

# Altamont High School Policy Handbook



## MISSION STATEMENT:

At Altamont High School, we create and maintain **positive relationships**, while developing students into **confident learners**.

Altamont High School is committed to instilling these core values in every student:

- Personal Responsibility
- Respect
- Integrity
- Discipline
- Engagement

#### **Fee Schedule:**

##### **Yearbook**

<b>Yearbook:</b>	<b>\$55.00</b>
<b>Yearbook Personalization:</b>	<b>\$6.00</b>

##### **7th Grade Fees**

<b>7th Grade Activities/Locker/Books (Required):</b>	<b>\$75.00</b>
<b>7th Grade PE (Required):</b>	<b>\$15.00</b>

##### **8th Grade Fees**

<b>Activities/Locker/Book (Required):</b>	<b>\$75.00</b>
<b>PE (Required):</b>	<b>\$15.00</b>
<b>8th Grade Art/Crafts (Per Semester):</b>	<b>\$20.00</b>
<b>8th Grade Choir/Band (Per Class):</b>	<b>\$20.00</b>

##### **High School Fees**

<b>Activities/Locker/Book (Required):</b>	<b>\$75.00</b>
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##### **High School Class/Lab Fees**

<b>Accounting 1 and 2 (Per Class):</b>	<b>\$30.00</b>
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<b>Ag Mechanics:</b>	<b>\$25.00</b>
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<b>High School Art/Crafts Per Semester:</b>	<b>\$20.00</b>
<b>High School Choir/Band (Per Class):</b>	<b>\$20.00</b>
<b>Driver's Education:</b>	<b>\$165.00</b>
<b>Family and Consumer Science:</b>	<b>\$10.00</b>
<b>PE (Required for all PE classes):</b>	<b>\$15.00</b>
<b>Photography (Per Semester):</b>	<b>\$25.00</b>
<b>Wood Shop (Per Semester):</b>	<b>\$25.00</b>
<b>High School Club Fees</b>	
<b>FBLA:</b>	<b>\$20.00</b>
<b>FCCLA:</b>	<b>\$20.00</b>
<b>FFA:</b>	<b>\$20.00</b>
<b>Utah High School Activities Association</b>	
<b>Band/Choir Uniform (One-time fee):</b>	<b>\$60.00</b>
<b>Boys Basketball:</b>	<b>\$40.00</b>
<b>Cheerleading (Plus Uniform):</b>	<b>\$40.00</b>
<b>Cross Country:</b>	<b>\$40.00</b>
<b>Drama:</b>	<b>\$15.00</b>
<b>Baseball:</b>	<b>\$40.00</b>
<b>Forensics:</b>	<b>\$15.00</b>
<b>Girls Basketball:</b>	<b>\$40.00</b>
<b>Girls Softball:</b>	<b>\$40.00</b>
<b>Girls Volleyball:</b>	<b>\$40.00</b>
<b>Golf:</b>	<b>\$40.00</b>
<b>Track:</b>	<b>\$40.00</b>
<b>Wrestling:</b>	<b>\$40.00</b>
<b>Volleyball:</b>	<b>\$40.00</b>

**Football:** **\$50.00**

**Esports:** **\$60.00**

## **SAFE SCHOOLS**

### **Conduct Resulting in Suspension/Expulsion**

A student may be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, in conjunction with any school sponsored activity, or when it occurs in the presence of, or is directed against another student or a district employee.

- Continued willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior, or threatened behavior that poses an immediate and significant threat to the welfare, safety or morals of other students or school personnel, or to the operation of the school;
- Behavior that unreasonably disrupts or interferes with the educational process for other students;
- Sale, gift, delivery, transfer, possession, control, distribution, and/or use of drugs, alcohol or tobacco within one thousand (1,000) feet of school property or any school-sponsored event;

### **Habitually Disruptive Behavior**

A student may be suspended/expelled when he/she is habitually disruptive and has failed or refused to comply with his/her remedial discipline plan.

- When a student has caused his/her first serious, willful or overt disruption, the student's principal/designee shall develop a remedial discipline plan to assist the student in altering his/her conduct to avoid the occurrence of another disruption. The principal/designee will review the plan with the student at the time it is implemented.
- A "habitually disruptive student" is one who has caused a disruption in the classroom, on school grounds, in a school vehicle, or at a school sponsored

activity or event more than five (5) times during a school year and whose behavior is willful and overt and has required the attention of school employees.

### **Expulsion for Misconduct Off School Property**

A student may be expelled, as provided in this policy, for misconduct off school premises associated with the school or property of a person associated with the school.

### **Mandatory Suspension/Expulsion**

Students must be suspended/expelled from school for participation in any of the following prohibited conduct when it occurs in a school building, in or on school property, within one thousand (1,000) feet of school property, or within one thousand (1,000) feet of and in conjunction with a school sponsored activity, or is directed against another student or a district employee.

