

STUDENT SERVICES

Guidance

Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, and testing programs. The counselors are available to discuss any home, school, or social concerns.

Class Changes and Rescheduling

Clear thought and career plan purpose ought to initiate each class schedule. When necessary, class changes and rescheduling can be made to meet graduation requirements and legitimate career goals. Rescheduling to be with friends, to secure a different teacher, or because the class proves to be difficult, are not legitimate reasons to change a class. Rescheduling can only be done during the **first five days** of the term/semester for legitimate reasons without a fee. All class changes beyond the designated times or for non-legitimate reasons are strongly discouraged and will require a \$10.00 fee to be paid at the front office.

The following drop codes will be put on the students transcript:

- Week one following the beginning of a semester: No drop code is required, and the class is not listed on transcript
- Weeks two and three- the class remains on transcript as a WP (withdrawal pass) or WF (withdrawal fail).
- Week four to the end of the semester - a failing grade is given if the student wishes to drop the class. Exceptions may be made for extenuating circumstances upon a counselor's and/or teacher's recommendation.

Lockers

Note: Lockers are NOT secure. Valuables, money, etc. should NOT be left in lockers. North Sanpete High School is NOT responsible for any lost items.

1. Students are assigned a locker and may store school supplies and books in the locker during the school year. All items must be removed on the day books are handed in.
2. No student has the right of unauthorized entry of another student's locker.
3. Locker inspections will be conducted periodically by school administration.

4. Any interior damage, painting, or markings to lockers or other school property will be repaired at the expense of the student to whom the locker is assigned.
5. Students are advised not to give out locker combinations, even to friends who all too often tell others the combination.
6. Students should utilize the locker they are assigned unless a change is cleared with the Vice-Principal.
7. Students who have problems with their locker opening or closing should contact the front office so the problem can be corrected.
8. Lockers must be clean and all items removed no later than two days before school ends.

Telephones

School telephones are for office school use. Emergencies will be handled through proper school procedures. Student pay phones are available for student use outside of class time.

Bus Loading/Unloading Zones

All safety rules of the North Sanpete School District must be observed. The bus driver will designate areas of loading and unloading. Students are to remain in that area until the driver indicates readiness.

Fees, Receipts, Textbooks, etc. . . .

North Sanpete High School accepts no funds for any fee, charge or purchase without issuing a receipt. Only checks written to North Sanpete High School will be honored. **No post dated checks** will be accepted. School textbooks must last a minimum of five years. An average cost for each new textbook is \$75.00. Students will be charged full replacement costs for damaged and lost textbooks.

Nuisance Items

CD players, skateboards, walk mans, cell phones, I Pod's, toys, playing cards, etc., distract the learning environment and are prohibited.

Media Center

The Media Center is open for students use at 8:00 a.m. on days school is in session. The Media Center will close at 3:30 p.m. on Tuesday, Thursday, and at 3:00 p.m. on Fridays. The Media Center is available for students and public use until 5:00 p.m. on Monday and Wednesday.

Pioneer Home Access ID: _____ Password: _____

Student Parking

At North Sanpete High School, the northwest and west parking lots have been allocated for student parking. Each vehicle parked at North Sanpete High School must have a 2008-09 parking permit sticker permanently attached to the windshield. Permits cost \$3.00 and may be obtained in the Front Office. Students must buy a sticker for each car they may drive to school. Stickers must be displayed on the lower windshield, driver's side. In accordance with state laws, vehicles without a permit may be ticketed, booted, or towed at the owner's expense. Students who illegally park in the faculty reserved area, in the visitors parking area, in handicapped parking, and/or "no parking" zones will be ticketed, booted, and/or towed. Repeated offenses may result in the revocation of North Sanpete High School parking privileges. Parking lots are not secure. North Sanpete High School is not responsible for damage to vehicles or theft. The northeast, southeast and east of Tennis Courts parking lots are reserved for staff & visitor parking only!

Drop Off/Pick-Up Zone

Any parents who bring their students to school in cars or car pools are asked to use the northwest parking lot for student drop-off in the morning and pick-up in the afternoon. Due to limited parking areas, we need to have total cooperation from all student drivers and their parents.

Academic Enhancement

Normal class schedules will be suspended at 1:45 p.m. on the scheduled Mondays listed in the school calendar to provide opportunity for students to receive instruction and help in classes they are not passing or to make up work. Teachers will be in their classroom from 1:45 p.m. until 3:00 p.m. to help students. Buses will be provided at 1:45 p.m. and a late bus at 3:00 p.m. Students receiving deficiency reports/failing grades are encouraged to attend. These days are scheduled at mid-term and the week before each grading period so that more students will receive passing grades and credits.

