 th Grade
Franziska Bullock-----	High School Resource
Nala Lang-----	Math
Greg Smith-----	Science
Brooke Petersen-----	Kindergarten
Abree Durfee-----	1 st Grade
Judy Marsh-----	2 nd Grade
Stephen Sagers-----	5 th / 6 th Grade
Adrianna Mericle-----	Elementary Resource
Lorillee Thackeray-----	Elementary Reading Aide
Jessica Hammerstrom-----	Permanent Substitute
Edwin Johnson-----	Business/TLC-CTE/Ag/Wood
Crystal Rose-----	Cook Helper
Sierra Green-----	Cafeteria Manager
Jodi Elton-----	Concurrent Enrollment Aide
Nicole Knight-----	Art Aide
Tavia Wilcox-----	Music Aide
Vacant-----	Elementary Resource Aide
Vacant-----	Elementary Math/PE-Recess Aide
Savannah Fitzgerald-----	Elementary Resource Aide

DUGWAY HIGH SCHOOL SONG

Maroon and white for dear old Dugway High School, we love you.
 You give us joy and confidence in everything we do.
 The teachers are the best there is to offer.
 Through their guidance we will ever prosper.
 The spirit created by one and all.
 Shall echo forever down your hallowed halls.
 Our loyalty we pledge to thee, our Alma-Mater,
 Protectress of every son and daughter.
 Our friendship based on faith and trust will linger on,
 After graduation day has come and gone.
 We always will remember you in days that have gone by.
 As we proudly raise your banner toward the azure sky.

Dugway School 2025-2026 Calendar

August	
August 12 (Tuesday)	Principal's Day
August 11, 12, and 13 (Monday, Tuesday, Wednesday (District Day))	Teacher Work Days
August 14 (Thursday)	Back to School Night 4:00-6:00
August 18 (Monday)	First Day of School for All Students
August 22, 29 (Fridays)	Non Work Day for 4 Day Week Schools
September	
September 1 (Monday)	Labor Day (No School)
September 17 (Wednesday)	School Picture Day
September 12 (Thursday)	Parent/Teacher Conferences 3:00-6:00
September 5, 12, 19, 26, (Fridays)	Non Work Day for 4 Day Week Schools
October	
October 16 (Thursday)	Fall Break (No School)
October 20 (Monday)	End of 1 st Term
October 20 (Monday)	Teacher Work Day (No School)
October 21 (Tuesday)	Start of 2 nd Term
October 28 (Tuesday)	School Picture Retake Day
October 3, 10, 17, 24 (Fridays)	Non Work Day for 4 Day Week Schools
November	
November 18 (Tuesday)	Teacher Work Day (1/2 Day for Students)
November 20 (Thursday)	Parent/Teacher Conferences 3:00-6:00
November 26, 27 (Wednesday (1/2 Day), Thursday)	Thanksgiving Break (No School)
November 7, 14, 21, 28 (Fridays)	Non Work Day for 4 Day Week Schools
December	
December 18 (Thursday)	End of 2 nd Term
December 18 (Thursday)	Last Day of School Before the Break
December 19 (Friday)	Teacher Work Day (No School)
December 5, 12, 18 (Fridays)	Non Work Day for 4 Day Week Schools
January	
January 5 (Monday)	Class Work Resumes
January 5 (Monday)	Start of 3 rd Term
January 13 (Tuesday)	Teacher Work Day (1/2 Day for Students)
January 19 (Monday)	Martin Luther King Day (No School)
January 2, 9, 16, 23, 30 (Fridays)	Non Work Day for 4 Day Week Schools
February	
February 12 (Thursday)	Parent/Teacher Conferences 3:00-6:00
February 13 (Friday)	Teacher Work Day (No School for Students)
February 16 (Monday)	President's Day (No School)

February 6, 13, 20, 27 (Fridays)	Non Work Day for 4 Day Week Schools
March	
March 12 (Thursday)	3 rd Term Ends
March 13 (Friday)	Teacher Work Day (No School)
March 16 (Monday)	4 th Term Begins
March 30-April 2 (Monday-Thursday)	Spring Break (No School)
March 6, 13, 20, 27	Non Work Day for 4 Day Week Schools
April	
April 23 (Thursday)	Parent/Teacher Conferences 3:00-6:00
April 21 (Tuesday)	Teacher Work Day (1/2 Day for Students)
April 3, 10, 17, 24 (Fridays)	Non Work Day for 4 Day Week Schools
May	
May 15 (Thursday)	Kindergarten & Seniors Last Day of School
May 19 (Tuesday)	Dugway Graduation
May 21 (Thursday)	4 th Term Ends
May 22 (Friday)	Teacher Work Day (No School)
May 26 (Monday)	No School Memorial Day
May 1, 8, 15, 22 (Fridays)	Non Work Day for 4 Day Week Schools

MAKE-UP MONDAYS

September 15 February 9	October 13 March 16	November 17 April 13	January 12 May 11
----------------------------	------------------------	-------------------------	----------------------

**DUGWAY SCHOOL PARENT TEACHER CONFERENCES
HIGH SCHOOL & ELEMENTARY**

August 14, 2025 "Back to School Night" / 4:00-6:00 p.m. / Elementary

August 14, 2025 "Back to School Night" / 4:00-6:00 p.m. / H.S.

Elementary & H.S. Parent/Teacher Conferences

September 18, 2025 (Thursday), 3:00 p.m. - 6:00 p.m.

November 20, 2025 (Thursday), 3:00 p.m. - 6:00 p.m.

February 12, 2026 (Thursday), 3:00 p.m. - 6:00 p.m.

April 23, 2026 (Thursday), 3:00 p.m. - 6:00 p.m.

OTHER IMPORTANT DATES

Homecoming - October 24, 2025

Jr. Prom - March 20, 2026

Graduation - May 19, 2026

DUGWAY SCHOOLS BELL SCHEDULES 2025-2026

HIGH SCHOOL/MONDAY-WEDNESDAY/REGULAR DAY SCHEDULE

First Bell.....	7:55
1 st Period.....	8:00-8:54
2 nd Period.....	8:58-9:52
3 rd Period.....	9:56-10:50
4 th Period.....	10:54-11:48
5 th Period.....	11:52-12:46
Lunch.....	12:46-1:16
6 th Period.....	1:20-2:14
7 th Period.....	2:18-3:12

HIGH SCHOOL/THURSDAY/REGULAR ADVISORY DAY SCHEDULE

First Bell.....	7:55
1 st Period.....	8:00-8:40
2 nd Period.....	8:44-9:24
3 rd Period.....	9:28-10:08
4 th Period.....	10:12-10:52
5 th Period.....	10:56-11:36
6 th Period.....	11:40-12:20
Advisory.....	12:24-12:49
Lunch.....	12:49-1:19
7 th Period.....	1:23-2:02

HIGH SCHOOL/MONDAY-WEDNESDAY/LATE START DAY SCHEDULE

First Bell.....	9:55
1 st Period.....	10:00-10:36
2 nd Period.....	10:40-11:16
3 rd Period.....	11:20-11:56
4 th Period.....	12:00-12:36
Lunch.....	12:36-1:12
5 th Period.....	1:16-1:52
6 th Period.....	1:56-2:32
7 th Period.....	2:36-3:12

HIGH SCHOOL/THURSDAY/LATE START DAY SCHEDULE

First Bell.....	9:55
1 st Period.....	10:00-10:28
2 nd Period.....	10:31-10:59
3 rd Period.....	11:02-11:30
4 th Period.....	11:33-12:01
5 th Period.....	12:04-12:32
Lunch.....	12:32-12:57
6 th Period.....	1:00-1:28
7 th Period.....	1:32-2:02

HIGH SCHOOL/MONDAY-WEDNESDAY/AM ASSEMBLY SCHEDULE

Assembly.....	8:00-8:30
1 st Period.....	8:35-9:24
2 nd Period.....	9:28-10:17
3 rd Period.....	10:21-11:10
4 th Period.....	11:14-12:03
5 th Period.....	12:07-12:56
Lunch.....	12:56-1:26
6 th Period.....	1:30-2:19
7 th Period.....	2:23-3:12

HIGH SCHOOL/THURSDAY/AM ASSEMBLY SCHEDULE

1 st Period.....	8:00-8:40
2 nd Period.....	8:44-9:23
3 rd Period.....	9:27-10:06
Assembly.....	10:10-10:40
Lunch.....	10:40-11:10
4 th Period.....	11:14-11:53
5 th Period.....	11:57-12:36
6 th Period.....	12:40-1:19
7 th Period.....	1:23-2:02

HIGH SCHOOL/ELEMENTARY/EARLY OUT/HOLIDAY SCHEDULE

First Bell.....	7:55
1 st Period.....	8:00-8:24
2 nd Period.....	8:28-8:50
3 rd Period.....	9:20-9:42
5 th Period.....	9:46-10:08
6 th Period.....	10:12-10:34
Lunch.....	10:34-11:04
7 th Period.....	11:08-11:30

ELEMENTARY/MONDAY-WEDNESDAY/REGULAR DAY SCHEDULE

First Bell.....	7:55
School Begins.....	8:00
K/1 st /2 nd Lunch.....	(20 Min.) 11:40-12:05
3 rd /4 th /5 th /6 th Lunch.....	(20 Min.) 12:10-12:30
K/1 st /2 nd Recess.....	(20 Min.) 12:10-12:30
3 rd /4 th /5 th /6 th Recess.....	(20 Min.) 11:45-12:05
5-Minute Warning Bell.....	3:07
School Dismissed.....	3:12

ELEMENTARY/THURSDAY/EARLY OUT/REGULAR DAY SCHEDULE

First Bell.....	7:55
School Begins.....	8:00
K/1 st /2 nd Lunch.....	(20 Min.) 11:40-12:05
K/1 st /2 nd Recess.....	(20 Min.) 12:10-12:30
3 rd /4 th /5 th /6 th Lunch.....	(20 Min.) 12:05-12:25
5-Minute Warning Bell.....	12:25
School Dismissed.....	12:30

ELEMENTARY/MONDAY-WEDNESDAY LATE START DAY SCHEDULE

First Bell.....	9:55
School Begins.....	10:00
K/1 st /2 nd Lunch.....	(20 Min.) 11:45-12:05
3 rd /4 th /5 th /6 th Lunch.....	(20 Min.) 12:10-12:30
K/1 st /2 nd Recess.....	(20 Min.) 12:10-12:30
3 rd /4 th /5 th /6 th Recess.....	(20 Min.) 11:45-12:05
5-Minute Warning Bell.....	3:07
School Dismissed.....	3:12

ELEMENTARY/THURSDAY LATE START DAY SCHEDULE

First Bell.....	9:55
School Begins.....	10:00
K/1 st /2 nd Lunch.....	(20 Min.) 11:40-12:00
3 rd /4 th /5 th /6 th Lunch.....	(20 Min.) 12:10-12:30
School Dismissed.....	12:30

TOOELE COUNTY SCHOOL DISTRICT PHILOSOPHY OF EDUCATION

“We believe that every student is a person of value and we are committed to help each individual reach his/her potential. We will continually seek the means to more fully meet this commitment.”

This statement reflects the ultimate in the District’s educational desires because we believe in self-actualization of the individual. The District’s efforts will be toward total development of each student in the intellectual, emotional social and physical areas. All that can be done to help each student develop to the fullest will be considered as individual educational programs are developed and carried out. Hopefully many students in the course of striving to reach their potential will be prepared to be self-sustaining, reasonable happy, good citizens of the community in which we live.

DUGWAY SCHOOL OBJECTIVES

1. To help each individual student develop the necessary skills for everyday life.
2. To teach the students to read, write and speak the English language.
3. To teach the students a proper respect for their flag and country. To make them aware of their privileges, rights, responsibilities and duties to their country. By doing such to instill a dedication to improve the United States of America.
4. To teach proper respect for Authority.
5. To provide information that will help the pupil in choosing a vocation.
6. To help each student become an emotional stable person.
7. To help each student develop a belief in, and an appreciation of moral and ethical issues. To be able to make moral and ethical decisions.
8. To teach proper health habits. To become physically fit and to maintain that fitness. To acquire wholesome leisure time skills.
9. To make each student feel that he/she has personal worth and are an important part of the school and the community of Dugway.
10. To provide a variety of extracurricular activities in which each student has the opportunity to participate.

DUGWAY SCHOOL WALKING PLANS

General: DES starts at 7:55 a.m. and ends at 3:12 p.m. DHS starts at 7:55 and ends 3:12. The Dugway workforce works hours of 7:00 a.m. – 5:30 p.m. four days a week. Consequently, DES/DHS are lucky we don’t have to worry about “rush hour” traffic while students are walking to and from school.

Buses: DES/DHS has one bus that drops off and picks up at Dugway Schools. The bus has a well-marked drop off and pick up zone that is removed from through traffic. Our bus students never have to cross vehicular traffic.

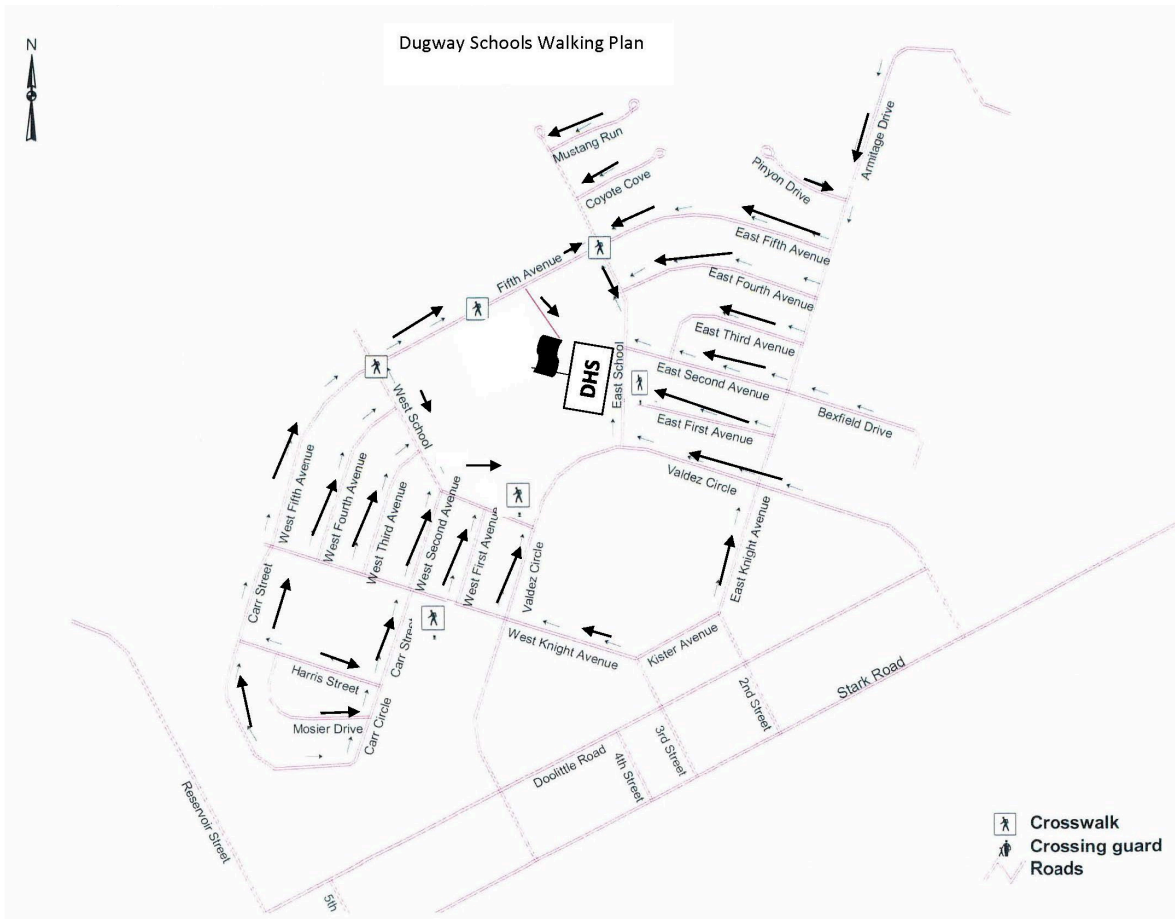
School Arrival: Students begin arriving as early as 7:35 a.m. to eat breakfast.

