

# COPPER HILLS HIGH SCHOOL

5445 W. New Bingham Hwy.

West Jordan, Utah 84081

801-256-5300

Fax: 801-256-5393

**Mr. Todd Quarnberg, Principal**



[www.copperhillshigh.org](http://www.copperhillshigh.org)

## **STUDENT CODE OF CONDUCT 2016 - 2017**





# COPPER HILLS HIGH SCHOOL

## *Contact Directory*

**Main Office:** 801-256-5300  
**FAX:** 801-256-5393

**Administration:** 801-256-5300  
Todd Quarnberg, Principal

**Assistant Principals:** (assigned alphabetically by last name) 801-256-5310  
Dennis Edmonds (A-co)  
Dr. Gail Ritz (Cp-Hi)  
Glen Varga (Hj-Mi)  
Mark Halliday (Mj-Sa)  
Kim Searle (Sb-Z)

**Attendance Office:** 801-256-5310

**Counseling Center:** (assigned alphabetically by last name) 801-256-5320  
Stacey Worthen (A-Br)  
Wendy Brown (Bu-Do)  
Debra Lewis (Dr-Ha)  
Norm Coughran (He-La)  
Shaun Clark (Le-M)  
Kim Walters (N-Rh)  
Chad Wilkes (Ri-St)  
Theresa Benner (Su-Z)

**Scholarships and Financial Aid:**  
Alicia Summers 801-256-5339

**School Psychologist**  
Jim Stewart 801- 256-5331

**Registrar's Office:** 801-256-5323

**CTE Coordinator:**  
Kristy Yeschick 801- 256-5388

**Media Center:** 801- 256-5333  
Heidi Leggat

**Athletic Director:** 801- 256-5332  
Darby Cowles

# Copper Hills High School *Website and Skyward Access*

[www.copperhillshigh.org](http://www.copperhillshigh.org)

In the website you will find useful information such as:

**SKYWARD AND SKYWARD GATEWAY**  
**ACADEMICS**  
**ATHLETICS**  
**CONTACT INFORMATION**  
**CLUBS and ACTIVITIES**  
**FACULTY AND STAFF**  
**FINANCIAL AID**  
**COLLEGE PLANNING:**

***And MUCH, MUCH MORE***

## SKYWARD

Use SKYWARD to monitor grades and attendance.  
Link from the Copper Hills Home Page:

Enter your **username**:

*And*

Enter your **password**:

Stay caught up in your classes by always knowing where you stand!  
(Contact the Attendance Office at CHHS for current username and password or with questions regarding Skyward at (801)256-5310)

## Graduation Requirements

Language Arts	4.0
Social Studies	
Geography for Life	1.0
World Civilization	1.0
United States History	1.0
U.S. Gov't & Citizenship	0.5
Mathematics**	3.0
Science***	3.0
Healthy Lifestyles	
Health	0.5
PST/PE	0.5
Lifetime Fitness	0.5
PE	0.5
Fine Arts	1.5
Career & Tech. Education (CTE)	1.0
Computer Technology	0.5
Financial Literacy	0.5
Electives	<u>8.0</u>
<b>TOTAL CREDITS</b>	<b>27.0</b>

\*\*Students must complete 3.0 Math credits. Two must be taken from the Foundation/Core (FD/C-M) area. The Third course may be taken from either FD/C-M or AAF-M.

\*\*\*Students must complete 3.0 Science credits. Two must be taken from FD/C-S. The third may be taken from either FD/C-S or AAF-S

# CHHS Bell Schedule 2015 - 2016

revised 6/24/2015

Bell Schedule	2015-2016	Minutes
7:30 - 7:35	Video Announcements	5
7:35 - 8:55	1st/5th	80
9:00 - 9:30	Homeroom - Monday Grizzly Ops - T-W-TH	30
9:35 - 10:55	2nd/6th	80
10:55 - 11:35	A Lunch	40
11:40 - 1:00	3rd/7th	80
11:00 - 12:20	3rd/7th	80
12:20 - 1:00	B Lunch	40
1:05 - 2:25	4th/8th	80
<b>PLC Fridays</b>		
8:30 - 8:35	Announcements	5
8:35 - 9:50	1st/5th	75
9:55 - 11:10	2nd/6th	75
11:10 - 11:45	A Lunch	35
11:50 - 1:05	3rd/7th	75
11:15 - 12:30	3rd/7th	75
12:30 - 1:05	B Lunch	35
1:10 - 2:25	4th/8th	75