Academic Standards

Sterling Scholars

Juniors with a cumulative GPA of a 3.5 or higher may apply to represent our school as Sterling Scholar in one of the fourteen areas of excellence; English, Foreign Language, Science, Social Science, Dance, Trade and Technical Education, Family and Consumer Science, Music, Business and Marketing Technology, and General Scholarship. School and region Sterling Scholars will be selected on the basis of academic achievements, service to the school and community, and citizenship throughout their high school years. School winners will present a portfolio and will be interviewed as part of their competition. Scholarships to most Utah colleges and universities may be available to school winners and participants. (See Sterling Scholar Advisor for eligibility requirements).

Junior Prom

The Junior Prom is intended to be a formal social/dance experience of high school students who meet the academic and behavior criteria set by the school. The Prom is an optional activity sponsored by the school and district. Students desiring to participate in the Promenade and be announced must complete the application process and have earned 13 credits by the end of the 1st semester of the 11th grade year. The application process is a written commitment from the student and the parents that they will adhere to the obligations and expectations of the school and Prom Committee. Students participating are required to pay \$5.00 at the time of application. This payment is for their dance ticket for both evenings of the Prom. The ticket price for spectators is \$3.00. It is suggested that babies and young children not attend, as seating is limited and intended for parents and grandparents.

“S” AWARDS

A student may receive points towards an “S” Award by participating in extra-curricular activities. These points may be earned during the 9th, 10th, 11th and 12th grades while attending North Sanpete High School. In order to earn “S” points through participation, a student must first meet the eligibility requirements for that activity. Recipients must be graduating seniors. Fifteen seniors or 15% of the senior class may

receive an award. A student must participate in at least three of the following categories to be considered as a recipient:

- Leadership
- Service
- Athletics
- Fine Arts
- Vocational
- Special Recognition

An "S" Award will be presented to retiring teachers. Further information on points, etc. are available in the front office or on the school website at www.nsh.nsanpete.k12.ut.us.

Academic Standards for Officers (Class or Studentbody) & Royalties

Any students who desire to run for any elected office or royalty must qualify according to the following standards:

1. The Studentbody President, Studentbody Vice-President, Studentbody Secretary, and Studentbody Activity Agent shall be selected from the incoming senior class.
2. All nominees for studentbody officer will be approved by the faculty.
3. Any nominee for studentbody or class officers must have at least a 3.0 cumulative GPA and must be a student in good standing.
4. No student shall hold more than one responsible position in school. Responsible positions include: Studentbody President, Vice-President, Secretary/Treasurer, Activity Agent, Yearbook Editor, Newspaper Editors, Presidents of co-curricular clubs and organizations, and Class Officers.
5. Any nominee for royalty must have a 2.5 cumulative GPA or better and must be a student in good standing.

Academic Standards for Activity Participation

Academic standards for eligibility to participate in co-curricular activities are determined by the current Utah High School Activities Association by-laws and interpretations as printed in the handbook and by the additional following standards established by North Sanpete High School.

Meeting academic requirements for high school graduation is the primary purpose of attending high school. Participation in co-curricular activities is an important aspect of the high school experience, but is secondary to successful academic preparation. We hope that all students will put forth honest effort towards learning and that they will have the opportunity to participate in co-curricular activities.

The school expects that any student participating in school-sponsored activities will conduct themselves in a manner of responsible citizenship. Activity participation is a privilege extended to those who will represent the North Sanpete Associated Studentbody in a responsible manner.

An individual must be a full-time student (6 periods) to participate in any extra-curricular activity. Release time, and/or home release will not count towards full-time status. Work-Based Learning, not to exceed 2 periods a day, does count toward full-time status.

Students who represent North Sanpete High in any activity are expected to maintain the following standards:

1. Maintain an attitude of good sportsmanship.
2. Abstinence from alcohol, tobacco, and illegal drugs.
3. Maintain an acceptable performance in regular classes. This means maintaining no less than a 2.0 GPA in all classes.
4. May not have grade markings which indicate "not passing" ("F" and "I").
5. Regular school attendance with no truancy or unexcused tardiness.

It is the responsibility of the activities coach or director and athletic director to determine attendance eligibility.