Student Dispersal: Students are dismissed at 3:12 p.m. The students either walk home, ride the bus, or go to daycare.

Breakfast at School: Breakfast is served each day beginning at 7:35 a.m. If a student is on free or reduced lunch, they also qualify for free or reduced breakfast. Prices may change so please look at the District webpage or contact the Office at 435-831-4090.

School Lunch: Hot lunch is available for all students each day. Prices may change so please look at the District webpage or contact the Office at 435-831-4090.

MAP OF WALKING PLAN



DUGWAY HIGH SCHOOL FEE SCHEDULE 2025-2026

Junior High (7th-8th Grades)	
*Activity Card	\$15.00
*FACS (8th Grade)	\$25.00
*P.E. Uniform Fee	\$15.00
Online Payment Convenience Fee	\$3.00
FACS Exploring Tech Elective	\$30.00
Arts & Crafts	\$10.00
Yearbook (Optional)	\$35.00
Library Fines – Per Day	\$.25
Instrument Rental	\$75.00

Senior High (9th – 12th Grades)	
*Activity Card	\$35.00
*P.E. Uniform Fee	\$15.00
Online Payment Convenience Fee	\$3.00
Art Classes (Basic)	\$30.00
Food & Nutrition I & II	\$40.00 Each
Culinary I	\$40.00
Interior Design I	\$15.00
Welding I & II	\$30.00 Each
Woods I	\$45.00
Woods II	\$70.00
Floriculture	\$30.00
Yearbook (Optional)	\$40.00
Drivers Education	\$150.00
Library Fines – Per Day	\$.25
PSAT Test (subject to change by PSAT)	\$20.00

***REQUIRED**

Senior High Participation Fees	
Basketball (Boys & Girls)	\$50.00
Cross Country	\$40.00
FCCLA	\$30.00
FFA	\$30.00
Hope Squad	\$40.00
National Honor Society	\$25.00
*Overnight Hotel Fee	\$75.00
Track	\$45.00
Volleyball (Boys & Girls)	\$40.00

There will be no refunds of participation activity fees.

Fee Waiver information available in the Dugway High School Office and on the District Registration Page Online.

TRUANCY INFORMATION	
Truancy Citation (Jr. & Sr. High)	\$20.00 (base, \$20.00 increment)
Truancy Ticket in High Schools	1 st Warning; 2 nd time \$3.00 and subsequent; \$5.00 until referral to truancy court. See Registration Packet for full disclosure.

WHAT PARENTS SHOULD EXPECT FROM DUGWAY SCHOOLS

1. That the school will be operated in a business like and responsible manner. All requirements and regulations will be reasonable and understandable.
- 2.
3. That parent inquiries, visits and complaints receive prompt and courteous attention. That the school’s responses to these inquiries reflect a constructive and helpful attitude.
4. That the student’s progress in his/her work be the primary priority of the school.
5. That the teacher’s grading will be fair, impartial and understandable.
6. That the teacher’s assignments be definite with a reasonable amount of assistance given in class. Also, on the student’s initiative, as much individual help be given as resources will permit.
7. That the school maintains a wholesome atmosphere and helps develop a wholesome student behavior.
- 8.

WHAT THE SCHOOL SHOULD EXPECT FROM PARENTS

1. That the student’s attendance be regular and punctual.
2. That parents encourage and promote both good study habits and acceptable behavior in their children.
3. That parental inquiries be first registered with the teacher. If this meeting does not produce the desired results, then the parent should request a meeting with the principal.
4. That parents demonstrate a positive attitude toward school. A negative home attitude will too often damage the student’s outlook and affect his/her behavior and success.
5. That the parents keep themselves informed of any difficulty between their child and the school.
6. That parents phone the school for an appointment with the principal in the event of a serious problem or serious misunderstanding that has not been satisfactorily resolved between the child and the school.

FAMILY RIGHTS AND PRIVACY ACT

The Tooele County Board of Education has adopted a policy to be consistent with the requirements of the Family Rights and Privacy Act of 1974. A copy of this policy may be obtained from the school.

TOOELE SCHOOL DISTRICT EMERGENCY SCHOOL CLOSURE PROCEDURE

1. The building administrator determines if there is justification for individual school closure because of weather conditions, safety concerns, heating problems, power outage, etc. The administrator recommends closure to the appropriate member of the superintendency.
2. Any decision to close a school or all schools (except in extreme emergency) can be made only by a member of the superintendency. Those who are authorized to make this decision are:
 Dr. Mark Ernst – Superintendent-----833-1900
 Dr. Jeff Hamm – Asst. Superintendent-----833-1900
3. Members of the Board of Education will be contacted by the Superintendent’s office.

4. After the decision to close has been made, a member of the Superintendency will give official notification to the local media, District Offices and Police Agencies (if needed).
5. A member of the superintendency will then contact the appropriate School Services supervisor who will contact the following people:

District Notification:	
School Services	Dr. Mark Ernst
Maintenance, Food Services, Transportation	Dr. Mark Ernst
Public Relations/Law Enforcement	Dr. Mark Ernst
6. Parents and media can call the Tooele District Office at 833-1900 for the latest information regarding school closures.

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 broadcast 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 Dugway School. Shockley Fitness Center is the reunification site for Dugway School if it is necessary to evacuate the school.

In the event of an evacuation of the building, the instructional staff has responsibility of leading students to an area of safety. Every effort will be made to keep parents informed during an emergency. Parents are requested to stay away from the school grounds to help maintain clear access for emergency equipment.

Each teacher has an emergency plan and an emergency evacuation plan. Students are instructed on the basic rules for evacuation of the building in an emergency. Drill for fire, earthquake, or lockdown are held at regular intervals during the year. In an emergency where we are not able to remain at the school we will evacuate to: THE SHOCKLEY FITNESS CENTER, SOUTH OF THE SCHOOL, DUGWAY, UT.

LOCK DOWN / SHELTERING IN PLACE (IN SCHOOL SHELTERING): If there is a disaster that warrants us staying in the school we will announce a “Lock Down”. Teachers will go to their doors and briefly check their hall to bring in students. They will then keep students in that room until an announcement to release is made, a runner comes to their room and announces the lock down is over, or an alarm indicates they are to move outside. A “code red lock down” announcement would indicate to our students and staff that an armed intruder is in the building and that the classroom doors should be immediately locked and no release would be made until directed to do so. Students or staff left in the halls would move to the closest classroom or secured area. A sign with words “WE ARE SHELTERING IN PLACE”, would be placed in our school windows where possible. This would indicate to neighbors and passersby to contact police if they are not already present.

EARTHQUAKES-DROP AND COVER: At the first indication of ground shaking, crouch under a desk 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 items you have shelter under. If no shelter is available, move to an inside wall facing away from windows. If you are outside, stay outside and move away from hazard areas. Try to stay calm and listen for directions. Aftershocks are likely to occur within warning 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.

POWER FAILURE: Stay where you are. Listen for teacher directions. If you are close to an exit, move outside. If students are in a room with no natural light, staff will move students to other classrooms.

HAZARDOUS RELEASE EVENT: In case of a hazardous release event (chemical spill) near the school, a lock-down or shelter in place procedure will occur. All students outside will move quickly indoors and all efforts will be made to stop outside air from entering the building.

STUDENT BEHAVIOR MANAGEMENT: RESPECT: DHS 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 consequence. 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. Disrespect and defiance includes profanity, physical intimidation or violence towards any faculty, staff or member of the student body.

STANDARDS OF CONDUCT: The objective of school discipline is to help make school a safe place and to protect the rights of everyone. Proper discipline is an important part of education and very little can be accomplished when it does not exist. We believe our students are entitled to the best education our resources can provide. Students who disrupt the education setting, endanger the rights and safety of others, and harass other students will receive corrective guidance and may be subject to disciplinary action. We believe that teachers have a right to teach and students have a right to learn. Our goal is to focus on positive behavior and recognize students for making good choices. Students will not be allowed to disrupt the learning environment and will be subject to disciplinary action either by a teacher or school administration.

School rules are intended to form a nucleus for an orderly and safe school environment. They are the framework for a school wide discipline plan and aid in dealing with problems. In addition to school and district rules, students are expected to use common sense and to act responsibly. The objective of a school discipline plan is to reward positive behaviors and to change unacceptable behavior to acceptable behavior. Good behavior and regular attendance are rewarded with individual, class, and grade level incentives. Negative behaviors are met with consequences, including think-time, loss of privileges, or detention. In general, most minor discipline problems will be handled in the classroom between the student and teacher. Parents may be notified in the problem becomes a deterrent to learning in the classroom. In the event of major problem, the

student will be referred to the district and actions will be taken according to the school and district guidelines.

BULLYING/CYBERBULLYING/HARASSMENT/HAZING POLICY: Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by the Tooele County School District (TCSD). TCSD is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, TCSD has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing – including but not limited to civil rights violations – as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment and hazing of students and/or employees by students and/or employees will not be tolerated in TCSD. School officials have the authority to discipline students for off-campus speech that causes or threatens substantial disruption on campus or at school activities, including violent altercations, or a significant interference with a student’s educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and in accordance with the US Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including termination.

The staff at Dugway School strives to provide a safe environment for the emotional, intellectual, physical, and social development of its students, staff, and patrons. Whether in the classroom or elsewhere on campus. Those behaviors which disrupt the educational atmosphere of the school are considered inappropriate and will not be tolerated. Bullying, fighting, harassment, and unnecessary roughness, of any kind, causes an unsafe condition to exist. Students and adults are encouraged and expected to “seek assistance” in resolving conflicts rather than solve them through aggressive behavior. Dugway School has a zero tolerance policy for aggressive behavior. This kind of behavior will not be tolerated. Students who resist in this kind of activity may be suspended or expelled under terms of this policy. Infractions of this policy will result in immediate parental notification, will receive school action, and depending upon seriousness, may be referred to local law enforcement for further action.

BULLYING MEANS AGGRESSIVE BEHAVIOR THAT CAUSES HARM OR DISTRESS; EXISTS IN A RELATIONSHIP IN WHICH THERE IS AN IMBALANCE OF POWER OR STRENGTH, AND IS REPEATED OVER TIME.

A person is being bullied or victimized when he or she is exposed to negative actions on the part of one or more person. Types of bullying include:

1. Physical Bullying: Hitting and/or Punching
2. Verbal Bullying: Teasing and/or Name Calling
3. Non-Verbal or Emotional Bullying: Intimidation through gestures, social exclusion, and relational aggression.
4. Cyber-Bullying: Sending insulting, threatening or harassing messages by telephone, computer, or electronic messaging.

POLICY ON SMOKING, DRINKING AND USING DRUGS RELATIVE TO ACTIVITIES SPONSORED BY DUGWAY SCHOOLS

BY-LAWS, ARTICLE XII, Tobacco Products and other Drugs; Section 1 (the UHSAA supports the U.S. Supreme Court ruling regarding education.) First, to prepare students to be good citizens and second, to teach them to be self-reliant and self-sufficient. Activities of the UHSAA contribute to both of these goals. Every effort shall be made at the local, region and state levels of participation in high school sports and activities. Limitations for participation of students in Utah High School Activities regarding the use of alcohol, tobacco products and other drugs, as defined in the Utah code are:

1. First Offense: Suspension from two consecutive games, meets, matches, competition or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program.
2. Second Offense: A six-week suspension from games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed and positive participation in a prescribed follow-up is occurring.
3. Third Offense: An eighteen-week suspension from all games, meets, matches, competition, performances and practice. Where applicable this suspension carries over into the following school year. Reinstatement of eligibility at the end of the eighteen-week suspension is predicted upon successful completion of a formal assessment, intervention and treatment program. (Local school or school district restriction may not be less than those outlined above. In all of the foregoing offense local school and/or district requirements which deal with discipline, suspension, corrective measures, parent/guardian involvement, rehabilitation, and so forth, must be met.)

SAFE AND DRUG FREE SCHOOLS: The goal of the Tooele County School District regarding school safety is to be proactive. The District will attempt to anticipate problems to ensure the safety of all students and staff, the school and its facilities, and the community in general. All students and parents will be required to sign a form indicating that they received a copy of the Tooele County School District's "Safe School Conduct and Discipline Policy". In order to help assure the general community of our concern for school security and to create an environment free of intimidation and coercion Dugway School follows these policies.

ALCOHOL, DRUGS, AND TOBACCO: The Tooele County School District prohibits any use, possession, distribution, sale or being under the influence of alcohol, controlled substances, imitation controlled substances, and any other similarly harmful substances, or drug paraphernalia. This policy applies during school hours, before and after school while on school property, at all school or district approved or sponsored events and activities, and when the actions affect the mission or operation of the Tooele Public Schools. In addition, any proscribed controlled medications must be administered in accordance with School District Policy. All

violations of this policy will be reported to parents, will receive school action, and will be referred to the appropriate law enforcement agencies for review and appropriate action. 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 actions will have discipline administered in accordance with the following guidelines.

POSSESS, USE OR KNOWINGLY PRESENT WHERE THIS IS:

First Violation: The student will be referred to court. The student will be suspended from school for three to ten days. The student and parents shall sign a non-use contract. The student and at least one parent will complete a drug and alcohol program.

Second Violation: The student will be referred to court. The student will be suspended from school for ten days and may be referred to a more extensive drug and alcohol rehabilitation program.

Third Violation: The student will be referred to court and will be suspended from school for ten days. The suspension may be extended to one year and a completion of an approved alcohol or drug treatment program prior to consideration for re-admittance.

SELL OR DISTRIBUTE:

First Violation: The student will be referred to court. The student will be suspended from school for ten days. The principal and superintendent will consider whether a suspension longer than ten days is appropriate. The principal may grant re-admittance to the school when the student demonstrates a readiness to return. The student will be requested to successfully complete an approved alcohol and drug treatment program prior to consideration for re-admittance.

Second Violation: The student will be suspended or expelled from school for at least one year.

GUN/WEAPON CONTROL: Any student who is in possession of a weapon at school may be expelled for a period of not less than one calendar year. In situations where school officials determine that objects may be used as weapons which poses 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 instruction environment, such as home teaching.
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.

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, or responding to being threatened, criticized, or hitting, pushing, shoving or slapping the other student is not acceptable. Seek assistance from school personnel. Students fighting will be suspended. Students prompting a fight or pushing a student physically into a fighting situation will be suspended as a participation in the fight. Students not yielding adult access to a fight will be disciplined.

OBSCENITY, PORNOGRAPHY, PROFANITY, AND VULGARITY: The staff and student-body should not have to be exposed or expected to endure obscenity, pornography, profanity, or vulgarity. Therefore, any and all forms of abusive language, obscene gestures, immoral or indecent acts (whether verbally, in pictures, or in writing) is deemed inappropriate within the school environment and is expressly prohibited.

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, hazing, intimidation, or cause bodily harm, or person degradation or disgrace resulting in physical or mental harm to students may result in suspension or expulsion.