**Copper Hills High School  
Policies and Procedures  
2015 – 2016**

**ATTENDANCE OFFICE**

- Messages will not be delivered to students during the school day, except for valid emergencies.
- The Attendance Office will not hold money for students.
- Office telephones are to be used for official school business only. School telephones are to be used only to facilitate school business and to protect students in case of emergency. **Students will not be called to the phone while classes are in session.**

**ACCIDENTS**

Any accident or injury occurring at school must be reported immediately to the Attendance Office. The school recommends that all students carry health and accident insurance. Accident forms may be picked up at the Attendance Office. **The school does not provide insurance coverage for students.**

**CHANGE OF ADDRESS AND PHONE NUMBERS**

Please notify the Attendance Office (801-256-5310) promptly if you change home addresses or telephone numbers. In case of emergency, it is to your advantage to have the correct address and telephone number on file.

**HOME AND HOSPITAL**

Jordan District High Schools provide Home and Hospital instruction for those students who need to be serviced because of illness. These services are provided upon request from a physician indicating the need for absences **of ten days or more**. If a student falls under these guidelines, please notify the Attendance Office **prior** to the ten-day absence. Home and Hospital services should not be considered a qualitative replacement for the classroom experience, but rather a short-term intervention in assisting the student through a difficult situation.

**VACATION DAYS**

Students are allowed 10 Vacation Days per year that can be used for vacations, college visits, and other personal activities. These days will not be counted toward a “no grade” (NG). These days will need to be arranged through the Attendance Office. Parents will need to call at least **three days before the vacation day** is to be taken so that paperwork may be completed by student and homework can be collected by the student. Attendance will be excused with a “V” attendance code.

**HOMEWORK REQUESTS** A homework request may be sent around to teachers if a student misses more than five (5) days of school. If homework is needed before that time, it is generally faster and more efficient to contact a friend or another student in the class to obtain assignments. If it is known that the student will be missing several days ahead of time, please inform the teacher and obtain homework prior to the absence. Please contact either the Counseling Center (801) 256-5320 or the Attendance Office (801) 256-5310 for any assistance.



## **ATTENDANCE POLICY**

The administration, faculty, and staff of Copper Hills High School recognize that regular attendance at school increases the opportunity for students to profit from educational programs. They also acknowledge that the Utah Compulsory Attendance Law (P.L.53-24-1) directs parents to require their children between the ages of six and eighteen to attend school every official school day. Responsibility for regular school attendance shall be shared by the student and his/her parent or guardian.

Frequent absences disrupt the instructional process. The benefits of instruction, once lost, cannot be regained entirely. The staff of Copper Hills makes every effort to encourage regular attendance by all students and to assist parents in their responsibility to have their children attend school.

## **SUGGESTED SCHOOL GRADE AND ATTENDANCE POLICY**

**(This is really the easy way)**

- 1. Attend school every day.**
- 2. Be on time to every class.**
- 3. Do your work to the best of your ability.**
- 4. Turn your work in on time.**

**Following you will find information on how to take care of your absences and tardies:**

### **Tardies**

**Tardy students should always go directly to the attendance office for check-in. This is the policy whether the student has a note to excuse the tardy or not.**

- Punctuality is an important life skill and tardiness is extremely disruptive to the educational process.
- Students are considered tardy if they are not in the classroom when the tardy bell rings.
- Students who arrive fewer than 10 minutes late to class will be marked tardy (T).
- Students arriving more than 10 minutes late will be marked Way Late (W). Way Late counts the same as an absence.
- Upon receiving the fourth tardy, attendance school is required. One attendance school per two tardies, at a cost of \$5.00 per session.
- **Failure to make up excessive absences or tardies will result in a loss of credit for the class, regardless of a passing grade.**