- a. A student must be in attendance in all classes on the day of competition or activity. Students may be pre-excused to miss classes for extenuating circumstances or doctors visits if pre-cleared by the administration (Principal, Vice-Principal or Attendance Officer). ***These must be cleared before the student misses.*** *A student is considered absent if they are more than five minutes late for any class.*
6. Adherence to such rules and policies that the team or organization sets for itself which may include high standards for academic performance, GPA, and behavior as outlined in this document.
7. Compliance to the laws of society and to the rules of North Sanpete High School Associated Studentbody.

Failure to meet expectations will result in correctional and disciplinary procedures and may result in forfeiture of rights to participate in co-curricular activities.

Eligibility is established at the end of each quarter grading period. All deficiencies must be cleared at the quarter's end. **If the student is ineligible at the quarter's end, they will remain ineligible until and if eligibility is reestablished at the end of the next quarter grading period.** Students that have failed a class may become eligible for activities if they complete the same class from an accredited institution. Eligibility becomes reestablished when the next grading

period is completed at North Sanpete High School. Students must have a GPA of no less than 2.0 at the end of each grading period to be eligible for next quarter's activities.

An ineligible student cannot represent his or her school, travel with the team or miss school to attend games or contests if he or she is academically failing any class.

Year-end grading deficiencies must be made up prior to the starting date of fall activities, generally about the 15th of August. This applies to students continuing at North Sanpete High School or entering from another school, including Jr. High or Middle School.

Students who are suspended from school for violation of school rules are ineligible to practice or participate until readmitted to school.

Basic Graduation Requirements

In order to graduate from North Sanpete High School, a student must earn twenty-six credits:

Language Arts	4.0 Credits
Mathematics	2.0 Credits – Classes of 2009 and 2010 3.0 Credits - Classes of 2011 and 2012
Science	2.0 Credits - Classes of 2009 and 2010 3.0 Credits - Classes of 2011 and 2012
Social Studies	2.5 Credits
Fine Arts	1.5 Credits
Healthy Lifestyles/P.E.	2.0 Credits
Vocational	1.0 Credits
ComputerTech	.5 Credits
Government/Citizenship	.5 Credits
Financial Literacy	<u>.5 Credits</u>
Total:	26.0 Credits - Class of 2009
	27.0 Credits - Class of 2010
Total:	28.0 Credits - Class of 2011 and 2012
Electives	See Counselor

Determination of Class Standings

Prospective graduates should have the following credit totals:

9th Freshman	0-7 Credits
10th Sophomore	8-13 Credits
11th Junior	14-19 Credits
12th Senior	20-26 Credits

Graduation Ceremony

North Sanpete High School offers an option to students, meeting all State and District graduation requirements, the opportunity to participate in a **formal** commencement ceremony.

Students wishing to participate in the graduation program must comply with the following requirements:

1. Completion of all State and District credit and course requirements.
2. Compliance with all rehearsal requirements as set by the Graduation Committee.
3. Adherence to behavior and dress standards of the school during graduation rehearsal time and during graduation.
4. All graduation speakers, as well as Senior Class President, must be full-time students attending on the North Sanpete High School campus during their entire Senior year.

Students or parents desiring more information concerning the graduation ceremony should contact the principal.

STUDENT CODE OF CONDUCT

As young adults who have rights, as any citizen in this great nation, it is imperative that we assume our responsibilities to make our own society (school) a better place in which to live. Our nation exists to serve its citizens by protecting their inherent rights. We believe that students are best able to realize their purposes in an atmosphere of freedom, which is enhanced by individual responsibility and accountability. The goal of education is to prepare each student for adult life. This means gaining a proper education and learning to live together. Standards of conduct help all of us achieve this end.

ATTENDANCE

Philosophy:

North Sanpete School District believes that school attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunity, a student must have consistent, punctual, daily attendance. Regular attendance and participation in class is essential for students to be successful and prepare themselves for the best quality of life. It is primarily the responsibility of the student to achieve daily, punctual attendance as directed by the Utah Compulsory Education Act, Utah Code 53A-11 (101-105) and Administrative Rules R277-438 and 607. Parents or guardians and school officials share a responsibility to make earnest and persistent efforts to resolve attendance problems. A parent or guardian is always welcome and is encouraged to call or visit the school for current attendance and academic information regarding his/her student.

Definitions:

Tardy - An instance of a student arriving after school or class has begun.