A gang is defined as a group of more than two individuals with a unique name, identifiable marks, or symbols who may claim a territory or turf, who associate on a regular basis, or who engage in antisocial or criminal behavior. Gang activities are prohibited in school, on school property, and at all school approved or sponsored activities and events. The wearing of gang-related apparel and paraphernalia is also prohibited as per (*Oleson v. Board of Education*, 1987). Students aligning themselves with gangs or involving themselves in gang activity may be suspended or expelled from school under the provisions stated in the Tooele County Administrative Guidelines for School Suspension, Sections 5.29 through 5.35.

FIRE AND BOMB EXITS PROCEDURES: Fire and bomb drills will be held at frequent intervals throughout the school year. It is the school's responsibility to organize the practice of fire and bomb drills as an activity that may save lives. It is vital to the safety of the studentbody that response to the fire signal be automatic even under great stress.

Teacher should be aware of:

1. Safety of the students first.
2. The teacher should be the last person out of the room.
3. The last person out of the room will close the door.
4. No one is to stop and fight the fire.
5. Each classroom will have a place outside and away from the building where they are to meet and the teacher will take roll. If the school received a bomb threat, the same procedure will be followed as for a fire drill. If there is need to search the building, the students may be taken to the elementary lunch room and held there.

Bomb threats and falsely set fire alarms are not only a serious disruption of school time, but they also present a danger to all students and staff within the building. Moreover, these issues constitute felony offenses and will be dealt with severely. Dugway School has adopted a zero

tolerance toward anyone involved with bomb threats or falsely set fire alarms. Students engaged in such activity are subject to suspension and referral to local law enforcement agencies.

PROHIBITIONS: The following items and/or actions are prohibited on high school property or at any high school activities regardless of location. Violation of these prohibitions may be cause for disciplinary action, to include expulsion. Prohibited items are subject to confiscation by school officials.

Explosive Devices: Includes but not limited to materials or devices such as fireworks, shotgun shells, bullets, explosive caps, and cigarette lighters.

Knives/Cutting Instruments: All cutting edges of any size are prohibited.

SEXUAL HARASSMENT: The purpose of this policy is to assure a learning environment that is free from sexual harassment and is 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 threat concerning one's grades, extra curricular standing, job, etc. is prohibited.

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

- a. Derogatory, degrading, or offensive jokes, teasing or comments of a sexual nature.
- b. Graphic remarks or sexual comments about an individual's body.
- c. Sexual suggestive or obscene telephone calls, letters, notes or invitations.
- d. Sexual suggestive or obscene pictures, cartoons, posters or objects.
- e. Grabbing, pinching or touching of private areas.
- f. Deliberate cornering, shouldering or bumping in hallways.
- g. Sexual gestures, unwanted pats or hugs, any unwanted touching.
- h. Any form of sexual threat, intimidation or exploitation.
- i. Actual or attempted sexual assault, molestation or rape.
- j. Sexist remarks or gender-based stereotyping.
- k. Pantsing of students.

Sexual harassment by students must be reported to administration. Sexual Harassment by staff must be reported to Tooele District's administrator of Personnel. 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, or other appropriate legal and/or school consequences.

VEHICLES, BIKES, SCOOTERS, SKATEBOARDS, AND WHEELIES ON THE SCHOOL GROUND

Because of danger to our students, we ask that no bikes, scooters, skateboards/hoverboards, and wheelies are on the school grounds. Students will carry/walk all bikes, skateboards and scooters from the sidewalk by the road. Bike racks are provided outside on each side of the building. Skateboard/Scooter Racks are provided inside the building one on each side of the front doors.

All bicycles, scooters, skateboards rollerblades, etc. must be walked on school property. All this property must be placed in the bike rack and should be secured during the school day. No riding, boarding, blading, wheeling, etc. is allowed on school property at any time. Dugway School is not liable for any of these items if they become damaged or stolen.

THE PERSONAL RESPONSIBILITY OF EACH DUGWAY STUDENT

RULES OF CONDUCT IN THE LUNCHROOM

1. Ever Accountable
 - a. Get everything you need before you sit down.
 - b. Clean up after yourself. Put all trash in the garbage and wipe up any spilled food or drink.
2. Generous Respect
 - a. Listen and respond politely to the instructions of the lunch personnel and the staff members on duty.
 - b. Say “Please”, “Thank you”, and “Excuse me”.
 - c. Use indoor voices at all times.
3. Loyal
 - a. Students must not throw food in the lunchroom.
 - b. If food or drink is spilled, the teachers or Mrs. Bear need to be notified and student will help clean it up immediately.
4. Energetic Hands and Feet
 - a. Wait patiently for your turn in line - Students must not crowd or push in the lunch line.
 - b. Eat your own food and keep your hands off other students and their food - Don’t ask others for food or money.
 - c. Students are expected to use proper manners when eating in the lunchroom.
5. Scholars
 - a. Know what they ordered before they enter the lunchroom.
 - b. Wait to dump your tray until a teacher dismisses you.

RULES OF CONDUCT IN THE CLASSROOM, RESTROOM AND HALLWAYS

1. Ever Accountable
 - a. Personal cleanliness, and acceptable language will be expected at all times.
 - b. Students are expected to help keep our school. building clean - respect the bulletin boards, and class areas, hallways, media center, and school grounds.
2. Generous Respect
 - a. Respect for teachers and adults at all times.
 - b. Show respect for one another by refraining from name calling, threatening others, fighting, or arguing.
 - c. Restrooms should be respected and cared for just the same as the rest of the building: Keeping voices down, no fighting, don’t waste paper, soap, or towels.
3. Loyal
 - a. Bouncing balls or playing catch shall be limited to the gym or outside areas unless otherwise approved by the teacher.

- b. Students will not use the restrooms as play areas; no physical education equipment is permitted in the restroom.
- 4. Energetic Hands and Feet
 - a. Stay to the Right – go with the flow.
 - b. Walk safely and slowly running should be done outside, not in the halls, classrooms, lunchroom, or restrooms.
 - c. Students must show respect for each other’s property by not stealing or hiding another person’s school or personal property.
- 5. Scholars
 - a. Move quietly and in an orderly manner from one part of the building to another.
 - b. Come to school on time and ready to learn.

RULES OF CONDUCT ON THE PLAYGROUND AND IN THE GYM

- 1. Ever Accountable
 - a. All activities are to be confined to the acceptable play area as determined by the teacher.
 - b. All equipment will be returned when finished with it – If you take something outside you are responsible for bringing it back in.
- 2. Generous Respect
 - a. Respect and think about others and their feelings
 - b. Demonstrate good sportsmanship - Play fair and share equipment and space.
 - c. Use appropriate language.
- 3. Loyal
 - a. Bicycles, roller blades, scooters, and skateboards are not to be used on school grounds during school hours or when students are coming to and from school.
 - b. Throwing snowballs, rocks, or any other hard object is strictly prohibited.
 - c. Stop activity when the bell rings.
- 4. Energetic Hands and Feet
 - a. Use caution on the playground so that playing does not become too rough, endangering the safety of anyone.
 - b. Fighting, tackling of any kind, chasing games where students are caught and pulled down to the ground are not allowed.
 - c. Play safely and play games by the rules.
- 5. Scholars
 - a. Do not leave the defined playground area during recess time for any reason.
 - b. Come in when called the first time and line up in an orderly manner to prepare to enter the building.

RULES OF CONDUCT IN THE LIBRARY

- 1. Ever Accountable
 - a. Bring necessary books, materials, and supplies with you.
 - b. Use ALL equipment carefully – Do not damage or remove ANY equipment from the library.
 - c. Return books and other materials on time and in good repair.
- 2. Generous Respect

- a. Enter with a quiet voice.
 - b. Be patient and wait your turn.
 - c. Ask for help and speak to others with a respectful tone.
 - d. Remember to say “Please”, “Thank You”, and “Excuse Me”.
3. Loyal
- a. Show respect to the teacher and librarian at ALL times –
 - b. Listen and be cooperative in following directions.
 - c. Ask for help when you need it.
 - d. Push your chair in when finished working.
4. Energetic Hands and Feet
- a. Respect other people’s personal space.
 - b. Work quietly.
5. Scholars
- a. Turn library books in on time.
 - b. Have pencils and paper with you, if needed.

RULES OF CONDUCT DURING ASSEMBLIES

- 1. Ever Accountable
 - a. Enter and exit the assembly responsibly.
 - b. Sit quietly, eyes forward, listen.
- 2. Generous Respect
 - a. Display appropriate audience behavior before, during and after presentation.
 - b. Be a good listener.
- 3. Loyal
 - a. Listen and follow instructions.
 - b. Disruptive behavior such as screaming out and stomping feet will not be tolerated.
- 4. Energetic Hands and Feet
 - a. Respect other people’s personal space throughout the Presentation.
 - b. Keep hands and feet to yourself.
- 5. Scholars
 - a. Sit in your assigned area.
 - b. Be ready to participate and enjoy the assembly as a courteous spectator.

CURRICULAR ACTIVITIES

Utah High School Activities Association By-Laws Article I states:

ELIGIBILITY OF PLAYERS

Section I

- a. Eligibility to participate in Association athletic activities is limited to high school students who meet all of the Association’s eligibility requirements.
- b. Ninth grade students, if eligible, may participate in Association activities with an appropriate high school. Students may participate in Association activities while enrolled in the ninth grade if the school permits. A student who is enrolled in a junior high school but participates in Association activities for a high school shall be deemed to have attended that high school. If such a student shall enroll in a different

- high school for the tenth grade, that enrollment shall be considered a transfer and shall be subject to the requirements of the Association's Transfer rule (Section VI)
- c. Any student who is suspended from a member school for violation of the Safe Schools provision of the District Board of Education shall be declared ineligible for participation in any activity for a period of nine (9) school weeks from the date of suspension.

AGE RULE

Section II

No student shall be eligible to participate in Association activities who have reached nineteen years of age prior to the first day of September of the school year in which such participation is intended.

SPORTS SEASON RULE

Section III

- a. No student shall participate in Association activities in more than four seasons in any one activity and not more than three seasons in any one activity after entering the tenth grade.
- b. A student may participate in only one season per sport in any school year participation, for purposes of this rule, includes trying out for a team.
- c. A school may sponsor an activity only once in any school year.

SEMESTER ATTENDANCE RULE

Section IV

At the time a student first enters the ninth grade of a high school, that student shall have eight consecutive semesters of eligibility for Association activities.

SCHOLASTIC REGULATIONS

Section V

To be eligible to compete in interscholastic competition, an individual must be a full time student in the school he/she wishes to represent. No student shall be eligible to represent his or her school if he or she is academically failing more than one subject. Any multi-period class failure will be credited with the number of failures equal to the numbers of periods in the class. Where a student has failed to meet the minimum requirements set forth above he or she shall also be ineligible for participation in UHSAA activities in the succeeding grading period. This requirement applies to those who are entering upon high school work for the first time having been promoted from the grade below. Final grading period deficiencies may be made up prior to the first term of the succeeding year by attending summer school.

A student must have a 2.0 GPA and not have failed more than 1 class in the quarter prior to the sport/activity season. Students become ineligible to participate if they are failing more than one class during the sport/activity season.

Local boards of education/districts/regions may establish eligibility requirements for participation which exceed those of the Association; however, no local board of education/district/region may establish eligibility requirements for participation which are less than those established by the Association.

TRANSFER OF ELIGIBILITY

Section VI

Any student transferring from one high school to another shall lose eligibility for participation in Association sponsored athletic activities (including varsity, j.v., sophomore and freshman) for twelve months under the following circumstances.

- a. The transfer was motivated, in whole or in part, by the student's intent to participate in varsity athletics at the transferee school. (Transfers which include a corresponding change of student residence with or to a parent or legal guardian shall be deemed not to have been motivated by athletics.)
- b. The transfer does not otherwise comply with the rules of the State Office of Education.
- c. The student cannot obtain a certification from the principals of both the transferor and the transferee schools stating that the transfer meets the conditions of paragraphs a. and b. of this rule.
- d. Local Board of Education may make more restrictive policies.
- e. See UHSAA Website for the most current eligibility information.

AWARDS GIVEN AT DUGWAY HIGH SCHOOL

1. All awards given at Dugway High School must have the approval of the head coach, athletic director, department heads and the principal.
2. An MVP of each of the following activity may be given. This will be at the discretion of the individual coach, department head and the principal. Awards may be given in the areas of:
 - a. Cross Country
 - b. Track
 - c. Volleyball Girls
 - d. Volleyball Boys
 - e. Varsity Basketball – Boys
 - f. ~~Varsity Basketball – Girls~~
 - g. ~~Varsity Baseball~~
 - h. ~~Music~~
 - i. ~~Cheer~~
3. As many awards as possible need to be school plaque awards that will remain with the school. The student whose name appears on the plaque will receive a paper award.
4. The awards given in music shall be the Sousa Award, Choral Award, Jazz Award and the Chopin Award.
5. The outstanding individual in shop may receive the Gold Hammer Award.
6. Some type of memento that signifies the winning of a state championship will be awarded each member of that team.
7. An athlete who placed first at the state track meet, or in the top three in the state cross country meet will have his/her picture in the Hall of Fame.
8. The money for pictures will be raised by the individual organization and the school. Money will not come from funds that are supported by Tooele School District.
9. The School will purchase all mementos for the teams that win state championships.
10. All students who participate in region or state sponsored activities shall receive a participation award.
11. Each student who letters in an approved activity shall receive a letter award.
12. Each individual who is selected to an all-region or all-state team and does not receive an award from either the region or state shall receive a special certificate from the school.

13. Each student who makes the first team all-state in basketball, volleyball, or baseball shall have his/her picture placed in the Athletic Hall of Fame.
14. Each student who is selected to an all-state team and does not receive an award from the state or the sponsoring organization will be recognized by the school.
15. Letter awards will be given to only those who meet the requirements for lettering and who represent the school on varsity teams, or number one units in drama, music, cheerleaders, etc.
16. There can be a Career Achievement award given to a senior boy and girl. This individual should have participated in a sport during each sport season of the year.
17. All other awards shall be paper awards unless arrangements have been made through the advisors, coaches, and principal.

LETTERING SYSTEM FOR ATHLETICS

Varsity Baseball: A letter shall be awarded to any person who participates in one half of the scheduled game. The player must complete the baseball season. Team members participating in a state tournament game will receive a letter.

Varsity Basketball: A letter shall be awarded to any person who participates on the varsity basketball team and plays in one-half of the total games played by the team. The player must complete the basketball season. Team members participating at the state tournament game will receive a letter.

Varsity Cross Country: A letter shall be awarded any student who finished in the top ten in two cross country meets. A student who participates in one-half of total meets run and completes the cross country season. A student also letters by qualifying for the state meet and finish the season.

Varsity Track: A letter shall be awarded any student who receives an average of two points for each track meet in which his/her team participates. A student may also letter by qualifying for the state meet at any qualifying meets held throughout the state. The player must complete the track season.

Varsity Volleyball: A letter shall be awarded to any player who participates in one-third of the total games played and completes the season. Team members participating in a state tournament game will receive a letter.

Managers: Managers shall not be awarded letters.

Injured Varsity Players: A letter shall only be given to an injured player at the discretion of the coach of the sport and the principal.