- Possession, control, or actual or threatened use of a real, look alike or pretend weapon, explosive, noxious, or flammable material.
- Sale, control, transfer, or distribution of a drug or controlled substance or drug paraphernalia.
- Sale, control, distribution, delivery, or transfer of imitation controlled substances.
- Commission of an act involving the use of force or the threatened use of force which, if committed by an adult would be a felony or a class A misdemeanor;
- Assault of a teacher or other individual

The entire Safe Schools policy may be viewed at the district web site ([www.dcsd.org](http://www.dcsd.org))

### **EMERGENCY PROCEDURES**

In the event of a school emergency, procedures outlined by school and district personnel will be followed.

### **Parent Notifications**

- Alert will be posted on [www.dcsd.org](http://www.dcsd.org) when possible.
- Automated system through Power School will begin calling as soon as possible.

### **Dismissal**

- Students will be transported by bus to a safe location.

· Students being checked out by a parent/someone authorized by a parent.

## **ATTENDANCE**

I. The following are considered excused absences: (A) Illness (B) Accident or death in the family (C) Health appointment (D) Educational/school activities

II. The following are considered truant: (A) Any time a student leaves home for school and fails to show up without prior notification to school officials. (B) Any time a student leaves school for any reason without prior notification to school officials. (C) Any time a student stays away from school without parental or school permission.

III. Students who miss school for an excused absence shall make up the assignments of the day or days missed within two (2) school days. If the student misses school for more than three (3) consecutive days, then he/she shall be permitted one (1) additional day of makeup time. Any student who misses school on a school excused absence (i.e., school sports, school testing, field trips, etc.) shall in no way be penalized. The teacher must allow the student to make up any test or assignments missed

### **Unexcused Absences (*Truancy*)**

Unexcused absence or truancy is defined as any time a student is missing a class without permission. A student is also considered truant when he/she is more than 10 minutes late for class.

There will be no warnings issued in the case of unexcused absences. If a student leaves the school grounds for any reason, he/she must be checked out by a parent or guardian in person before the student leaves the school. A student cannot be checked out of school to be in attendance in another part of the school.

### **Truancy**

#### **Step 1:**

- The main office will run an attendance report detailing consecutive absences Monday Mornings.
- Parents will be contacted.

#### **Step 2:**

- The main office will run an attendance report detailing consecutive absences Monday Mornings.
- Students who are on report for second week will be identified.
- Parents will be contacted and a meeting will be held.

#### **Step 3:**

- The main office will run an attendance report detailing consecutive absences Monday Mornings.
- Students who are on report for third week will be identified.
- Parents will be contacted and a meeting will be held.
- The process of referring student to court will begin.

School administrators shall have the discretion whether or not to refer a student to the Director of Student Services or to the juvenile court if, in the opinion of the administrator, there are reasonable special circumstances affecting the student's performance/behavior. A student may receive an alternative placement if the behavior of the student is deemed habitually disruptive or the student has received 5 truancies or more.

## **Tardies**

Students are required to be on time to each class.

### **Step 1:**

After three tardies, the teacher will contact parents

### **Step 2:**

After six tardies, the teacher will set up a behavior contract with the student

### **Step 3:**

After nine tardies, the principal will meet with both student and parents.

## **STUDENT BEHAVIOR**

### **Classroom Conduct**

- Students are expected to comply with all teacher requests including seating arrangements and following classroom rules.
- Students are expected to complete assignments and turn them in on time.
- Students are not to leave the classroom without permission of the teacher, even at the end of the class period; students must wait for dismissal by the teacher.
- Backpacks, duffle bags and large purses must be kept in lockers. They will not be allowed in the classroom.
- Students are expected to obey all rules of conduct as outlined in this student handbook.

## **Auditorium Conduct**

- Students must wear appropriate dress for the activity he/she is attending.
- No food or drink is allowed in the auditorium.
- Do not put feet up on the chairs.
- No cell phone use.
- Sit in assigned area.

## **Hall Conduct**

- Students are expected to display appropriate behavior in the hallways.
- No running, disruptive behavior, horse play etc.
- Students are only allowed in the halls between classes or with a hall pass.
- Student should only use the lockers they are assigned.
- Keep lockers & surrounding area neat and clean (no stickers).
- Students must stay in the commons area during lunch periods.
- Students must clean up after themselves.
- Food consumption is limited to the commons area.
- No public displays of affection

## **Bullying**

Bullying is defined as the repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another.

Cyber bullying is defined as: When a student uses a cell phone, the internet, or other communication device to send or post text, pictures, or videos intended to threaten, harass, humiliate, or intimidate other students.

All incidents of bullying will be investigated and dealt with on a case-by-case basis.