Absence - A student's non-attendance at school for one school day or part of one school day.

Excused Absence - A student's absence from school, which is verified through a parent/guardian in accordance with District or school procedures and timelines. The State of Utah and the District identify the following as "valid excuses" for student absenteeism: illness; medical appointments; family emergencies; court appearances; death of a family member or close friend;

Activity Absence - A student is not counted as absent if on a school sponsored activity such as participation on a school team, club, class, organization, etc. They are required to make up any work missed.

Truancy - An absence without a valid excuse.

Truant Minor - A student who is absent from school and/or class without parent's knowledge or has no legitimate or valid excuse. An unexcused absence will be considered a truancy or "sluff."

Notice of Compulsory Education Violation - A school administrator, a designee of the school administrator, or a truancy specialist may issue a Notice of Compulsory Education Violation to a parent of a student, who is at least six (6) years old but under the age of fourteen (14), if the student is truant (absent without a valid excuse) at least five (5) times during the school year.

Notice of Truancy - A Truancy Notice may be issued to any student who is at twelve (12) years of age or older and who has been truant (absent without a valid excuse) at least five (5) times during the school year.

Habitual Truant - A school-aged minor who has been absent without a valid excuse ten (10) or more times during the school year or who, in defiance of efforts on the part of school authorities to resolve a student's attendance problems as required under Section 53A-11-103, refuses to regularly attend school or any scheduled period of the school day. (R277-607-1-D) (Utah Code 53A-11-101 (2c).

Habitual Truancy Citation - A Habitual Truancy Citation may be issued to a student twelve (12) years or older who has been truant (absent without a valid excuse) ten (10) or more times or who has not resolved attendance problems after reasonable efforts have been made by the school. After issuing a Habitual Truant Citation, the school shall refer the habitual truant to juvenile court.

Truancy Specialist - The principal, assistant principal, or District designee shall serve in this position in enforcing laws related to school attendance.

Educational Neglect - The willful failure or refusal of parents or caretakers to make a good faith effort to ensure that a child receives an appropriate education, after receiving notice that the child has been frequently absent from school without good cause or reasons identified by school law. Examples would include a parent who consistently fails to get a child up on time, dressed, so the child cannot get to school; a parent who keeps a child home to babysit or to work. The situation is defined as educational neglect only when the child's behavior is under the parent's control. This would usually involve an elementary student; with older children, the situation might be more accurately defined as truancy. In such a case, the child might refuse to get up, get dressed, despite the parent's efforts; or the child might leave the house presumably to go to school, and go elsewhere. (Usually, secondary students (7-12) are referred to Juvenile Court, and elementary students

(K-6) are referred to DCFS.)

DCFS- Division of Child and Family Services

Certified Mail - Notification, sent through the U.S. Post Office that requires a signature of acceptance for the letter. A signed receipt notifies the sender that the letter was accepted and by whom.

Non-Judicial Referral - A referral made by the school/District directly to a local juvenile authority. A "non-judicial" referral is a referral that is handled by juvenile authorities (not a judge) and does not appear on a court record.

Official Referral - A referral made directly to the Sixth District Juvenile Court/Judge. This referral usually follows a "non-judicial" referral if attendance problems are not resolved. This referral does remain on a court record.

State and District Policy:

"State Compulsory Education Requirement" (Utah Code, Section 53A-11-101-105) directs parents and schools as follows:

1. A person having control of a minor who has reached the age of six years, but has not reached the age of eighteen years, shall send the minor to a public or regularly established private school (excludes Home Schools) during the school year of the district in which the minor resides. Administratively, North Sanpete School District expects all students to adhere to this policy and other District policies until a student's class has graduated.
2. It is a Class B Misdemeanor for a person having control of a minor to willfully fail to comply with the requirements of Utah Code 53A-11-101 (3).
3. A local board of education or designee shall report cases of willful noncompliance to the appropriate city, county, or district attorney.
4. The law also allows a parent/guardian of a student enrolled in public schools to excuse his/her student from school, but only when the student is absent for a "legitimate or valid reason," as described in the "excused absence (valid excuse)" definition. Because Sixth District Court has jurisdiction over all juveniles residing in North Sanpete School District, it is the expectation of the Court that

students within its jurisdiction will be in regular attendance at the school in which they are enrolled. The Court is obligated to adjudicate truancy matters for those students who are habitually absent without a reasonable excuse. To accomplish this goal, the Court requires that public school officials refer to Court those students who are in violation of the "Compulsory Education Requirements." Prior to a referral, the Court expects parents and schools to demonstrate earnest and persistent effort to deter truant behavior. In order for the Court to adjudicate truancy, the Court requires that schools notify parents of attendance policies and consequences for truant behavior and teach students that such behavior is illegal and unacceptable.