### **Absences**

- CHHS recognizes that students may have an occasional absence due to illness, emergencies, etc. In such cases, students may be excused but are responsible to arrange for make-up work. **Absences must be excused by parent within five (5) school days.**
- Parents/guardians are advised not to check students out of school for anything other than emergencies. Guardian excused (G) will not count against the allowed total.
- Upon the third absence (un-excused) or fourth tardy in any single class each term, a student will need to participate in Attendance School (one hour per absence over two) at a cost of \$5.00 per session, or appeal to the Attendance Office in order to receive credit for the class. Appeal forms are available in the Attendance Office for special circumstances. Parents must excuse absences within 5 days of absence to assure that each student is given the

opportunity to complete any work missed as a result of the absence. **No absence will be excused after the 5-day period.**

- For the student to receive credit for the class, all absences over two A's, Z's and W's must be made up. The opportunity for make-up with Attendance School will end exactly one week prior to the end of each quarter. We encourage Attendance School to be taken care of during the week following the absence.
- Students who exceed the allowed number of absences or tardies during the last week of any quarter except 4<sup>th</sup> quarter may attend Attendance School in subsequent quarters to clear those absences.
- Students caught fraudulently excusing absences and/or tardies will be recorded as truant and are subject to school discipline.
- If students are truant, they forfeit the right to earn credit on any assignment, test, or quiz given on or due the day of the truancy.
- If students are issued a verified truancy (Z) they will not be allowed to make-up the work for the class missed. Two attendance schools will be required to clear the truancy (Z) from an NG.
- **Failure to make up excessive absences or tardies will result in a loss of credit for the class, regardless of a passing grade.**
- School-excused absences (field trips and extracurricular activities, vacation releases) are not considered absences. School activities are marked with an (N) on Skyward. Vacation releases are marked with a (V).
- Vacation Release paperwork must be completed and submitted to the Attendance Office **BEFORE** the student leaves school in order for it to not be counted against the student.
- Parents may excuse absences by calling the attendance office at 801-256-5310 between 7:00 a.m. and 3:00 p.m. It is necessary to excuse absences within 5 school days to ensure that students are given a chance to make up assignments missed as a result of an excused absence.

### **Guardianship for Married Students**

A copy of a student's marriage license allows a student to check him or herself in or out of school. This should be given to the Attendance Office. **Students who leave campus without checking out will be considered truant.**

### **CHECKING IN LATE**

All students coming late to school should check-in in the Attendance Office. They may call a parent and excuse the absence or check if unexcused, documenting the time of their arrival. This late check in may be excused (when the reason is appropriate) with a call or note within 5 school days. Students may also check in late with a parent note. Notes will be verified by a phone call. Please indicate both work and home telephone numbers on the note. Be sure notes are dated and signed by parents and include the student's first and last name. The reason for being late should be included.

### **Check out Procedures**

Only legal guardians (as determined by the Jordan District Registration Card) can check out their student(s). Stepparents, non-custodial parents or guardians who are not approved through the registration process will not be allowed to check out students. Any student needing to leave campus for **any** reason during the school day **must** check out through the Attendance Office. In

the interest of safety, Attendance Office personnel must contact a parent or guardian by telephone or students must have parents make prior contact with the attendance office before releasing students from school. Parents/Guardians with extenuating circumstances should contact their assigned assistant principal. When students are aware that they are checking out, it is their responsibility to come to the attendance office to pick up their checkout slip. Checkout slips are delivered to students only when an emergency or an unplanned checkout is required. This helps minimize interruptions in the classroom.

### **CHECKING OUT**

Early check out may be done by phone or note. Notes will be verified by a phone call. Please indicate both work and home telephone numbers on the note. Be sure notes are dated and signed by parents and include the student's first and last name. Time of checkout should also be included. If students do not check out before they leave school, the absence will remain unexcused. We must know that parents know a student is leaving school before they leave. This is a safety issue.