LETTERING SYSTEM FOR MUSIC

A student wishing to letter in music at Dugway High School must accumulate in one year, starting with summer band, a minimum of two hundred points. These points may be earned by:

- | | | | |
|----|----------------------------------|---|---------|
| 1. | Solo & Ensemble Region Festival | | |
| | I Rating | = | 80 pts. |
| | II Rating | = | 50 pts. |
| | Participation | = | 25 pts. |
| | Other extracurricular Activities | = | 10pts. |
| | (Max of 2 per quarter) | | |
| 2. | Marching | | |
| | Drum Major & Majorette | = | 25 pts. |

- | | | | |
|-----|--|---|--------------|
| | Extra competitions | = | 15 pts. |
| | Participation in all field & parade Shows per season | = | 15 pts. |
| 3. | State Band Participation | = | 25 pts. |
| | Extra competitions | = | 25 pts. |
| 4. | Summer Band – Full Participation | = | 50 pts. |
| 5. | Large Group Region Competition | | |
| | Marching & Parade – I Rating | = | 80 pts. Each |
| | Concert Band – I Rating | = | 80 pts. |
| | State Band – I Rating | = | 80 pts. |
| | Concert Choir – I Rating | = | 80 pts. |
| 6. | Leadership – All band officers receive | = | 50 pts. |
| 7. | Musicians who qualify and participate at state (All State) will automatically letter. | | |
| 8. | Musicians who teach private lessons receive 25 points per quarter. Those who take private lessons receive 15 points per quarter. | | |
| 9. | Extra band functions and activities determined by director. | | |
| 10. | Unexcused absence from any scheduled band performance will lower a student’s accumulated points toward a music letter. | | |

LETTERING SYSTEM FOR DRAMA

A student wishing to letter in drama at Dugway High School must accumulate in one year starting the first day of the current school year a minimum of one hundred points. These points may be earned by:

- | | | | |
|----|--|---|---------|
| 1. | Participation in School Play | = | 50 pts. |
| 2. | Region Drama Festival | | |
| | a. I (Superior Rating) | = | 50 pts. |
| | b. II (Excellent Rating) | = | 40 pts. |
| 3. | Participation in State Drama Competition. | = | 25 pts. |
| 4. | Participate in non-high dramatic productions, example: community theater. | = | 20 pts. |
| 5. | Attend dramatic productions: 10 pts. per production. Proof of attendance must be made before points are awarded. | | |

CURRICULUM REQUIREMENTS

7th & 8th Grade Curriculum

Language Arts		2.0 Units Total
English Level 7	1.0 Unit	
English Level 8	1.0 Unit	
Math		2.0 Units Total
Math Level 7	1.0 Unit	
Math Level 8/Alg. Prep	1.0 Unit	
Science		2.0 Units Total

Integrated Science 7	1.0 Unit	
Integrated Science 8	1.0 Unit	
Social Studies		1.5 Units Total
Utah Studies	0.5 Unit	
United States History	1.0 Unit	
The Arts		.5 Units Total
General Music	0.5 Unit	
Intermediate Band (Opt.)	1.0 Unit	
Healthy Lifestyles		2.0 Units Total
Personal Health	0.5 Unit	
Beginning Fitness, Team Sports	0.5 Unit	
Intermediate Fitness, Team Sports	1.0 Unit	
Pre-Vocation Exploration		2.0 Units Total
TLC	1.0 Unit	
Life Skills, Technology	1.0 Unit	

GRADING POLICY

1. Student work and assessments will be based on standards from the Utah Core.
2. Grades on report cards will accurately reflect students' academic proficiency in relation to course standards.
3. Extra points can be given through additional opportunities for all students to demonstrate increased proficiency through retakes (refer to Section A.8). Non-content related materials cannot be assigned for extra points.
4. Attendance, tardies, and behavior will not be included in the academic grade.
5. Grades will be determined based on the Tooele County School District grading scale.
6. Grades will be updated weekly in the student information system.
7. Student proficiency is measured as a grade which is comprised of assessment, classwork, and homework.
8. Through retakes (redoing of work), all students will have the opportunity to demonstrate an increased proficiency of standards and/or objectives for the possibility of full credit (barring late work). Students may redo penalized late work but cannot receive full credit.
9. An academic final grade must be comprised of a minimum of 7-9 scores per subject, with at least three being assessments.
10. Final Grade Weighting
 - Assessment: No less than 50%
 - Homework: No more than 10%
 - Classwork: Remaining percentage of the whole

Kinder - Grade 2		Grades 3-12	
Grade		Grade	Percentage
4	Proficient	A	93
		A-	90
		B+	87
		B	83
3	Developing	B-	80
		C+	77
		C	73
		C-	70
2	Emerging	D+	67
1	Below Proficient	D	63
		D-	60
		F	Below

FOREIGN LANGUAGE: Students and parents shall be made aware of various universities entrance requirements during educational planning conferences so that foreign language classes may be scheduled as required.

INCOMPLETE GRADES: Any student whose work has been clearly satisfactory up to the time of an unavoidable absence and is behind in his/her work at the end of the grading period; will be marked with an “I” (Incomplete) on the report card. The “I” will be replaced by the letter grade when the incomplete work is made up. All incompletes must be made up within two weeks following the grading period or within two weeks of the students return to school after a lengthy illness or absence.

A student who has been in regular attendance and whose work is incomplete without a valid reason will not be graded incomplete. That student will receive the grade earned on the basis of the work completed even if the grade is a failing mark.

OUT-OF-SCHOOL CREDIT/GRADES: Any student who expects either credit or a grade or both for participation in an approved activity outside of the school curriculum (gymnastics, soccer, etc.) should work with the administration of the school in advance of the activity for grade/credit approval. If the activity results in a tournament or competition which required additional time out of school, the parent/child should arrange ahead of time to see that the absence is considered excused and make-up work is scheduled and done.

POLICY ON PROGRESS REPORTS (BOARD POLICY): It is the desire of the Board of Education that all parents be appraised when their children are failing in school. Therefore, the Board of Education adopts the following:

All teachers will notify parents of their child’s failing performance in school at the time the student shows an indication of failure and before it is too late to correct the situation. Notice may be given to parents by telephone or in writing. All teachers are to keep appropriate records of efforts to notify parents.

SEMESTER ATTENDANCE RULE: A student must be registered and attend school through eight semesters, unless early graduation has been pre-arranged.

1. All students shall be registered for seven classes each quarter. Exceptions to this must have approval of the principal.
2. During the 4th quarter of the senior year, a student must pass five out of seven classes in order to remain eligible for graduation.
3. Athletically, a student has eight consecutive quarters of eligibility upon first entry into the ninth grade.

GRADING POLICY: In Utah’s public schools, a high school diploma is granted to a student who has met State Board requirements and any additional requirements of the local school district.

1. Diplomas - The Tooele County School District shall offer differentiated diplomas to secondary students and adults to include:
 - a. A High School diploma indicating on the diploma that a student successfully completed all State and District course requirements for graduation.
 - b. A District diploma indicating on the diploma that a student successfully completed all state course requirements for graduation.
 - c. A student enrolled in a Tooele County School District Adult Education program may receive an adult education secondary diploma which will require the successful completion of 24 credits. Students may receive a high school completion diploma by successfully passing the GED (General Education Development).
2. Academic Requirements
 - a. Junior high grades 7 - 8 shall earn a minimum of 12 units of credit to be properly prepared for instruction in grades 9 – 12.

Language Arts-----	2.0 units of credit
Mathematics-----	2.0 units of credit
Science-----	1.5 units of credit
Social Science-----	1.5 units of credit
Fine Arts-----	1.0 units of credit
Physical Education-----	1.0 units of credit
Health Education-----	0.5 units of credit
Career and Technical Education/TLC-----	1.0 units of credit
Selected Electives-----	1.5 units of credit

Library Media Skills integrated into subject areas.
 - b. Students who fail classes or lose credit in English, mathematics, science and/or social science in grade 7 or 8 will remediate their performance in programs consistent with the District Remediation and Make-up Credit Policy.
 - c. Competency in reading, writing, and math will be regularly emphasized and reinforced in all junior high school core subjects.
 - d. Students in grades 9 - 12 must earn a minimum of 24 units of credit under the traditional schedule

Language Arts	4.0 units of credit
Ninth Grade Level	1.0 unit of credit
Tenth Grade Level	1.0 unit of credit
Eleventh Grade Level	1.0 unit of credit
Applied or advanced language arts from the list of courses determined by the Board and approved by USOE using criteria consistent with Utah Administrative Rule 277-700-6-C (2) and the student's CCRP.	1.0 unit of credit
Mathematics	3.0 units of credit
Met minimally through successful completion of three units of credit of mathematics including: Elementary Algebra and Geometry; and mathematics in grades 9-12 selected from the Core courses or applied or supplemental courses from the list of courses determined by the Board and approved by USOE using criteria consistent with Utah Administrative Rule 277-700-6-C (2) and the student's CCRP. Students are encouraged to take a fourth math class during their senior year.	
Science	3.0 Units of Credits
At a minimum, two courses from the four science foundation areas:	
Earth Science	1.0 unit of credit
Biological Science	1.0 unit of credit
Chemistry	1.0 unit of credit
Physics	1.0 unit of credit
One additional unit of credit from the Foundation courses or the applied or advanced science list determined by the Board and approved by USOE using criteria consistent with Utah Administrative Rule R277-700-6 C (3) and the student's SEOP.	1.0 unit of credit
Social Studies	3.0 units of credit

Geography for Life	.05 unit of credit
World Civilization	.05 unit of credit
U.S. History	1.0 unit of credit
U.S. Government and Citizenship	.05 unit of credit
Elective Social Studies	.05 unit of credit
Fine Arts	1.5 units of credit
Physical and Health Education	2.0 units of credit
Career and Technical Education	1.0 unit of credit
Graduating year 2019+	2.0 units of credit
Educational Technology	0.5 unit of credit
General Financial Literacy	0.5 unit of credit
Elective Credits	
Traditional Schedule	

- e. Starting with the graduating class of 2019, one additional credit in the area of CTE for a total of 2.0 credits will be required for graduation.
- f. Tooele County School District Diploma
If a student in his/her junior year is lacking enough credits to meet the graduation requirements, the student and parent may apply through the school's CCRP process for a Tooele County School District Diploma. The Tooele County School District Diploma will require 24 credits as outlined by the State Board of Education.

3. Units of Credit

- a. A unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with state course standards. In some cases, course credit may also be completed on a performance basis in which case assessment of mastery will be identified. Credit can be awarded only once for a specific required course with the same content during the secondary school experience.
- b. Repeating a course and receiving a higher grade may replace the same previously taken course grade, but no additional credit will be awarded.
- c. The District may grant credit if a student successfully completes a course offered by the District; completes a course approved by the District taken outside of the regular school day or school year; completes a course approved by the District for concurrent enrollment and offered by an accredited post-secondary institution; or completes a course offered through correspondence or extension that is approved

- and accredited by the State of Utah; or successfully complete a state approved competency examination.
4. Early Graduation Option is available to all students interested in graduating after their eleventh grade year who complete the graduation and application requirements in the secondary schools.
 5. Concurrent Enrollment
 - a. Students who demonstrate readiness for college level work shall be eligible for the Concurrent Enrollment Program. The concurrent enrollment program shall allow students to earn college credit at the same time as high school credit while attending high school. Students shall meet both college and high school requirements to be eligible for concurrent enrollment including a G.P.A. (Grade Point Average) of 3.0 or higher and college ACT or placement test criteria. Concurrent courses shall be pre-approved by the high school concurrent coordinator working with the student's counselor.
 - b. Students enrolled in concurrent courses should be able to withstand the rigor and added work of college courses. Students enrolled in concurrent courses need to be self-disciplined in their behavior management as this is a college course and many are taught through Ednet and finish before the end of the semester. Students enrolled in concurrent courses completed before the end of the Tooele County School District's semester shall be released to the parent's responsibility.
 - c. Students shall enroll in concurrent courses the summer following their sophomore year of high school. Students are no longer eligible for Concurrent Enrollment after their class graduates from high school. All concurrent courses shall be completed before the student graduates from high school. Students who receive a "D" or "F" in a concurrent course shall not be approved for additional concurrent courses. College grades for concurrent courses shall be recorded on the student's high school transcript. Students may not retake a concurrent course through the Concurrent Enrollment program.
 - d. Students wishing to obtain their Associate's Degree while in high school may qualify for the New Century Scholarship. Students working towards this goal shall meet with their high school concurrent coordinator, counselor, and college to review their plan. Qualifications and scholarship awards through the New Century Scholarship are dependent on legislative and/or Board of Regents appropriations each year.
 6. Students with Disabilities shall meet general graduation requirements with appropriate accommodations and curricular modifications as determined by their Individual Education Plans (IEP's).
 - a. Graduation issues must be addressed by the IEP team on an individual basis. The IEP is the vehicle for making changes to graduation requirements to meet the unique educational needs for students with disabilities. As such, the IEP must document the nature and extent of modifications, substitutions, and/or exemptions made to accommodate a student with disabilities. The decision to terminate services, through graduation, for a student with disabilities under the age of twenty-two, is an IEP team decision.

- b. Graduation options, for students with disabilities whose age mates will graduate during a given academic year, include the following:
 - 1. If all Utah State Office of Education and Tooele County School District graduation requirements are completed, the student will graduate and receive a basic high school diploma.
 - 2. If graduation requirements as amended on the IEP are completed, the student will graduate and receive a basic high school diploma.
 - 3. If graduation requirements as amended on the IEP are not completed and the student's IEP or transition plan documents the need for transition services offered by the District, the student may be allowed to participate in the graduation ceremonies; however, a diploma shall not be issued until the student has successfully completed his/her program.
 - 4. If graduation requirements as amended by the IEP are not completed before the student reaches age twenty-two, the student may be issued a certificate indicating that a record of competencies can be made available to them or to others who may legitimately inquire.
 - 5. If graduation requirements as amended on the IEP are not completed due to factors that are not a direct manifestation of the student's disability, as determined by the IEP team, the student is not eligible to participate in graduation ceremonies or receive a basic high school diploma until the amended requirements are met.
 - 6. If graduation requirements as amended on the IEP are not completed due to factors that are a direct manifestation of the student's disability, as determined by the IEP team, the student shall be allowed to participate in graduation ceremonies, but will not be eligible to receive a regular high school diploma until the amended requirements are met.
- 7. Transfer Students
 - a. The District will approve credits received from an accredited public or private school. Credit earned at a school accredited by the Utah State Board of Education or the Northwest Association of Schools and Colleges is accepted at face value in Tooele County School District. Credit earned at non-accredited schools must be reviewed by the District Credit Evaluation Committee.
 - b. Students enrolled at any time prior to the fourth (4th) term of the senior year will be eligible for a diploma from a District high school. Those students enrolling during the fourth (4th) term of their senior year shall have their graduation status coordinated by the principals of the new school and the sending school.
- 8. Failing Grades

Earnest and persistent effort will be made to provide notification to a parent or guardian of all students receiving a failing grade. Notification will allow time for the parent or guardian and student to remediate the grade. Midterm grades will be mailed home to all students and parents in the secondary schools and sent home with the Elementary students to the parents, if the parent does not attend parent teacher conferences where the notices are distributed.

Dugway School staff will strive to help all students achieve academic success. The individual student has the responsibility to learn. There is a direct relationship between student effort and a desire to do well. Any time a student is failing, Dugway School teachers will notify parents of failing performance. This notification will be accomplished with the parent before it's too late to correct the situation. Notice will be given to parents by telephone, email, or in a letter sent home. Teachers will keep appropriate documentation of notification concerning this policy.

9. Graduation Ceremony

- a. Tooele County School District recognizes that a student's graduation is a culmination of years of planning and successful completion of State and District requirements. The wearing of the cap and gown and participation in the ceremony awarding the certificate of completion or diploma shall be reserved for students who have met those requirements.
- b. The Board recognizes the importance of the completion of the requirements for a certificate of completion or diploma from the high schools of Tooele County School District and views it as an achievement that improves the community as well as the individual. The Board wishes to recognize that achievement in a publicly celebrated graduation exercise.
- c. Participation in graduation is:
 1. An opportunity and not a protected property right; and
 2. Optional and not required.
 3. Caps and gowns will be worn in the proper manner as designated by the school administration.
 4. Special needs students shall be provided with the opportunity to participate in ceremonies utilizing criteria based upon their unique circumstances as outlined in this policy.