5. Prior to or no later than school registration, the parent(s) of all school-age children and the students themselves shall be provided written notice from the school or District informing them of the "Compulsory Education Requirements" and the "North Sanpete School District Attendance Policy." Throughout the school year, as new students register, they shall also be given a written copy of this Policy. Upon parent/student receipt or review of this Policy, parents/students may be asked to sign a disclosure statement for verification.
6. All school-age children are expected to comply with the mandatory "Compulsory Education Requirement" unless the child(ren) have been exempted for one of the reasons listed in Utah Code 53A-11-102.

Procedures for Monitoring Daily Attendance:

It is the responsibility of parents to make sure their student attends school and arrives promptly every school day. If illness or other approved emergencies prevent attendance or causes tardiness, it is the parent's/guardian's responsibility to notify the school's attendance secretary and properly excuse his/her student through a phone call or a signed written note which indicates the reason of the absence. The parent/guardian should notify the school preferably on the day of the absence, but no later than 3:00 pm on the day after the absence(s).

1. A tardy may be excused by a parent/guardian when an emergency situation results in a student arriving late to school. Students who arrive late need to check in through the attendance office. Three tardys will be considered an absence.

Secondary students may not be excused for tardiness between classes unless verified through a staff member. Students, who develop a pattern of habitual tardiness, will be dealt with administratively by each school and will be part of any court referrals. Individual teachers and schools are *strongly* encouraged to develop academic incentives for promptness as a deterrent for tardiness.

Tardy Rationale: Tardies not only hinder a student's ability to profit from instruction at the beginning of class, but they interrupt the teacher's instruction and the work of other students who made the effort to be on time. In addition, tardy students are usually in the hallways interrupting other classes and the efforts of other students/friends to be to class on time. Punctual students perform better in school and at work and is a citizenship skill required by the state.

2. Elementary schools will take attendance a minimum of twice a day. Secondary schools will take attendance every period.
3. Any student who leaves school during the school day is required to check out through the attendance office. He/she must present a note from the parent/guardian or must contact the parent/guardian at the time of check out in order for the absence to be excused. If the student does not check out through the office, the absence will automatically be a truancy. In an emergency when a parent/guardian may not be reached, a school administrator may temporarily approve the check-out, pending parental or guardian confirmation by telephone or note within 24 hours. If a student who has checked out returns later in the day, he/she needs to check-in through the attendance office.
4. Academic grades may be impacted by excessive absences, trancies or tardies. At the discretion of the teacher, and upon written disclosure to students and parents, participation, attendance, and punctuality may together be a factor of up 25% of the grade given in some classes; especially in activity classes: band, choir, dance, orchestra, physical education, home economics, woods, metals, mechanics, construction, etc.
5. Each school may organize a School Attendance Appeals Committee to review excessive absences and/or trancies and provide parents and students due process. Members of this committee may be appointed by the school administration.

Decisions of the School Appeals Committee may be appealed further to the School Board.

6. The North Sanpete School District may organize a “Truancy Mediation Program” to assist parents, students, and schools in resolving attendance issues. The program will help parents and students resolve the problem with student attendance.
7. Any time a student is absent he/she is held accountable for his/her learning and missed work.
8. According to State law, students who are absent ten consecutive days shall be dropped on the 11th day if no student and parent/guardian contact has been made. In these situations, the school and other agencies will make earnest and persistent efforts prior to the ten days to contact the student and parent/guardian to assist with the problem.
9. The school and/or District shall make allowances for students who may have excessive absences resulting from extended medical conditions or extenuating circumstances.
10. The District and/or school shall make earnest and persistent efforts to resolve a student’s attendance problems through two or more of the following interventions:
 - A. Counseling of the student by school authorities;
 - B. Enlisting parental support for attendance by the student;
 - C. Meeting with the student and the parents/guardians;
 - D. Adjusting the curriculum and schedule, if determined necessary, to meet special needs of the student;
 - E. Sending home letters and progress reports;
 - F. Allow parents to attend classes with his/her student;
 - G. Having parents monitor daily/weekly attendance;
 - H. Enlisting the assistance of government agencies as appropriate;
 - I. Recommendation for Truancy Mediation (if available);
 - J. Submitting a “non-judicial” referral to the Juvenile Court authorities and/or DCFS;
 - K. Submitting an “official” referral to Sixth District Juvenile Court/DCFS;
 - L. Providing and/or requiring after school make-up time; options for the student. (e.g. concurrent classes, Electronic High

School, PLATO, revised IEP or SEP, etc.); or other as deemed appropriate.