### **EXCUSING ABSENCES**

Full day absences may be excused **within 5 school days** by note or by phone. Notes will be verified by a phone call. Please indicate both work and home telephone numbers on the note. Be sure notes are dated and signed by parents and include the student's first and last name. Dates of days to be excused should be included along with the reason your student was absent. E-mail messages sent to the school cannot be accepted to verify excused absences. Absences can be excused for illness, doctor appointments, dental appointments, family funerals, family weddings and attending court.

### **ATTENDANCE APPEALS PROCESS**

Appeals are reserved for unusual and/or uncontrollable attendance patterns (i.e., medically verifiable illness, etc). It is expected that students who have more than two absences and/or more than three tardies in a class will complete Attendance School or lose credit. **The waiving of absences is rare.** Appeal forms are available in the Attendance Office and should be submitted as soon as possible. Appeals should provide specific details as to why absences/tardies should not count against students' attendance records and ***will be considered only if all previous absences have been excused through the Attendance Office.*** An appeals committee will meet weekly or as needed throughout the year. The appeal process is expected to take a maximum of two weeks. **Appeals are due to the Attendance Office one week before the end of each quarter.**

### **NO GRADES (NG) AND ATTENDANCE SCHOOL**

1. Students will be allowed zero truancies (sluffs, Z attendance code), 2 unexcused absences (A or W codes) or 3 tardies (T code) before receiving a "no grade" (NG) per class, per quarter.
2. Upon the first sluff, third absence or fourth tardy, students will receive no credit (NG) for the class unless and until Attendance School is used to make up each excessive absence, tardy or truancy.
3. One session of Attendance School will count for one absence or two tardies.
4. Two sessions of Attendance School are required to make up a sluff.
5. Students wishing to make up tardies must attend the entire session of Attendance School and will receive credit for two tardies.
6. Each weekday Attendance School Session will cost \$5.00, payable at the door. (Attendance School dates and times will be posted on the Attendance Office window)
7. Each Saturday Attendance School Session will cost \$5.00, payable at the door. (Saturday

sessions will be posted on the Attendance Office window)

8. No Grades for each quarter should be cleared by the end of that quarter.
9. Students who exceed the allowed number of absences or tardies during the last week of any quarter except 4<sup>th</sup> quarter may attend Attendance School for the following quarter to clear those absences at the regular rate. This counts for the last week only.
10. No grades (NG) may be cleared in any subsequent quarter by completing the required attendance schools.
11. **NO GRADES STOP YOUR STUDENT FROM RECEIVING CREDIT FOR THAT CLASS EVEN IF THEY HAVE EARNED A PASSING GRADE.**
12. Attendance School schedule will be posted on the Attendance Office window.
13. Attendance School will be held in various locations as announced. **Students must arrive on time (late arrivers will not be allowed to enter).**
14. In order to be admitted to Attendance School, a student must bring homework or a book to read. No music, cell phones, eating, games, sleeping, or talking is permitted. Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal. Money paid will not be refunded.

**All absences and tardies in excess count against a student's academic record. All absences must be excused by note or by phone within five (5) school days so that students may turn in work for those days. Absences for illness, family emergency, family wedding, family funerals, court appointments, medical appointments will be excused with an "E" code. The "E" code will not count toward a "no grade" (NG) and the student may make up participation points.**

**Attendance is counted as shown below:**

ATTENDANCE CODE		COUNTED AS AN ABSENCE
<u>A</u>	<u>ABSENCE</u>	<u>YES</u>
B	ABSENCE MADE UP	NO
C	CHECK IN/OUT	NO
D	IN SCHOOL SUSPENSION	NO
E	EXCUSED ABSENCE	NO
F	ABSENCE WAIVED	NO
<u>G</u>	<u>GUARDIAN KNOWLEDGE</u>	<u>NO</u>
H	HOME AND HOSPITAL	NO
I	CHECK IN	NO
J	TESTING/SEOP	NO