NUMBER OF CREDITS FOR GRADUATION

High schools in Tooele District shall be on a 7 period day. Students must earn 24 to 26 Credits in order to graduate. Credit will be granted on a quarter system.

ALTERNATIVE LANGUAGE SERVICES: Support is available for student who are not proficient in English. Although Dugway School makes every effort to identify student eligible for services please let Mr. Westhara or Mrs. Ernst know if you believe your child may qualify or this support.

Coordinator:	Angelina Montano	(435) 884-7125
Assistant Superintendent:	Dr. Jeff Hamm	(435) 833-1900

ACTIVITY CARDS: Activity cards will be issued by the student council to all students who have paid their studentbody activity fees. Students must present their cards to be admitted free or at a reduced rate to all students sponsored activities. If a student does not have his/her card, they will be required to pay the adult price for admission to the activity.

ACTIVITY PERMISSION SLIPS: All school activities held in connection with Dugway Schools must be scheduled with a club or class advisor, student council and the school principal. Activity permission slips may be picked up in the office. They must be filled out according to the direction on the permission slip and must be submitted to the principal one week prior to the activity.

ADDRESSING TEACHERS (BOARD POLICY): Students shall address teachers with respect. The acceptable manner is Mr., Mrs., Ms., first names and nicknames shall not be used by students when addressing teachers while teachers are acting in their official capacity.

ASSEMBLIES: Assemblies are school time and attendance is mandatory. If you do not or cannot attend the assemblies, you must check out through the office. If a student cannot attend an assembly, the student must checkout through the Office.

All school assemblies are sponsored by the student council and the faculty of Dugway Schools. These assemblies are part of the total educational program. Students, by law, are under jurisdiction of the school for the entire school day and are therefore required to either attend the assembly. An unexcused absence will automatically be given to any student not attending the assembly. Students who do not show proper respect at assemblies will lose their privilege to attend.

SCHOOL EQUIPMENT, UNIFORMS & SCHOOL INSTRUMENTS: Tooele School District takes pride in providing quality equipment and uniforms for the students throughout the district. Once issued, equipment and uniforms become the responsibility of the individual student. If equipment, or uniforms are lost, stolen or damaged the individual is responsible for the replacement or payment of such equipment or uniforms.

Equipment & Uniforms include, but are not limited to:

1. Musical Instruments & Band Uniforms
2. Calculators
3. Athletic Uniforms & Travel Bags

All athletic equipment and all uniforms for a particular sport must be accounted for and checked in before a student will be allowed to check out other uniforms or equipment for the next sports season.

CHEATING: Cheating of any kind is completely unacceptable at Dugway Schools. Any student caught in this type of behavior will receive a zero for that test or assignment.

CHECK CASHING POLICY: Patrons of Dugway Schools whose checks are returned by the bank will be dealt with as follows:

1. First return by the bank – patron is charged a \$20.00 fee and check is marked as an NSF (Non-Sufficient Funds).
2. Second return by the bank – patron is charged a \$20.00 fee and check is marked as an NSF (Non-Sufficient Funds) and **NO** further checks will be accepted at the high school from that patron.

CLASS, CLUB AND ORGANIZATION FUNDS: All funds from organizations, clubs, classes and the studentbody must be deposited under school supervision in the main office. This office receives funds and writes checks for all student organizations and activities. Students should always get a receipt from the office and hold it until the end of the year. In order to take money from any school fund, a school purchase order must be filled out and by the secretary on the TES system and signed by the principal.

Students and faculty are not permitted to charge to studentbody, club or class accounts without proper authorization. Authorization consists of an official purchase order properly filled out and signed by the principal. Student leaders, club officers and activity directors may meet with the office staff to go over their finances.

CLASS MEETINGS: Class meetings will be held either before or after school or during lunch unless there is an emergency that must be dealt with immediately. Arrangements for such an emergency meeting must be made through the principal.

DESTRUCTION OF SCHOOL PROPERTY: The parents of any student who willfully destroys school property through vandalism, carelessness, or rowdiness will be held financially responsible for the repair or replacement of the abused property. Students will also be subjected to probation or suspension from school.

Students are expected to take pride and ownership in our building, grounds, equipment, and facilities at Dugway School. Students who willfully destroy school property through vandalism, littering, or carelessness will obligate their parents to be financially responsible for the repair and/or replacement of the damaged property. School administration may elect to have the student complete community service hours through the school as part of their restitution. If deemed necessary, local law enforcement agencies will be involved.

THEFT: Dugway School students are expected to show respect for each other's personal property and for school property, materials, and equipment. Theft is a crime and will not be tolerated. Any incident of theft will result in immediate parental notification, school action, and restitution. Also, depending on the seriousness of the offense, local law enforcement agencies will become involved in deemed necessary by school administration.

SEARCH AND SEIZURE: School authorities are responsible for promoting the safe and effective operation of the school, and they are charged with protecting the health and safety of all students and staff. The following search and seizure guidelines are provided to ensure the privacy of individuals and the safety and welfare of all students

1. Students shall be free from searches unless there is reasonable suspicion to believe that they are concealing something that may be of immediate danger to themselves or the rest of the school community. School officials may request students to remove all items from their pockets, and/or other personal property.

2. Desks and all other student storage facilities remain the property of the school and are legally subject to inspection and search at any time. If a school official reasonably suspects that a particular desk or area may contain items that are considered to be dangerous, prohibited, or stolen they are subject to search at the discretion of the school administration. This is in accordance with policies, rules, and regulations of the Tooele County School District. Desks are

not designed for the storage of money or other valuables. Students are responsible for their desks assigned to them and for their own personal property. Valuable property should not be brought to school. Students who store valuables in their desks do so at their own risk. The school is not responsible for items that are lost or stolen.

CRIMINAL TRESPASS: Under Utah 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, or by signs posted to prevent trespassers, or by a current order of suspension or expulsion (SS 53A-3-503). Adults and students without lawful business on school premises will be instructed to leave by school officials. In the event that adults or students violate trespass laws or do not comply with the direct order of school officials to vacate, appropriate law enforcement officials will be contacted as necessary.

DRESS CODE (GENERAL): Dugway High School recognizes that standards of proper dress and grooming seriously affect the behavior of students attending school. Experience has demonstrated that the atmosphere for a good learning situation is improved when proper dress and grooming are adhered to by the studentbody. The Board of Education, therefore, strongly urges that every effort be made to develop and maintain such an atmosphere in our school as will lead to the most favorable education development and personal maturity. This policy on dress standards specifies minimal levels of acceptable personal grooming. The following will be adhered to at all times except during specified activities for which special costumes or uniforms are allowed. Students will be expected to give proper attention to personal cleanliness and neatness of dress. Students should not wear clothing or hair style which can be hazardous to them in such school activities as shop, lab work, and physical education. Hair should be secured in such a way as to ensure safety.

The purpose of establishing dress standards is to provide educational atmosphere where students can feel comfortable in striving to achieve their potential. Proper dress and grooming greatly affect the attitudes and behaviors of your students. Just like when parents go to work, there is a standard of dress that is acceptable and that which is not. Dress should never interfere with the learning environment of our school or prove hazardous to the safety of students. Disruptions caused by immodest, unsafe, unclean, or inappropriate dress styles cannot be tolerated in an educational setting. As such, we encourage and expect all students to be mindful of proper dress and grooming habits by:

1. Wearing clothing that is clean, modest, and in good repair.
2. Wearing clothing that is safe and appropriate for school.
3. Wearing proper footwear that which protects your feet from harm (open toed shoes and “wheelies” are not allowed.)
4. It is our desire that this clarification will not place any undue burden of student or parents, but will help to clarify the policy and reinforce standards that exhibit modesty and support mutual respect and safety for everyone at Dugway School. Students will be expected to give proper attention to personal cleanliness and neatness of dress. Proper hygiene care and clean clothing will be encouraged for everyone. Hair should be worn to

conform to good grooming standards. Learning to comply with this Dress Standards Policy is an integral part of each student's education.

At Dugway School, we want to ensure safety, mutual respect, and a positive school climate for all students and the entire school community. Therefore, the following articles of clothing are considered inappropriate at school:

1. Bandanas, or sunglasses inside the school (unless otherwise permitted for special occasions).
2. Bare-midriff tops, spaghetti-strap tops (shoulder straps need to be at least 2 inches), or tube tops.
3. Shorts, skirts, dresses worn higher than mid-thigh length.
4. Apparel that poses a concern; baggy pants that can conceal dangerous items or that show under clothing.
5. Spiked clothing or jewelry wallet chains, neck and wrist bands and chains that could cause choking or harm to others.
6. Gang-related clothing and/or apparel.
7. Clothing that depicts or suggests criminal or illegal activity, or violence.
8. Clothing with obscene or suggestive images or messages.
9. Apparel, jewelry, or accessories that advertise or advocate alcohol, drugs, or tobacco.
10. Clothing that depicts disrespect toward any other race, culture, religion, or gender.
11. Clothing that is in need of repair (i.e. cut, ripped, torn, or mutilated).
12. Extreme makeup or hair color.
13. Pajamas and slippers (unless otherwise permitted for special occasions).

STUDENT DRESS AND GROOMING STANDARDS (BOARD POLICY)

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 individual 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.
3. Items which display advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, 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, well-groomed manner. Hair which is so conspicuous, extreme, or odd that it may draw undue attention, disrupt or tends to 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 which are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed.
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 the knees 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, spaghetti straps, tank shirts, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, majority of the back, 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 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 wearing of military uniforms and insignias.
10. Hats or head coverings of any kind are not allowed within the building except as part of an approved activity or for religious or medical purposes as authorized.
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 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 complies with dress and grooming requirements and/or a parent conference conducted to address the dress and grooming issues.
17. Graduation:
 - a. 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.

- b. 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.

APPROPRIATE DRESS FOR COLD WEATHER: Please dress your child appropriately to fit the weather. ALL clothing (boots, coats, gloves, sweaters, etc.) should be marked with the child's name. This will help us identify items and return them to their proper owner.

DRESS STANDARDS (SCHOOL DANCES): The student Council has passed the following policy on proper attire for various school dances:

1. The wearing of blue jeans by male and female students, the wearing of blue jean dresses, and/or the wearing of blue jean skirts by female students will be prohibited at all formal and dress-up dances. Any blue denim Levi pant, any roughhouse pant of any color, or jeans that have been altered shall also be banned from both formal and dress-up dances.
2. The sponsor (class or organization) of the dance shall determine if the dance is formal, dress-up, or regular school dress.
3. It shall be the final decision of the advisor and the assigned member of the student council as to what is or is not appropriate dress.
4. Semi-Formal dance dress for boys: **No Jeans**, dress pants, shirt and tie.
Semi-Formal dance dress for girls: **No Jeans**, a dress, or skirt and blouse.
5. Formal Dress dance dress for boys: Tuxedo or full suit.
Formal Dress dance dress for girls: Formal dress long or knee length.
6. All School Dance attire must follow district dress code policy as well as what is set by the student council.

EMERGENCY, ILLNESS, OR INJURY AT SCHOOL: If a student become ill or is injured at school, parents/guardians will be called. Parents/guardians will be expected to pick up the ill/injured child or make arrangements for another person to pick up the student as promptly as possible. Having an ill child at school may affect the well-being of other children. If no contact can be made, the student will remain at the school until the end of the day. In severe cases the student may be transported by ambulance to a medical facility. It is imperative that we have a current telephone number where we can reach a parent, relative, or neighbor at all times. Please notify the school immediately of any change in information.

FAILING NOTICE REPORT POLICY: Dugway School staff will strive to help all students achieve academic success. The individual student has the responsibility to learn. There is a direct relationship between student effort and a desire to do well. Any time a student is failing, Dugway

School Teachers will notify parents of failing performance. This notification will be accomplished with the parent before it is too late to correct the situation. Notice will be given to parents by telephone, email, or in a letter sent home. Teachers will keep appropriate documentation of notification.

INCLEMENT WEATHER: Due to the many changing seasons in our area, there will be days when the weather outside is rainy, snowy, and very hot or cold. While we will not send students outside on unusually cold days, days that we are having a blizzard, or days when it is pouring rain, we will send students outside most days for recess. The staff will make the final decision whether it is appropriate to go outside. Please send your student to school dressed appropriately for the weather. If your child has a special need to stay inside, please contact the teacher and make those arrangements.

FEE WAIVER: Utah State Law guarantees that no child is to be excluded from taking part in classes, programs, and activities because his or her family cannot afford to pay fees. A fee waiver application should be submitted. In the case of eligibility for free or reduced school lunch, school and or activity fee, verification of income or proof of State Assistance will be required.

Parents whose students have been denied a fee waiver may appeal to the Tooele County School District Superintendent for review. Students will be allowed to participate in all classes, programs and activities for which they applied for waiver during the period which the student's eligibility for waiver is being determined or appealed.

FUND RAISING ACTIVITIES (BOARD POLICY): The board of education does not believe a school should canvas the community indiscriminately in fund raising projects. However, it recognizes that there may be occasions when such drives are feasible. Any canvassing for funds, be it selling products or asking for donations, shall be done without the approval of the building principal and the superintendent of schools.

Permission may be given if, in the opinion of the principal and the superintendent, the funds are desperately needed and cannot be obtained in any other manner. More elaborate school activities, additional equipment, etc. are not considered a "desperately needed".

In order to have a fund raising activity approved by the principal, the activity must be placed on an activity permit and signed by the following: Class or activity advisor, class president, student council president and the principal. There will be no fund raising activities held on school time unless there is no other time the activity can possibly be held.

All fundraising activities must be pre-approved by the administration. This includes any student, parent, teacher, staff, or PTO/PTSO activity occurring on school property. A completed fundraising form must be submitted and approved prior to the beginning of the activity. Dugway School, according to Tooele County School District policy, may have no more than two school sponsored fundraising activities in the community during a given school year. However, the PTO/PTSO, may have as many fundraisers as they deem necessary. All funds received,

regardless of the source, should be deposited directly with the school financial secretary. All expenditures of monies must be conducted through the school financial secretary as well. NO DOOR TO DOOR SELLING IS ALLOWED WITH FUNDRAISERS.

HALL PASS: All students who are in the halls during class time must have a hall pass. As a general rule, no student shall be in the halls during class time. However, emergencies do arise and therefore, each classroom will be allowed use of a hall pass. Students who are in violation of this policy will be handled in the same manner as if they were tardy.

IMMUNIZATION OF STUDENTS: Any pupil entering school for the first time in this state shall be required to present to the school one of the following:

1. A certificate from a licensed physician, clinic, or health department that the pupil has received, or is in the process of receiving those immunizations required for entrance into school.
2. A certificate from a licensed physician stating that the condition of the student does not allow for immunizations.
3. A Statement from the Utah State Health Department signed by a Parent or legal guardian that immunizations violate their religious or personal beliefs.

Any immunization record provided by a licensed physician, registered nurse, or public health official may be accepted by the school as a certificate of immunization if the type of immunization given and the date given are specified and the information is transferred to an official certificate for immunization and verified by the district in which the school is located. Parents and guardians whose children are lacking necessary immunizations will be notified. Parents and guardians whose students are prohibited from school attendance for failure to comply with immunization requirements will be referred to the appropriate agency for medical neglect.