11. If after earnest and persistent efforts are made and the student's truant or excessive absenteeism has not been corrected, the District or designee will/shall pursue one or more of the following:
 - A. Issue a Non-Judicial Referral
 - B. Issue a Notice of Compulsory Education Violation
 - C. Issue a Notice of Truancy
 - D. Issue a Habitual Truant Citation
 - E. Refer to Juvenile Court and/or DCFS
 - F. Solicit the assistance of other State agencies
 - G. Use other interventions as appropriate

12. The school will keep a record and document the following according to Administrative Rule R277-607-5:
 - A. Documentation of attendance and academic achievement,
 - B. Documentation of school efforts to improve attendance,
 - C. Copies of truancy notices (citations), including all mailing certificates,
 - (1) Notice of Compulsory Education Violation
 - (2) Notice of Truancy
 - (3) Habitual Truant Citation
 - D. Student background as required by the prosecuting agency
 - E. Copies of truancy notices (citations) shall be retained in the student's cumulative file.

Guidelines for Excessive Absences

The North Sanpete Attendance Policy has been established to encourage good attendance and to facilitate the processing of chronically truant students and/or excessively absent students through the juvenile court, DCFS or other agencies.

The District has identified excessive absenteeism as 15 days per year or significant portions of a day or class period(s). The District is committed in making a substantial effort in resolving attendance problems with parents/students at the school level. The District/school will implement and document these earnest and persistent efforts in resolving a student's attendance problems as listed below:

1. Annual notification of the District and school attendance policies shall be provided to the parent/guardian(s) of all students at the time of registration.
2. Following the 5th absence in a year or in a given class/period, the principal or designee shall make a “personal contact” with the parent/guardian(s). A meeting may be held and/or a letter may be sent if deemed necessary by the circumstances. At this time, the parent/guardian and student will be counseled to the importance of school attendance and the legal implications of truancy. Part of the counsel shall also include possible interventions to improve attendance. Documentation of the date, time, and method of communication shall be kept. Also, the school or designee shall review and take into consideration the historical attendance record from the previous year of the student. This contact shall serve as a warning and indicate future consequences if the problem continues.

Note: If prior arrangements for educational needs of the student were made and/or the principal or designee determined the absences to be reasonable, no parent contact, meeting or letter may be necessary.

3. Following the 10th absence in a school year or in a class, the school will contact the parents/guardians to set up a meeting. A letter will also be sent and may include the student’s attendance record and tentative arrangements for the meeting. School officials shall document or keep log entries of the time, place, etc. of this meeting. One or all of the following steps may be applied at this meeting:
 - A. Discuss the reason for excessive absences.
 - B. Develop a contract (attendance improvement plan) with parents and students.
 - C. Discuss make-up work, remediation, summer school, etc.
 - D. Request doctor’s verification with specific dates for absences due to illness.
 - E. Indicate that other agencies (DCFS) or law enforcement personnel may be notified if attendance doesn’t improve, including a “no judicial” referral to Juvenile Court or contacting DCFS.
 - F. The parents will also be given a copy of Utah State Law 53A-11-101 and 103.
 - G. Outline future steps that will be taken if the problem continues as outlined on (D).

- H. Review the student's SEP and SEOP with parents to reinforce the importance of regular attendance for academic success and to discuss adjustments for homework or discipline that may be appropriate for the individual student.

Note: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no parent contact, meeting or letter may be necessary.

- 4. Following the 15th absence in a year or in a given class/period, a letter shall be sent and the parent/student shall be notified that the student has been excessively absent/truant and a "non-judicial" referral to juvenile authorities consistent with Section 53A-11-104 (6) shall be made by the individual designated by the school/District. Contact to DCFS for Elementary students may be made. This letter must be certified or delivered in person.

This "non-judicial" court referral shall include:

- A. Documentation of attendance and academic achievement.
- B. Documentation of school times, etc. which have been done to improve attendance.
- C. Copies of letters, including mailing certificates.
- D. Other student background information (grades, citizenship, behavior, etc.) if requested.