## **Fighting**

- Assault: 10 day out of school suspension, referral to the director of student services to determine the future status of the student, in addition to a court referral.

## **Threats**

- Threats: 10 day out of school suspension, referral to the director of student services to determine the future status of the student, in addition to a court referral.

## **Language**

Appropriate language is required at all times and at all school events. Lewd, vulgar, ethnic and sexual slurs or otherwise disruptive language and inappropriate gestures on school grounds, school buses, or during school-sponsored events will not be tolerated.

- 1<sup>st</sup> Offense: Warning depending on the severity of the offense.
- 2<sup>nd</sup> Offense: Behavior contract will be put into place.
- Additional Offense: Possible out of school suspension.

## **Tobacco, Alcohol and Drugs**

Tobacco, alcohol, and drug use is prohibited by students and adults on campus, or at any school sponsored event.

Prohibited Substances:

- Cigarettes
- Smokeless tobacco (i.e., chewing tobacco snuff, or dip)
- Electronic cigarettes
- Vaporizing devices

Alcohol or any liquid containing alcohol (beer, whiskey, cough syrup, etc) that may be consumed with the intent of becoming intoxicated.

Drugs or other substance, which has a physiological effect when ingested or otherwise introduced into the body.

- Prescription medications
- Controlled substances
- Marijuana
- Psycho-toxic chemicals including inhalants
- Any imitation substance

Consequences: Adult using tobacco, alcohol or drugs, or that are impaired will be asked to leave the school or event. If the adult does not comply the sheriff's office will be called.

Student using tobacco, alcohol, and or drug use will be suspended according to the safe school policy and will be referred to the Duchesne County Sheriff's Office.

### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical communication of a sexual nature. Sexual harassment may include but is not limited to:

- Verbal, written, or electronic harassment or abuse
- Subtle pressure for sexual activity
- Inappropriate patting or pinching
- Intentional brushing against others
- Demanding sexual favors
- Any unwelcome sexually motivated touching

Persons found in violation of this policy will be subject to discipline including but not limited to reprimand, suspension and referral to local police.

### **Electronic Devices**

Use of Electronic devices is by teacher permission only.

All classroom rules and consequences regarding electronic devices should be presented in that classes' disclosure statement. Any electronic device seen or heard during instructional time will be confiscated unless the device is deemed necessary for instruction by the teacher.

**First Offense:** Device will be confiscated until the end of the day.

**Second Offense:** Parent must come to the school to regain possession.

**Third Offense:** Parent must come to the school and pay a \$5 fine.

**Fourth Offense:** Parents must pay a \$10 fine.

**Additional Offense:** The device may be confiscated until the end of the year.

**Altamont High School has a zero tolerance policy regarding:**

- Use of electronic devices in the locker rooms, restroom, or dressing rooms.
- Use of Snap Chat, Instagram, Twitter, or other social apps.

## **Altamont High School Behavioral Referral Process**

**Any student who engages in a significant disruption to the learning environment is subject to the AHS Behavior Referral Process.**

***Behaviors That Constitute a Significant Disruption to the Learning Environment:***

- #1- Injury to others
- #2- Damage to school, student, or teacher property
- #3- Obscene remarks or profanity
- #4- Uncontrollable behavior or willful disobedience

### **STEP 1**

*Teacher Initiated Parent Contact*

***The teacher will contact the parent and create a plan with the student and parent to resolve the negative behavior.***

*Student Will:*

*Teacher Will:*

### **STEP 1**

*Teacher Initiated Parent Contact*

***The teacher will contact the parent and initiate an in-person meeting to create a behavior contract with the student and parent.***

**Behavior Contract Requirements:**

**Consequences For Fulfilling Behavior Contract Requirements:**

**Consequences For Not Fulfilling Behavior Contract Requirements:**

## **STEP 3**

### *Principal Initiated Parent Meeting*

***The teacher will refer the student to the principal who will execute the terms of the previously agreed upon behavior contract.***

### **Acceptable Use Policy**

Duchene County School District has an acceptable use policy that each student must sign and abide by in order to use any network, electronic device, or computer lab. The entire acceptable use policy is available at [www.dcsd.org](http://www.dcsd.org).

### **Student Dress Policy**

Appearances and dress affect the behavior of students attending school. To create the best learning environment possible for all individuals, the following standards of dress are to be followed:

- All shirts, blouses, and dresses, must have a two-inch sleeve and cover all cleavage. Tank tops and midriffs are not allowed.
- Attire or accessories with writing or pictures depicting controlled substances or illegal activities are not to be worn to school or school sponsored activities.
- Attire with vulgar expressions, obscene pictures, or negative connotations are not permitted.
- Undergarments must be fully covered.
- Dirty, 'grubby', revealing, or mutilated clothing is not acceptable.
- Chains and spikes are not allowed.
- Shoes are to be worn while in school or on school campus.