TOOELE COUNTY SCHOOL DISTRICT'S MEDICATION POLICY: During school and/or school activities, medications may be administered and/or procedures may be performed with medical supplies only if the following conditions are met. (This includes both prescription and over-the-counter medications, including cough drops)

1. A current Health Care Plan and a Medication Request Form must be completed and signed by the student's parent/guardian and the student's health care provider. These forms are available from the school.
2. The label must include the student's name, the name and dose of the medication, the route the medication is to be administered, the amount of medication that is to be administered, the time the medication is to be administered, the name of the doctor, and the expiration date of the medication.
3. Elementary and Middle school students shall not carry medication on school premises unless the physician, because of life-threatening circumstances, orders it. In those cases, a "Health Care Plan and Requested for Medication to be Self-Administered" must be completed and signed by the student's parent/guardian and student's health care provider.

4. Medication must be furnished by the parent/guardian and delivered to the school by a responsible adult. (A responsible adult and a designated school employee must count medication each time it is brought to or taken from the school.)
5. Medication will be administered by Staff unless otherwise specified in the Health Care Plan.

LEAVING CLASS OR SCHOOL: Once students are in school, they will not leave school for any reason without first coming to the office and contacting their parents. Permission to leave the school will be granted once a school official has talked to the parents. Students may be excused from class only through the request of another member of the staff. If a student requests another student from a class, he/she must have a note asking for the student. The note must be dated and signed by the requesting teacher or staff.

LOCKERS: Each student at Dugway School will be given the opportunity to rent a locker. The locker fee for hall lockers can be obtained from the office as this amount can change. It is the students' responsibility to close his/her locker and make sure it is secure each time the locker is used. Students are warned not to leave money and/or other valuable possessions in their lockers. The school will not accept responsibility for lost or stolen articles left in student lockers. Locker combinations are changed each summer. They will not be changed again during the school year. It is the students' responsibility to keep their locker combination to themselves. The school reserves the right to search any and all student lockers as part of the routine inspection or in the event that school officials receive information that a locker may contain dangerous or prohibited items. **STUDENTS ARE NOT TO PUT STICKERS IN OR ON LOCKERS!**

LOST AND FOUND: We would request if a student or visitor finds something on school grounds they turn it in to the office. If you lose something, check as soon as possible in the office for the lost item. Lost books will be placed in the teachers mailbox, so if you have a lost book please check with your teacher.

Throughout the school year many personal items (coats, shoes, hats, gloves, lunch boxes, jewelry, glasses, etc.) are left by students. If your child loses anything, please check the schools lost and found area immediately. Please put your child's name on all Backpacks, Coats, Gloves, Hats, Lunch Boxes, Etc. This will help us return lost items to your children.

NO NIT POLICY (DISTRICT): Tooele School District "No Nit" (head lice eggs) Policy: If a student is suspected of having head lice, school personnel may check them. If head lice are found, the parent/guardian may be notified to pick up the student. It is the responsibility of the parent/guardian to treat the student with a head lice product and most importantly to remove all nits and head lice from the student's hair.

The student cannot be readmitted to the school if there are any nits or head lice present. School personnel should check the student before they return to their classroom. If a class is having an unusual high number of students with head lice, parents/ guardians may be notified and school personnel may screen the class. Parents are encouraged to check their student's hair for nits and head lice throughout the school year

NON-RESIDENT STUDENTS: Tooele School District will attempt to provide for the educational needs of all students whose parents reside within the school boundaries as outlined by the Board of Education. Non-resident students (those students whose parents reside outside the school boundaries) are subject to the board policy on non-resident students. Legal guardianship will be required in all cases. Non-resident student access to Dugway Proving Ground must be approved by the Post Commander before a student can be admitted to DHS.

NOTICE AND ANNOUNCEMENTS: Anyone wishing to have announcements made concerning school activities or school business must have them into the office by 7:30 a.m. All announcements will be made only once per day after the first bell to be in class at 8:00 a.m.

PARTIES ON SCHOOL TIME: The Board of Education does not approve of or support parties held on school time. Therefore, Dugway Schools will not hold class parties or other types of parties during the school day.

Schools are considered educational in their purpose; therefore, culture awareness activities in which learning is taking place can be scheduled. The request for activities will be on an activity permit and will be signed by the principal. An activity of this type should be scheduled for a day other than the day before a holiday.

PERSONAL CONTACT: The primary purpose of attending school is to gain an education. Part of the education process is for the students to learn to conduct themselves in public in a manner which is socially acceptable. Overt acts of physical contact between students are in poor taste. Students of Dugway High School are expected to refrain from any form of personal contact other than the holding of hands. Kissing and hugging are inappropriate during school time

RIGHTS OF 18-YEAR OLD STUDENTS: The established rule is all students attending the regular high school regardless of age are subject to the same rules. An 18-year old, is therefore, required to have the same parent permission and the same parent involvement as a 17-year old. An 18-year old who does not wish to conform to this rule could be informed that if he/she wants to be treated like an adult then the school assignment will be to the adult high school and not the regular high school.

SCHOOL ATTENDANCE AND EXTRACURRICULAR ACTIVITIES: Any student who does not attend all classes during any given day will not participate in any practice for, or any extracurricular activity that day unless a pre-excuse or advance notice has been cleared with the principal. The rationale is, in the case of illness, if a student is too ill to attend school then surely he/she is too ill to practice or participate in an extracurricular activity.

SCHOOL DANCES: The purpose of having school dances is to provide wholesome entertainment for the students of Dugway High School who wish to attend. The following guidelines and regulations have been prepared to ensure enjoyment of dances.

1. Dances held at Dugway High School are sponsored by various organizations within the student council. The dances are for the benefit of the students of Dugway and their guests.

2. A student may bring only one guest to any given dance.
3. In order to make clearance for a guest, a request form must be filled out by a parent of legal guardian claiming responsibility for that guest while at Dugway High School and on Dugway Proving Ground. This form will then need to be approved by the principal.
4. A list of guest dates and special guests will be made the day of the dance and given to the advisor assigned to that dance. No other names will be added to this list after this time. If a guest name is not on the list, he/she will not be admitted to the dance.
5. All alumni and other guest of the school will be welcome to attend the Homecoming and Junior Prom dances without having a student sponsor. They will be expected to abide by the rules and regulations of Dugway High School.
6. Seventh and eighth grade students will not be allowed to attend high school dances.
7. Students will be required to sign in and out when leaving or entering school dances. Once the student has signed out of a dance for the second time they will not be allowed to return.
8. Any student who has been drinking alcohol, smoking, or whose actions are considered improper will be asked to leave the dance. If Dugway High students are involved, they will be referred to the principal for disciplinary action. This action will result in the denial of privileges for a period of time. This type of action by guests will result in the guest not being allowed to attend further activities at the high school. Violators will be referred to Tooele County / DPG Law Enforcement Services.
9. The Opening Social is free to all students who attend Dugway High School.
10. All dances are funded, in part, from studentbody funds. Due to the cost involved in sponsoring dances, students will be required to pay an admission fee. The fee of \$4.00 for those that have student body cards and \$6.00 for those that do not.
11. If the expenses for music at the dance is in excess of \$200.00, the student council will help off-set the cost of the following dances to the amounts listed: Opening Social - \$225.00, Homecoming - \$100.00, Sadie Hawkins - \$100.00, Christmas - \$100.00, Valentines - \$100.00. These amounts will be strictly adhered to and other money for dances will come from the sponsoring organization. Gate receipts from dances will remain with the class or organization hosting the dance.

HIGH SCHOOL DANCES

September	Opening Social	Student Council
November	Sadie Hawkins	Band
January	Homecoming	Student Council
March	Junior Prom	Juniors

SCHOOL BREAKFAST & LUNCH: The Tooele School District provides school breakfast and lunch for its students and employees. Rates for yearly and quarterly payments are available. Certain students may be eligible for free or reduced lunch. Applications for these programs may be made through the school principal or the cafeteria manager. Questions concerning the lunch program, menus and payment for meals will be answered by Ms. Sierria Green. The Cafeteria manager's number is 435-831-4090. Students who bring sack lunches to school should eat in the

commons area. Students are not allowed to leave the lunch room with food. All food must be eaten in the lunch area so excess food, containers and wrappers will not be scattered around the school. Students are expected to use good table manners and to clean up their eating area before leaving the lunch area. Breakfast & Lunch prices can be found at the following site.

[http://www.boarddocs.com/ut/tooelesd/Board.nsf/files/9XLRK26A05CD/\\$file/2015-2016%20%20Lunchroom%20Prices.pdf](http://www.boarddocs.com/ut/tooelesd/Board.nsf/files/9XLRK26A05CD/$file/2015-2016%20%20Lunchroom%20Prices.pdf)

School breakfast and lunch is available for all students each day. Students are welcome to bring their own lunch from home. Milk may be purchased. Students may pay daily, weekly, monthly, quarterly, or yearly. Please check your child's Skyward frequently to see that they have money in their account. If you have any questions, please contact Dugway School. Students are not to leave for lunch unless accompanied by their parent or guardian. Application for free and reduced lunch can be found on the district web site along with registration information. Many federal aid programs to schools are based upon free and reduced lunch counts at school. In order to help the school, receive these funds, we ask that you please complete the form. If at any time during the school year your financial status changes and you believe you may qualify for assistance, please contact the school so that we can ensure you have the opportunity to receive the free or reduced lunch program.

COST FOR BREAKFAST:

Elementary Students: \$2.00-----Jr. High/H.S. Students: \$2.25-----Adults: \$3.25

COST FOR LUNCH:

Elementary Students: \$2.50-----Jr. High Students: \$2.75/H.S. Students: \$3.00----Adults: \$4.00

SELECTION OF CHEERLEADERS: The cheerleaders at Dugway High School will be selected in the following manner:

1. Students who will be in the 9-12th grades for the upcoming school year are eligible to try out for the position of cheerleader. A cheer squad will consist of 5 cheerleaders. If fewer than 5 girls are eligible for cheerleading, a cheer squad will not be formed.
2. After the selection these students will be divided into a varsity and a junior varsity squad. Freshman and sophomores will be the junior varsity squad, and juniors and seniors will be the varsity squad. If there is a disproportionate number in either of the groups, they will operate as a varsity squad and duties will be assigned.
3. The studentbody (grades 7-11) will be allowed to vote for these cheerleaders.
4. Forty percent of the total points a candidate can receive will come from the studentbody. (Example: if a student receives 200 votes out of 250 ballots cast, then the candidate will receive 80% or 80 points)
5. A panel of three judges, selected from outside the community of Dugway, will evaluate the candidates. They will award each candidate a point total. The three judges' totals will be added together and divided to give an average score. This total will account for sixty percent of the total score. (Example: Judge #1: 90 points, Judge #2: 80 points, Judge #3: 70 points, the average would be 80 points.)
6. The two scores: the judges average score and the studentbody vote, will be added together to give a final total.
7. The candidates will be ranked on the combined scores.
8. The head cheerleader will be elected by the total cheerleading group.

9. If a cheerleading position becomes open before September 1, it will be filled by the next highest point receiver. If a position becomes open after September 1, it will not be filled.
10. In order to be eligible to try out for a cheerleading position, a student must have a 2.0 GPA for the current year. A 2.0 GPA also must have been maintained the quarter before tryouts. A cheerleader must maintain a 2.0 GPA per quarter during the cheerleading year. If not, they are placed on probation for the quarter.

SELECTION OF THE HOMECOMING ROYALTY: Each organization or class which has a representative on the student council shall have the opportunity to select, nominate and sponsor a junior or senior girl/boy for the Homecoming Queen/King and her/his two attendants. The nomination from each class or organization must be submitted to the studentbody president by 10:00 a.m. three days prior to the homecoming game. The day before the homecoming game the studentbody (grades 7-12) will vote for the queen/king and her/his two attendants. The girl/boy receiving the most votes will be crowned Queen/King. The second and third highest vote getters will be crowned first and second attendants.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN: The valedictorian at Dugway High School will be that student with the highest calculated average in classes taken in grades 9-12. The salutatorian will be that student with the second highest calculated average in classes taken in grades 9-12. The students selected for valedictorian and salutatorian must have been students in residence at Dugway High School for one full school year.

Areas of Study	Courses	Points Awarded	# of Classes
Language Arts	Language Arts 9-12	4	Count Core Courses Taken 9-12
	English 1010	6	
Social Science	Geog, World Civ., Gov., US History	4	Count Core Courses Taken 9-12
	POLSI 1100, Psych 1010, Sociology 1010	6	
Science	Earth Systems, Biology	4	Count Core Courses Taken 9-12
	Chemistry, Physics, Chem. 1010, Bio. 1010	5	
Mathematics	Algebra I, Utah Core I, Geometry, Utah Core II, Alg. II, Utah Core III	4	Count Core Courses Taken 9-12
	Pre-Calculus;	6	

	Math 1050, Calculus		
Foreign Language	2 years any FL	4	Count 2 years

$$\left(\frac{GPA}{4.0} \times .5 \right) + \left(\frac{ACT}{36} \times .25 \right) + \left(\frac{CaseLoad\#}{122} \times .25 \right)$$

Valedictorian and Salutatorian will be calculated using the above formula.

SNOWBALLING: There is an inherent danger involved in snowballing; this demands that there will be no snowballing on the grounds of Dugway Schools. Violators will be sent to the principal's office and action will be taken.

STUDENT ABSENCE DURING TESTS: Occasionally a teacher will notice a pattern develop of a student continually missing a major test or assignment. When this pattern is noticed, the following steps will be taken:

1. The teacher will meet with the student and discuss the apparent problem of the student's absences.
2. The office will inform the parent of the meeting and ask for help in monitoring "real illness".
3. If the habit persists, make-up tests or assignments will only be granted upon a doctor's verification of illness.

STUDENT'S CARS AND PARKING: It is encouraged that students do not drive their personal cars to school. However, students that must drive shall park in the parking spaces provided on the school grounds on the street in front of the school not in the first or second row of parking stalls, they are for guests and faculty and staff. Students who cannot accept the responsibility and who show a lack of maturity in the handling of their automobile while on school grounds will be referred to the proper post authorities with the recommendation that their driving privileges be suspended for a period of time. Speed limit in parking lot is 10 mph.

STUDENT COUNCIL: The purpose of the student council at Dugway High School is to encourage student participation in the government of our school. The student council helps promote student leadership, encourage and initiate student view points, organize elections, sponsor activities and dances and act as a liaison between the studentbody, teachers and administration.

NO CLUB OR CLASS PRESIDENT MAY SERVE AS AN OFFICER OF ANY OTHER ORGANIZATION

STUDENTBODY OFFICERS

The President, Vice President, Secretary, Treasurer and Historian must have maintained a 2.40 GPA the year they are elected into office. These officers, plus the Head Cheerleader, must maintain a 3.0 GPA the year they are in office. The GPA will be by quarter grades. If an

individual is unable to maintain this average, they will be removed from office by decision of the executive committee following one quarter of probation if their grades do not improve to 3.0.

STUDENTS IN MORE THAN ONE ACTIVITY: In order not to place a student in the difficult position of deciding which of two activities he/she shall participate in when both activities are on the same day, the principal shall determine which activity is of a “Priority” nature and the student shall participate in that activity.

Priority of Activities:

1. State Competitions
2. Region Competitions
3. Invitational Competitions

STUDENTS TRAVELING TO AWAY ACTIVITIES: The school will provide transportation for student participation in school sponsored activities. For their own welfare and safety, students are required to use buses arranged for by the school officials. The high school administration does not advocate students traveling to out-of-town activities in vehicles operated by themselves or by other students. In the case of exceptional circumstances, a private vehicle driven by the student’s parent or legal guardian may be used to transport their son/daughter to an away activity.

The students may be released to a parent or legal guardian after an away activity upon receipt of a note given to the coach or advisor of the away activity releasing the student to the parent or legal guardian. Students may only be released to their parent or legal guardian. Students will not be released to siblings, other relatives or friends.