Note: If prior arrangements for educational needs of the student were made and/or the absences were determined by the principal or designee to be reasonable, no disciplinary action, parent contact, meeting, or letter may be necessary.

- 5. If the student's absenteeism still continues beyond the 15th absence and after the "non-judicial" juvenile court referral, the District shall then make an "official" referral to the Sixth District Juvenile Court and/or DCFS.
- 6. The parent/guardian(s) shall have the right to due process and have the right to appeal circumstances in regards to excessive absences and/or trancies, or possible court referral to first the school's Appeals Committee and then to the School Board. Parents/guardians have fifteen calendar days from the dated school notification (by mail or personal contact) to make an appeal.

7. A student's attendance record from the previous year may be reviewed and applied to the following year for habitual attendance issues.
8. In order to ensure that procedures are followed, schools *must* use a checklist or guidelines that clearly describes each step in the Attendance Policy and the interventions used.

TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES

The North Sanpete School District shall be in compliance with Utah Code 76-10-104, and the Utah Clean Air Act. The District prohibits the use, possession, and sale of tobacco, tobacco paraphernalia, as well as the distribution of tobacco, on school property, which includes the 1000 feet surrounding school property, in school vehicles and at school-sponsored events, at all times by all persons.

1. For each incident:
 - a. Confiscate material and secure as directed by local law enforcement.
 - b. Notify parent/guardian for mandated conference with principal/student/parent as soon as possible.
 - c. Refer to school counselor, nurse, prevention specialist, or resource officer for follow-up support, assessment and tobacco prevention education and or cessation program.
 - d. Refer to local law enforcement and/or juvenile court.
2. On the fourth such incident, in addition to those steps outlined in procedure # 1 above, the student and parent/guardian will be required to meet with a hearing committee to decide the question of appropriate school placement. The hearing committee will be comprised of a counselor, a school administrator, a district administrator, a court representative, and a teacher. The student's case will be presented to the committee. After the hearing, the committee will make suggestions within 48 hours as to possible consequences, including alternative placements or school dismissal.
3. Any student in violation of this policy must further comply with the penalties and guidelines of the student organization to which they belong as stated in the most current handbook.
4. Students who volunteer for a tobacco cessation program will:
 - a. Be provided tobacco prevention/control related education materials.

- b. Be provided support through the guidance counselor, referred to tobacco cessation opportunities, a substance abuse counselor, or a person trained in tobacco prevention and control.

FIGHTING AND ASSAULT

Students involved in fights at North Sanpete High will be suspended up to a three day cooling-off period and referred to court. Further violations of this policy may result in court referral and/or suspension from North Sanpete High. Readmittance will be made only after a hearing is held with legal guardians and a plan for appropriate conduct is agreed upon.

CARE OF SCHOOL PROPERTY

Every student should feel a personal responsibility in keeping the school clean. **Our school and students are judged by the cleanliness, orderliness, and well-kept appearance of the building and grounds.** Any student who willfully defaces or destroys property belonging to the North Sanpete School District will pay the cost of replacement or repairs and be referred to the proper authorities for appropriate action.

Vending machines containing candy and drinks are available for student use during breaks. Machines may only be on before school and after school if students won't comply with school cleanliness and being to class on time. **Food and drinks are not permitted in any place other than the Commons area due to the problem of sanitation.**

CAFETERIA

School lunch is a privilege dependant on appropriate behavior. Students are expected to:

1. Pay for their lunch – No charging
2. Stand in line and wait their turn
3. Eat in the Commons area or the New Gym
4. Keep the table areas clean
5. Use good table and eating manners
6. Put chairs back in place
7. Throw away trays and refuse

Students may lose lunch room privileges for non compliance to lunch room rules.

HALLS

Students are expected to display acceptable behavior at all times. Running, scuffling, fighting, shouting, screaming, whistling, throwing litter, kicking lockers, etc., are not acceptable behaviors. While students are in the hall they are under the supervision of all teachers and staff members and should respond to any teacher's or staff member's request to be orderly.

PUBLIC DISPLAYS OF AFFECTION

Respect for others includes being considerate of the embarrassment caused by excessive display of affection in public areas. Students are expected to recognize that displays of affection may be considered excessive on the school grounds both during regular school hours and during extracurricular activities. This refers to contact between boys and girls beyond the simple holding of hands and conversation. Kissing, embracing and some of the clinch positions are embarrassing to others and may not be practiced.