- Shorts and skirts must be longer than the student's arm length while standing.
- Piercings shall not be done in a manner so as to cause a disruption or health hazard.
- AHS uniforms will be worn in PE classes.  
No hats allowed. Including beanies or any kind of cap.
- Any clothing with gang affiliation is prohibited. This includes baggy pants etc.
- Hair must be styled so that it is neat, clean, and well groomed. A minimal amount of highlighting will be allowed. Hair must be styled so that it does not interfere with the student's vision or create a situation that detracts from the educational process and environment. (This includes facial hair).
- The principal will determine any exceptions to the above criteria are necessary for special school events, activities, or weather conditions.

Violations: Parents will be notified and the student will have the following options:

- The parent will bring appropriate clothing.
- The school will provide clothing for the student for the day (sweats and a t-shirt).

### **Other Disruptive Items**

Items that detract from learning, or may be harmful or disruptive in any way are not to be brought to school. Items will be confiscated and parents will be required to pick them up.

Examples: Skateboards, Longboards, Heelys, Roller blades, Laser Lights, etc.

### **DRIVING/PARKING**

Driving and Parking at Altamont High School is a privilege that may be revoked at any time by school officials.

- Students must obey all traffic rules.
- Park only in student-designated parking areas.
- No loud exhaust or music in parking lots.

- Do not park in spaces designated for handicap, visitors or employees.
- No driving between the elementary school and high school.
- Vehicles should remain parked except during open campus times (before and after school and at lunch time).

Vehicles may be towed, parking privileges may be revoked, or fines may be given for infractions.

## **ACADEMIC REQUIREMENTS**

### **Academic Honesty**

All students at Altamont High School are expected to do their own work.

- Any cheating or plagiarism will result in a parent contact.
- Work will be confiscated (zeros will be given accordingly).

### **Valedictorian/Salutatorian**

A student must be enrolled **full time** during his/her junior and senior year. Early graduation will disqualify a student for this honor.

## **SELECTION CRITERIA**

Un-weighted cumulative GPA

- 4.0 receives 40 pts
- 3.95 - 3.99 receives 35 pts
- 3.90 - 3.94 receives 30 pts
- 3.85 - 3.89 receives 25 pts
- 3.80 - 3.84 receives 20 pts

Grades from college courses WILL be included in the cumulative GPA.

Student will receive points for the number of USU college courses completed:

- One course completed: 4 pts
- Two courses completed: 6 pts

- Two additional points for each additional course completed.

A student who is a Sterling Scholar will receive 5 points. An additional 5 points will be awarded for being a region Sterling Scholar.

A student's ACT composite score will be added to the overall score. In the event of a tie, ACT super-scores will be considered.

## **SCHOOL TRIPS/ACTIVITIES**

The advisor of the trip or activity may check on the following to see if the student is eligible to participate in the trip or activity.

- Grades
- Outstanding fees or fines
- Safe School infractions including tobacco, drugs, alcohol and bullying

Students at activities or on school trips should act accordingly:

- Cheer for your team
- Be respectful during performances to participants, spectators and officials

## **Participation Policy**

Extra-curricular activities are an important part of a student's experience at Altamont High School and students are encouraged to be involved.

- Grades - 2.0 GPA with no F's from the previous grading period, this includes all students 7-12
- Citizenship - Any student with a Safe School infraction, including tobacco, drugs, alcohol and bullying, may not be able to go on trips.
- Event Day Attendance - Students must attend the entire day of school to participate in an activity (exceptions must be cleared with the administration).
- Forms - All required forms must be turned in before the student participates.
- Fees – Must Be paid in full or arrangements made with the financial secretary.

· Bus Rules - All students must ride the bus to and from activities. Students must have a written release to ride with their parents

### **Equipment/Uniforms**

Each coach or advisor will assess his or her own fees or requirements for the return of uniforms and equipment used. The student will also be responsible for the entire cost of his/her uniform and equipment if not returned. The student will not be allowed to participate in another activity until the uniform is returned and/or fee is paid.

### **Drugs, Alcohol and Tobacco**

All students (7-12) who participate in any extracurricular activities must receive parental permission to be drug, alcohol, and tobacco tested in order to participate in extracurricular activities at Altamont High School. All drug, alcohol, and tobacco infractions are cumulative (7-12 grade).

**First Offense:** Suspension from two consecutive games, meets, matches, competitions or performances at the same level of play or two weeks whichever is greater. Practice may continue following a personal assessment of the student by a licensed substance abuse intervention or treatment program. This is a minimum penalty. A coach has the right for more severe action if he/she wishes.

**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 the prescribed follow up is occurring.

**Third Offense:** An eighteen-week suspension from all games, meets, matches, competitions, performances, and practices. Where applicable this suspension is predicated upon successful completion of a formal assessment, intervention, and treatment program.