STUDENT ATTENDANCE POLICY ABSENCES:

Excused-illness, medical or dental appointments, funerals, ½ day for driver’s license, or emergencies (which are in accordance with Utah State Law) An excused absence must be cleared by the parent within three days of the absence by calling the attendance office, or by fax, or by a written communication from the parent.

Unexcused - An “unexcused absence” will indicate that the parent reported that the student will be absent from classes for reasons that do not meet the criteria for an excused absence; i.e., slept in, needed at home, out of town (unless prior approved), shopping, etc. If an unexcused absence occurs, a teacher may deduct a percentage of the points for the work completed according to the teacher’s disclosure statement.

Once a student is on campus and has a need to leave, he/she must check out at the Office. If a student does not check out at the Office, the absence cannot be excused and will be marked as a sluff. The sluff may result in a truancy ticket.

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

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 Office. Appeals will be reviewed by Administration. Appeals must be submitted within two weeks after the final grades are given. 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.

SPECIAL EDUCATION: Dugway School provides Special Education services for students who require and qualify for this additional academic assistance. These services are provided as a support to the regular classroom program. Students who participate in special education services must have received specific testing to determine their eligibility, the curricular areas of need, and the amount of time they will be participating in services. If you feel your child may need academic assistance due to any disability, please consult with your child's teacher about initiating a referral for special education services.

INDIAN EDUCATION: The VII is a federally funded program that assists Native American Students. Although Vernon Elementary makes every effort to identify student who are eligible for services please let Mr. Westhara or Mrs. Ernst know if you believe your child may qualify for this support.

Coordinator:	Shannon Sagers	(435) 833-8778
Assistant Superintendent:	Dr. Jeff Hamm	(435) 833-1900

COMPULSORY EDUCATION: Dugway Schools will follow the District's compulsory education policy that was made available at registration. In short, the policy states students will first receive a warning citation after six unexcused absences. If the truancy continues, a second citation will be issued accompanied with a \$20 fine. Finally, if the student continues to be truant, he/she will receive a third citation, an additional \$20 fine, and a court referral. Note: Truancy Citations are not to be confused with Dugway Schools truancy tickets. Dugway Schools truancy tickets are issued to students during the regular school day for sluffing class periods and carry a fine of \$5.00. Students will be allowed to "work-off" truancy fines through the community service program at the school through one of the administrators.

1st Truancy will be a warning, and a parent/guardian notification.

2nd Truancy will result in a \$5.00 truancy ticket, and parent/guardian notification.

3rd Truancy will result in a \$5.00 truancy ticket and In-School Suspension.

4th Truancy will result in a \$5.00 truancy ticket and two days of In-School Suspension. At this time a parent/guardian will be notified to meet with a school official to discuss educational alternatives.

5th Truancy will result in a \$20.00 truancy citation and a referral to Juvenile Court. A parent/guardian will be notified to meet with a school official to review educational alternatives.

TRUANCY: A Student is truant if he/she:

- Leaves home for school, but does not arrive at school.
- Arrives at school, but does not attend classes.

-Leaves school without properly checking out through the Office. (This includes leaving school between classes to run home, store, etc.)

-Obtains permission to go to a certain area, but fails to report there.

-Leaves class without teacher's verbal permission.

-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. The Truancy Court process may occur when a student is habitually truant.

1. Warning on the sixth day of all unexcused absences

2. First Citation, \$20, parent meeting following the 9th unexcused absence.

3. Second Citation, \$20, court referral after the 11th unexcused absence.

HOMEBOUND AND HOSPITAL: Any student who is 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 before authorization is given for homebound privileges. Contact your administrator for further information or application for homebound instruction.

HOMEWORK REQUESTS IN CASES OF UNEXPECTED EXTENDED ABSENCES:

1. Email teachers to request homework 2. Look on SIS for missing assignments 3. Login to the teacher(s) website (if applicable) 4. Have a sibling or friend gather to bring home 5. Gone more than three days? Contact the Office 435-831-4090 to request homework be gathered.

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 (to be determined by the teacher). If a student is absent on a day when a test or assignment is due, that work is due on the day the student returns to school. Each teacher will determine the extent of the make-up policy for their class according to their disclosure statements. To collect make-up work please see homework requests above. Students may receive full credit for their make-up work for the following types of absences: excused, participation in school activity, homebound, suspension from school, and prior excused vacations.

OPTIONS TO EXCUSE STUDENTS: Parents/Guardians have two options to notify the Office of their student's absences:

-Telephone the Office at 435-831-4090 between 7:00 a.m. and 3:30 p.m.

-Upon returning to school, the student reports to the 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 phone number where the parent/guardian signing the note can be reached. The note should be written and signed by the guardian.

-Absences may be appealed up to two weeks after the term in question ends. Afterwards, they will not be able to be appealed.

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 exercises, homework or tests, which took place during the absence. It is the student's responsibility to obtain make-up work from each teacher.

SEMINARY OR RELEASED TIME: Students may be released during school time to enroll in one period of religious instruction. Limited early morning classes are offered for those who cannot enroll during regular class time. Those abusing the privilege (i.e.: truancy and excessive tardiness) will lose the privilege. Being anywhere but at seminary during the scheduled time without proper clearance will be considered truancy.

TARDIES: Students arriving more than twenty minutes late to class are considered absent. Utah law requires all students between the ages of six and eighteen years to attend school on a regular basis. When student's non-attendance causes a loss of credit, this is considered truancy and will be referred to the Juvenile Court System.

Tardy Codes:

T = tardy 3 mins or less, ^ = tardy 3-10 mins,

W = tardy 10- 20 mins, X = absent after 20 mins

Excessive Tardy Procedures:

On a student's 3rd tardy the teacher will notify parent/guardian. 5th - 7th tardy the student will serve lunch detention in ISS room 8th and 9th tardy student will be sent to ISS for that class period. On a student's 10th tardy a parent/guardian and student will meet with the administration before student is allowed to return to class. If excessive tardiness continues the student will receive a truancy citation and begin the referral process to the Juvenile Court System. At this time other educational alternatives may be considered.

VACATION PLANS: If possible, arrange to get work prior to missing school. A pre-excused vacation/homework form is in the Office.

CITIZENSHIP MAKE UP PROCEDURE FOR TERM IN PROGRESS: In each class, students are required to make up un-cleared absences beyond two by spending hour-for-hour time in make-up sessions. Students or parents may check their attendance on the Internet <http://www.tooeleschools.org>. Parents may request print-out information from the attendance office.

1. Citizenship sessions will be offered after school throughout the term as determined by the school administration.
2. Citizenship sessions run for 45 minutes every day but Friday and start promptly at 3:12 p.m.
3. There will be no morning make-up sessions.
4. Students must do one 45-minute session for each un-cleared absence over two per class.
5. To make up tardies, one 45-minute session will clear two tardies.
6. The cost is \$3.00 per session and must be paid at the time of the session.

TELEPHONES / CELL PHONES: Tooele County School District recognizes that technology can enhance teaching and learning. Student-owned/provided devices should be viewed as a resource. Utilizing student-owned devices is subject to common sense and legal guidelines. Teachers and administrators with the permission of parents are encouraged to utilize student owned devices as part of the teaching and learning process.

1. Student Owned Devices Used as Learning Tools
 - a. Students are permitted to utilize cell phones/personal devices in the classroom in conjunction with learning activities. Appropriate use of these devices is left up to the individual classroom teacher. Students are encouraged to keep personal devices on the desktop where they can be used for academic purposes rather than accessing their devices in secret.
 - b. Students with 3G/4G/5G access are encouraged while on District Property to connect to the District's wireless where Wi-Fi based devices are filtered. This is a CIPA (Children's Internet Protection Act) requirement.
 - c. Students must receive permission from their parents to utilize texting plans for academic purposes on their personal devices as teachers may use free services effectively utilizing cell phones and texting devices into student response systems.
 - d. Students and employees are solely responsible for their devices. The District will not provide charging devices, maintain, repair, replace, program or troubleshoot personal devices. Any and all texting, cellular data and maintenance plans are the sole responsibility of the student or employee.
 - e. Students must place phones on silent or vibrate and should not take calls during classroom activities. Personal devices must in no way negatively impact classroom instruction or network resources.
2. Personal Devices Used in an Unethical, Illegal or Immoral Manner.
 - a. It is expressly forbidden to operate a camera or recording device in a restroom or locker room. Anyone found to be recording others in such locations may be prosecuted according to Utah Code.
 - b. Sending threatening, harassing, intimidating, offensive, vulgar, profane, obscene text and/or photos, cyber bullying or coercive communication with others may result in disciplinary action taken and/or civil-criminal charges filed.
 - c. This policy replaces the old cell phone policy 5.40 adopted in April of 2007. This policy does not change the existing district Acceptable Use Policy.

TEXTBOOKS AND STUDENT FEES: Textbooks are rented to the students by the Board of Education. The rental fee and other student fees are established by the Board. Students are responsible for textbooks assigned to them and lost. Textbooks or books that are damaged beyond normal use will need to be replaced by the student.

TEACHER DISCLOSURE STATEMENTS: Teachers must be able to justify any grade they give. The student has the right to see any assignment that has been turned in for a grade and graded. The teacher has the right to retain all assignments. If assignments are returned students should be encouraged to keep them in an orderly way for references if needed.

PARENT TEACHER CONFERENCES/VISITS: Parents are always welcome at Dugway School. During the course of the school year, you may wish to confer with one of the teachers or to visit a classroom. Cooperation between teacher and parents plays an important role in student's success. For this reason, parents should feel free to contact any of our teachers and arrange a conference to discuss student progress. Please make this appointment in advance. A teacher's primary responsibility is to effectively and explicitly provide instruction. Potential problems can arise with interruptions to the classroom. We also ask that parents respect teacher's personal time outside of school and discourage calling teachers at home before or after school hours. The best way to contact teachers is via e-mail. If you do not have access to e-mail, please call and schedule a conference with your child's teacher. Conferences must be held before or after school.

PARENT VOLUNTEERS: We welcome and encourage parents to volunteer at Dugway School. Tooele County School District policy now requires every volunteer to have a background check. This procedure consists of being fingerprinted at the district office. This is free of charge and takes place on Tuesdays and Thursday between 2:00-4:00 p.m. We appreciate your support and understanding as we strive to keep our students safe.

STUDENT VISITORS & OTHER VISITORS: All visitors to the school are required to check into the office before going to a teacher's class. Visitors may not come into the school, visit the classroom, or contact other students without first obtaining permission from the office. If such a contact is needed and authorized, the student will be called into the office for the meeting. Visitors are welcome after school, but are a disruption to the learning environment and are not permitted to accompany a student during the school day. Student "guests" are not permitted to visit or attend classes during the regular school day. This results in additional work and responsibility for our teachers and often distracts students from the educational process. This has also been identified as a potential safety issue. Junior high and high school students are not allowed on the Elementary side during the regular school day without permission from staff.

DISTRICT HOMEWORK POLICY:

A. HOMEWORK DEFINED: Work and study at home that is prepared and planned ahead of time to enhance intended learning objectives or prior lessons.

B. PURPOSES OF HOMEWORK: Homework is a valuable learning tool when it supports the goals of education, is purposeful and meaningful. Homework should require thought, effort and the competent demonstration of learned skills.

1. Pre-Learning: To provide an introduction to a topic, to determine what the students know or are interested in learning, or to stimulate interest in a topic.
2. Check for Understanding: To gain insight into the students' learning.
3. Practice: To practice already learned skills only after the teacher has adequately checked for understanding. It is most effective when distributed over several days.
4. Processing: To have students reflect on concepts, think of new questions or apply skills learned to synthesize information such as long term or summary projects.

C. STUDENT BILL OF RIGHTS: Homework should have a focus on learning that helps students acquire knowledge or skills through experience, study or by being taught.

1. Students have a right to receive help with concepts they do not understand as designated by the school. (e.g. before school, after school, tutoring, etc.).
2. Students are responsible for attempting all homework.
3. Tooele County School District recognizes the child's right to playtime, downtime and adequate sleep.
4. Families shall be entitled to weekends and holiday breaks free from assigned homework, as defined in this policy Section A.

D. EXPECTATIONS FOR HOME: Families are encouraged to:

1. Provide a place for homework.
2. Provide a time for homework.
3. Provide a routine for homework.
4. Partner with the school in providing homework support.
5. Allow your child to work on homework independently; give support as needed.
6. Share any concerns regarding homework with your child's teacher(s).

E. EXPECTATIONS FOR TEACHERS:

1. Quality teaching matters: homework must be connected to what happens in the classroom.
2. Skills require practice: make sure students are practicing the skills correctly. Shorter, more frequent periods of practice are better than longer, less frequent practice.
3. Task is as important as time: well-designed homework is important; it should be related to classroom learning, simple enough to do on their own and relevant to real life.
4. Teachers will take into consideration learning styles, developmental levels, motivation, and organizational skills and where possible provide choices and flexibility.
5. Children differ in motivation, persistence and organizational skills: wise teachers seek feedback from students and consider how they might tap into students' interests.
6. Frustration is detrimental to motivation and the desire to learn: checking for frustration is critical.
7. Projects are intended to be assigned and completed in class: provide students and parents with project information: (e.g. assignment criteria, due dates, materials needed, etc.) in a timely manner. Some projects/assignments, or portion of the project, may be assigned to be completed at home with intermittent due dates and ongoing feedback.

F. EXPECTATIONS FOR SCHOOLS:

1. Each school will provide expectations and strategies for students to successfully complete both classwork and homework.
2. Each school will communicate with students and their responsible parties about support programs available at their school.
3. Support programs may include, but are not limited to: before and after school help, technology lab availability, study skills courses, extended lunch, tutors etc.
4. Each school will routinely assess effectiveness of their support programs and adjust them as needed.
5. Feedback from students, teachers, and responsible parties will be considered.

G. RECOMMENDED HOMEWORK LIMITS TIME PER DAY:

1. Homework Minutes Per Day

ELEMENTARY		SECONDARY	
Grade	Minutes	Grade	Minutes
Kindergarten	20	7th	70
1st/2nd	20	8th	80
3rd	30	9th	90
4th	40	10th	100
5th	50	11th	110
6th	60	12th	120

2. Homework need not be assigned every day, and minutes don't carry from day to day.
3. Students are encouraged to recreationally read nightly for 20 minutes, especially in the early grades.
4. Homework that includes required reading (outside of recreational reading) should be considered when assigning homework. (i.e., if a fifth grade student is assigned 20 minutes of reading, the teacher may assign an additional 30 minutes of homework for a total of 50 minutes).
5. Teachers of students in grades 7-12 should be aware that the time recommendations are per day, not per class period. Tooele County School District encourages teachers to coordinate as much as possible to avoid homework overload.
6. Parents and students should be aware that elementary DLI and secondary academic programs such as honors, advanced placement (AP), and concurrent enrollment (CE) may require additional time.

PUBLIC RESOURCE SITES FOR PARENTS

Access Utah Network

Information and referral concerning disability issues

1-800-333-UTAH

ALLIES WITH FAMILIES

Support to families of children with emotional
Behavioral or neurobiological disabilities

1-801-281-4425
1-877-335-4627
(Toll Free in Utah)

ARC OF UTAH

Promotes and defends rights of people
With mental retardation

1-801-364-5060
1-800-371-5060
(Toll Free in Utah)

AUTISM SOCIETY OF UTAH

1-801-583-7049

C.H.A.D.D.