ASSEMBLIES

Student conduct at assemblies must conform to the following guidelines:

1. Arrive at the auditorium on time. At the five minute bell, doors will be closed.
2. All students in assemblies must be in a seat. Students will not be permitted to stand or sit at the back.
3. Candy, food, and drinks are not permitted in the auditorium.
4. Students are expected to demonstrate the utmost respect for those performing by refraining from outcries, clapping in unison, or any attention-getting action.
5. Students must refrain from talking during performances. It is extremely rude to not pay attention or listen when someone is performing regardless of the quality of the performance.
6. Faculty members may at any time ask students to leave the auditorium when they feel that a student is not conforming to proper conduct.
7. Students are expected to remain in the auditorium once the assembly has begun. It is rude and improper to walk out of an assembly.
8. Students are expected to remain seated until excused by the person conducting.

***DRESS AND GROOMING CODE GUIDELINES AS
ESTABLISHED BY STUDENTS AND PARENTS AND
APPROVED BY THE NORTH SANPETE BOARD OF
EDUCATION:***

1. Grubby clothing which is worn-out or holey is not permissible. Deliberate attempt to appear “grubby” is not acceptable.
2. Immodest dress such as exposed underwear, tank tops, unbuttoned shirts and/or blouses and clothing worn too tight or so loose as to be revealing is not permissible.
3. Clothing which leaves the midriff exposed when arms are lifted to shoulder level while sitting or standing is prohibited.
4. Sheer blouses are permissible only if the clothing underneath meets dress code standards.
5. Sleeves will be worn and shoulders will be covered.
6. Clothing with inappropriate printing such as, but not limited to, anything that shows disrespect to the educational process by advertising sex, drugs, alcohol, tobacco, illegal activities, racial statements, profane language, vulgarity, nude or lude content and sexual innuendo is prohibited.
7. Spandex, biker shorts, and cut-off sweats are not permissible.
8. Dresses, shorts, split skirts and other short-like fashions should be long enough to come within 4” of the floor when in a kneeling position.
9. Appropriate undergarments are to be worn by girls and boys.
10. Shoes and/or sandals are to be worn at all times to ensure personal safety and hygiene.
11. Pajamas are not permissible.
12. Hair must be kept clean, well groomed and of a natural color.
13. Students should come to school clean and well groomed.
14. Facial piercing can be no more than a single stud with no more than a 1/8th inch diameter on the ends. Jewelry, accessories, tattoos, and piercing which are so conspicuous or extreme to interfere with or pose a healthy or safety issue to the learning atmosphere at the school, shall not be allowed.
15. All head coverings such as bandanas, hairnets, hats, hoodies and sweatbands are not allowed within the building except as part of an approved activity or for religious or medical purposes.

16. Wearing, possessing, using, distributing, displaying, or selling any clothing, or hats displaying gang names, initials or nicknames, jewelry, emblem badge, symbol, sign colored rags or handkerchiefs, or other things which evidence membership in a gang is prohibited.

Consequences:

1st Offense: Student will be asked to change into appropriate attire.

2nd Offense: A letter of discipline will be given to the student indicating that the student will be suspended from school if there is another violation of the school dress code. The student will be asked to have a parent/guardian sign the letter and then return the letter to the office so it can be placed in student's file.

3rd Offense: The student will be suspended from school for two days for insubordination. A parent/guardian conference will be requested in order for the student to return to school.

4th Offense: Suspension from school until a meeting is held with the student, a parent/guardian, and the district superintendent.

SAFE SCHOOLS

A copy of the Safe Schools Policy in its entirety and other school policies are available at the district office and in the principal's office.

Summary of Policy

Student conduct: Read rules, show respect and obey school authority.

Weapons: Prohibited to possess, use, sell, or attempt to possess, use or sell any firearm, weapon, knife, blade, or other instruments including those which eject anything. Any material, regardless of intent, that is dangerous to persons or property is prohibited. Fireworks of all types are not allowed.

Gangs: Gang-related dress and behavior is prohibited.

Use of Physical Restraint: School personnel may use reasonable physical action to protect self and others from injury, take possession of weapons, controlled substances or remove students from violent situations and to protect property.

Suspension and Expulsion: Students may be excluded from school for violation of Safe School Policy. Alternative education setting may be mandated.

Sexual Harassment: Unwelcome sexual advances, unreasonable behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.