Attention Deficit Disorder support information

1-801-537-7878

DISABILITY LAW CENTER

Protection and Advocacy relating to disabilities

1-801-363-1347

LEARNING DISABILITIES ASSOCIATION OF UTAH

1-801-463-3890

**LEGISLATIVE COALITION FOR PEOPLE
WITH DISABILITIES**

1-801-363-3300

TOURETTE SYNDROME ASSOCIATION

1-801-944-5759

UNITED CEREBRAL PALSY

1-801-266-1805

UTAH DOWN SYNDROME FOUNDATION

1-801-967-5215

There are many other support groups and resources available. For additional resources, contact the Utah Parent Center or the Access Utah Network. (See listing below).

UTAH PARENT CENTER

1-801-272-1051
1-800-468-1160
(Toll Free in Utah)

CONSTITUTION OF THE STUDENTBODY AND FACULTY OF DUGWAY JUNIOR AND SENIOR HIGH SCHOOL REAMBLE

We the students, faculty and administration of Dugway Junior-Senior High School, in order to effect an organization for the better transaction of the business affairs and social activities of the studentbody, and to promote the general welfare of the school and its membership do hereby adopt this constitution.

ARTICLE I

- Section 1 The name of this organization shall be the Associated Students and Faculty of Dugway Junior-Senior High School.
- Section 2 The colors requesting of this school shall be maroon and white with gold.
- Section 3 The emblem of this school shall be the “Mustang”.
- Section 4 The school song shall be “Maroon and White”.

ARTICLE II

The purpose of the Associated Students and Faculty of Dugway High School shall be to govern all student affairs, which are not delegated to the jurisdiction of the school or district administration, and to be responsible for the financial and moral success of the organization.

ARTICLE III

Membership

- Section 1 The membership of this organization shall consist of grades seven and eight, which shall be referred to as Dugway Junior High; and grades nine through twelve, which shall be referred to as Dugway High School.
- Section 2 Dugway Junior High shall elect their own studentbody officers which shall consist of a president, vice president, secretary, treasurer and historian.
- Section 3 The presidents of the seventh and eighth grade classes, plus the junior high studentbody officers shall represent Dugway Junior High at all student council meetings.
- Section 4 Any bonafide registered student shall become an active member of the Associated Students of Dugway High at the time of registration and shall be given all rights and privileges of the organization.
- Section 5 The superintendent of Tooele County Schools and his staff plus the member of the Tooele Board of Education shall be given honorary membership to this organization.

ARTICLE IV

- Section 1 Any member of the association found guilty of violating the provision of this constitution, of conduct which is unbecoming a lady or gentlemen, or of acts which

reflect discredit upon the school shall be disenfranchised. They shall lose the use of their activity card, privileges and all honors held or won under this constitution.

Section 2 The executive committee shall be the sole judge and have the disenfranchised power under the article.

ARTICLE V

The Senate

- Section 1 The Senate shall consist of all faculty members.
- Section 2 The principal shall act as president of the Senate.
- Section 3 The Senate shall make its own self-governing rules and regulations.
- Section 4 The Senate must pass or veto all motions passed in the House of Representatives.

ARTICLE VI

The House of Representatives

- Section 1 The House of Representatives or Student Council shall consist of the president, vice president, secretary, treasurer and historian of the high school. Studentbody officers, all club officers, presidents, journalism representative, head varsity cheerleader and the faculty advisor are also members.
- Section 2 All clubs must have a current constitution, which has been approved by the House of Representatives, before it will be allowed to participate in the House of Representatives meetings.
- Section 3 The president of the high school studentbody shall preside over the House of Representatives.
- Section 4 Two-thirds membership of each house shall constitute a quorum.
- Section 5 Motions may be passed by the house only when a quorum is present.
- Section 6 Assistants to the House of Representatives may be appointed, as the occasion demands, by a popular vote of the House of Representatives.

ARTICLE VII

The Executive Committee

- Section 1 The Executive Committee shall consist of the principal, studentbody president, vice president, secretary, treasurer, historian, head cheerleader and student council advisor.
- Section 2 The Congress shall have the power to establish laws to safeguard the property of the school and the members of its studentbody.
- Section 3 The Congress shall have the power to establish laws necessary to carry out the purpose of this constitution.
- Section 4 It shall be the duty of the Congress to direct all activities of the studentbody of Dugway Junior-Senior High School.

ARTICLE VIII

Prohibitions of Congress

- Section 1 No law that is ex post facto shall be passed.
- Section 2 No law giving preference to any organization above any other organization shall be passed.
- Section 3 No money shall be withdrawn from any student fund except in accordance with this constitution and the laws made by Congress.

ARTICLE IX

Passage of a Bill

- Section 1 Every bill which passes the majority vote of each house and is signed by the chief executives of the studentbody shall be laws.
- Section 2 If the high school principal or the president of the studentbody refuses to sign the bill it shall be returned with his or her objections to the house in which it originated. Amendments to the bill must be made and passed by a two-thirds vote of each house before it can again be acted on.

ARTICLE X

Studentbody Elections

- Section 1 The election of school studentbody officer shall be held during the last five weeks of school.
- Section 2 The studentbody shall be informed of the procedures of nominations, campaigning, eligibility and voting during their home room periods prior to the nominations assembly.
- Section 3 Nomination
 1. In order to be nominated for a studentbody office a candidate must comply with grade requirements and not be on probation with in the school.
 2. Before a person can be nominated for an office a candidate must present a petition to student council with at least twenty-five signatures of student who have declared their support to the candidate.
 3. A nomination assembly shall be held to formally announce the candidates for the office of president, vice president, secretary, treasurer and historian.
 4. Nominees will be allowed two minutes for speeches of introduction.
- Section 4 Primary Elections
 1. If more than two candidates are nominated for the same office a primary election will be held to narrow the field to two candidates for each office.
 2. Primary elections will be held the day following the nominations assembly.
 3. Procedure used in the primary elections will be the same as outlined in section 6, 7, 8, with the exception being that this election will be held in the classroom.
 4. Announcement of the final slate of candidates will be made the day of the primary elections.

Section 5 Campaigning

1. Active campaigning may not take place until after the nominations assembly has taken place.
2. All campaign materials can be edible, but must be noiseless and waterless.
3. Campaign posters will be limited to five (5) per nominee.
4. Campaign posters may not exceed 4 feet by 6 feet.
5. There will be no active campaigning in classrooms.
6. Campaign posters will not be displayed in the classrooms.
7. Campaigning to inform the public shall be on the basis of honesty, fairness and in good taste.
8. A screening board shall be selected to preview all campaign speeches before they are presented to the studentbody. The review board will be comprised of the student council faculty advisor, one other faculty member and the present studentbody president.
9. All supporting and campaign speeches must be presented to the review committee by noon the day prior to the campaign assembly.
10. After one week of campaigning has elapsed all members of the studentbody will attend a campaign assembly to hear the candidates' final speeches. A maximum time allowed for the candidate's speech will be ten minutes, while the supporting speeches may not be longer than five minutes.
11. No student may give more than one supporting speech.
12. Honorary members of the high school studentbody as well as faculty members will not be allowed to actively campaign or vote for a candidate.

Section 6 Voting Procedures

1. Voting shall take place in a private designated area in the Media Center or Office.
2. Voting will take place during lunch and after school until 3:45 p.m. on the day of elections and from 7:00 a.m. until 8:00 a.m. the next morning.
3. Only grades eight through eleven will be allowed to vote.
4. Students with pre-excused absences or who are attending school sponsored activities will be allowed to vote prior to their absence.

Section 7 Ballots

1. All ballots will be run on a copy machine.
2. All ballots will be numbered.
3. All ballots must be filled out in ink.
4. Ballots will be marked so only one candidate is voted on for each office.
5. Only one ballot will be issued per eligible student.
6. If the above procedure is not followed the ballot shall be disqualified.

Section 8 Counting of Ballots

The counting of the ballots shall be done by the student council advisor, one other faculty member, two non-participating students, all of which shall be selected by the student council faculty advisor.

Section 9 In Case of a Tie

1. Another assembly will be held the following school day.
2. The tied candidates will be allowed ten minutes for another campaign speech.

3. Ballots will remain the same as outlined in Sections 7.
 4. Votes will be tallied in the same procedure as outlined in Section 8.
- Section 10 Denial of Voting Privileges
The voting privilege of a student shall be taken away under the following circumstances.
1. If a student is found guilty of making false statements about the other candidates.
 2. If a student is found guilty of defacing posters.

ARTICLE XI

Studentbody Officers

- Section 1 The president, vice president, secretary, treasurer and historian must have maintained a 2.40 GPA the year they are elected into office. These officers, plus the head cheerleader, must maintain a 3.0 GPA the year they are in office. The GPA will be by quarter grades. If an individual is unable to maintain this average, they will be removed from office by decision of the executive committee following one quarter of probation if their grades do not improve to 3.0.
- Section 2 Members of the executive committee shall hold no other office in any other school organization.
- Section 3 The president must be a senior the year in office. The vice president must either be a senior or junior the year in office. The secretary, treasurer, historian and head cheerleader may be a senior, junior, sophomore or freshman the year in office.
- Section 4 The junior high president must be an eighth grader the year in office and have maintained a 2.40 GPA the seventh grade year. All other junior high officers may be either seventh or eighth graders the year in office. Junior high officers are subject to the same GPA requirements as the senior high officers.
- Section 5 Club representatives must have passed six out of seven classes the previous year and must maintain a 2.70 GPA by quarter, the year in office.
- Section 6 Class presidents must have a GPA of 2.40 the previous year in order to run for office. Once elected, class presidents must maintain a GPA, by quarter, of 2.70 the year in office.
- Section 7 Removal from office: Any elected officer of the studentbody found guilty of inefficiency, neglect of duty or of conduct unbecoming a lady or gentlemen shall be removed from office by vote of the executive committee. In case of an appointed officer, they shall be removed by the appointed power.
- Section 8 Any vacancies created by the removal or withdrawal of an elected officer shall be filled by the vice president of the organization or by the appointment of an eligible student. Due consideration will be given to the opposing candidate. This power rests with the executive committee.
- Section 9 Upon vacancy of the office of studentbody president, the vice president shall fill the vacancy, unless the vacancy occurs before the end of the first quarter of the school year. In the case a re-election will be held.

ARTICLE XII

Duties of Studentbody Officers

Section 1 President

The executive power shall be jointly vested in the president of the studentbody and the principal of the school. The president of the studentbody shall be the chief executive officer of the studentbody. He/She shall have the power to appoint officers and committees of the studentbody not otherwise provided for under this constitution. He/She shall receive representatives from other schools and shall, with aid of the Senate, enter into agreements to establish more cordial relations with other schools. The president shall conduct student council meetings.

Section 2 Vice President

It shall be the duty of the vice president to act in the absence of the president in all matters when requested by him/her. The vice president shall serve as the parliamentarian and shall apply the school constitution. The vice president shall keep the school marquee current.

Section 3 Secretary

It shall be the duty of the secretary to keep an accurate record of all proceedings of the student council meetings, to make an annual report in writing of the year's proceedings, and to make such reports as recalled for by the executive committee or the principal. He/She shall file and post the same as directed by the law of the school congress. The secretary shall also be custodian of the constitutions of the studentbody.

Section 4 Treasurer

The treasurer shall post a financial report of studentbody expenses for that month.

Section 5 Historian

The historian shall, under the supervision of the executive board, be responsible to keep the history of the school up to date.

ARTICLE XIII

Studentbody Revenue

Section 1 Source

The revenue of the studentbody shall be all money received from the student activity fees and fund raising activities which are for the studentbody.

Section 2 To withdraw money from the studentbody fund, a motion must be presented and passed through the Congress.

Section 3 All revenue of clubs, classes and other organizations must be deposited in the office under the supervision of the principal and school finance secretary.

Section 4 A purchase order must be filled out and signed before money can be drawn out of any school fund.

ARTICLE XIV

Disbursements

- Section 1 All purchases shall be made, all obligations contracted, and all claims paid for, only when a school purchase order is filled out and signed by the principal and acknowledged by the advisor. By no other authority and in no other manner shall purchases be made, obligations contracted for, or claims paid.
- Section 2 No credit purchases can be made on the studentbody account after the first day of June.
- Section 3 No debts may be charged to Dugway Junior-Senior High School, against the studentbody, or against any class, by any member of this organization (active or honorary) unless authorized to do so by securing proper purchase orders or money request forms signed by the principal.
- Section 4 Any person found guilty of any violation of the above shall be held personally accountable for the debt incurred.

ARTICLE XV

Amendments

- Section 1 Amendments to this constitution may be proposed by the members of the House of Representatives whenever two-thirds of the members of the House of Representatives are present and deem it necessary.
- Section 2 Members of a class of studentbody may propose amendments to the constitution if two-thirds of the class or twenty-five members of the entire studentbody petition the House of Representatives for such.

ARTICLE XVI

Referendum

- Section 1 By petition, any law already passed by the House of Representatives must be referred to the studentbody for approval or rejection when five percent of the studentbody deem it necessary.
- Section 2 A petition with five percent of the studentbody's signatures must be presented to the student council to enact a vote on a law passed by the House of Representatives.
- Section 3 The above procedure applies only to measures passed by the House of Representatives not policies passed by the high school principal.

ARTICLE XVII

Ratification

- Section 1 After an amendment has passed both houses, it must be put to vote for the entire studentbody for final ratification.
- Section 2 Ratification must pass the studentbody vote by a simple majority before going into final effect.

ARTICLE XVIII

Class Election

Section 1 Qualification and Duties of Class Officers

1. Class President
 - a. Shall be active in student council and shall preside over and conduct class meetings.
 - b. Shall act as the official representative of their class.
 - c. Shall have maintained a 2.40 GPA during the previous school year, and will maintain a 2.70 GPA throughout the year in office.
2. Class Vice President
 - a. Shall be active in class meetings and be prepared to take over the class at all times.
 - b. Shall maintain a 2.40 GPA, by quarter, throughout the school year.
3. Class Secretary
 - a. Shall keep an accurate record of all accounts of class funds and be prepared to report them at all times.
 - b. Shall maintain a 2.40 GPA, by quarter, throughout the school year.
4. Class Treasurer
 - a. Shall keep an accurate record of all accounts of class funds and be prepared to report them at all times.
 - b. Shall maintain a 2.40 GPA, by quarter, throughout the school year.
5. Prom Chairperson
 - a. Must be a junior.
 - b. Shall be in charge of the junior prom.
 - c. Shall have authority, with the approval of the junior class, faculty advisors, to appoint whatever committees are necessary for the junior prom.
 - d. Shall maintain a 2.40 GPA, by quarter, throughout the school year.

Section 2 Nomination of Class Officers

1. No class president shall serve as president of any other organization.
2. Class meetings will be held for the nomination of class officers during the first two weeks of the school year.
3. Class meetings shall be conducted according to parliamentary procedure.
4. Individuals shall voice their choices for nominees from the floor.
5. Nominees shall be voted on for class officers if eligible for the office.
6. The class advisor shall check the nominees' GPA eligibility prior to voting.

Section 3 Procedure for Voting on Class Officers

The same school day as nominations, class elections shall be held.

1. The office of president shall be voted on prior to the other offices.
2. Following the election of the class president, the president shall preside over the remainder of the election.

ARTICLE XIX

Junior High Studentbody Elections

- Section 1 Elections for junior high studentbody officers will be held prior to elections for the class officers in the fall of the year.
- Section 2 A nomination assembly will be held, for 7th and 8th grade students, to allow nominations to be made from the floor.
- Section 3 If more than two persons are nominated per office a primary will be held the same day.
- Section 4 Election of junior high studentbody officers will take place immediately after the nominating assembly. The voting will be done by written ballot.

ARTICLE XX

Ratification of the Constitution

This constitution shall be effective immediately upon passing a vote by a majority of the studentbody and upon the approval of the principal and the faculty of Dugway Junior-Senior High School.