**\*UNDERLINED CODES COUNT TOWARD A NO GRADE**

K	DETENTION/CRISIS CENTER	NO
L	MADE UP TARDY	NO
N	SCHOOL ACTIVITY	NO
O	CHECK OUT	NO
R	RESOLVED TRUANCY	NO
S	SUSPENSION	NO
<u>T</u>	<u>TARDY</u>	<u>TARDY</u>
V	VACATION REL	NO
<u>W</u>	<u>WAY LATE</u>	<u>YES</u>
X	COUNSELING CONFERENCE	NO
<u>Z</u>	<u>TRUANCY</u>	<u>TRUANCY</u>

## **SKYWARD PARENT AND STUDENT ACCESS**

Please keep in touch with your student's attendance and grade status by checking Skyward. A log-in and password will be mailed to you but can be picked up in the Attendance Office. You will receive both parent and student log-in and passwords. If you have used Skyward before or have other students in your family in the Jordan School District, the password and log-in should be the same.

**PLEASE KEEP A COPY OF PASSWORDS AND LOG-INS. YOU SHOULD BE CHECKING YOUR STUDENT'S ACCOUNT REGULARLY**

## **Teacher Facilitated Attendance School**

This year certain teachers will be allowed to conduct attendance school in their respective classrooms. The teacher must have previously agreed to do so and must have signed up with the administration at the beginning of the school year. The administration recognizes the need for certain circumstances to be in place to complete work missed in participation classes (i.e. ceramics, computer classes, etc.) Any teacher who signs up as an attendance school teacher will be allowed to hold sessions in their classrooms. The rules will be the same as well as start and stop times.

Qualified teachers will submit a daily list of students who have completed the makeup. The Attendance Office will record completed sessions. Payment should be made in the Main Office and receipt should be given to the teacher upon entering the Attendance School Session.

Students will only be allowed to attend teacher sessions with teachers who are currently in the student's schedule. **The Attendance School may only be applied to that teacher's class.**

**No Exceptions.** Teachers must include attendance school rules in individual disclosures.

\*\* Student attendance and grades can be checked on the CHHS website:

[www.copperhillshigh.org](http://www.copperhillshigh.org). To access personal student information, you will need a student or parent Log-in and password. Student information is also available through the attendance office. You may call 801-256-5310 between 7:00 a.m. – 3:00 p.m.

## **Attendance and Grades**

A percentage of the academic grade for each class will be awarded for class participation. Students can earn class participation points by attending regularly and being punctual. The actual number of points for participation will vary according to the type of course; specific information is included in each teacher's Disclosure Statement.

- Teachers may grant additional credit for excellent attendance and punctuality up to 5 percent above earned academic credit.
- Students who have excused absences (E) **and** excused the absence within 5 school days of returning to school will receive no grade penalty for their absence as long as they take the responsibility of making up missed work. Teachers **may** require that work be made up sooner than the 5-day limit.
- Students with Guardian Excused absences (G; see Types of Absences below) will lose class participation points for those days missed unless they make up these points according to individual teacher criteria.
- Students who are truant will lose participation points and academic credit for time missed, and face disciplinary action.
- **Failure to make up excessive absences or tardies will result in a loss of credit for the class, regardless of a passing grade.**

With any excused absence, it is the student's responsibility to make arrangements with each teacher for make-up work. This work will be accepted within a reasonable time without penalty as determined by the teacher. Specific guidelines for make-up work may be found in each teacher's Disclosure Statement. (An "E" will be displayed on the Skyward attendance page)

Students with guardian excused absences will be penalized through loss of participation points. School work missed may be made up within a reasonable time. Students may regain participation points lost for a guardian excused absence by completing criteria found in each teacher's Disclosure Statement.

### **Truancy Absences:**

Students who miss scheduled classes without school and/or parental approval will be considered truant. Truancy absences include but are not limited to the following: (This will show as a "Z" on Skyward)

- **Leaving school without following check-out procedures through the Attendance Office;**
- Not arriving at school as expected by parents or school authorities;
- Missing all or part of an assigned class without permission;
- Being found in the hall during class time without a hall pass or other valid excuse;
- Leaving the school campus without permission during a scheduled school assembly.

### **Consequences for truancy include the following:**

1st Offense: Loss of class points Counseling of Student Parent Notified	3rd Offense: Suspension until parent conference Parent Conference Attendance contract or other Behavioral intervention
2nd Offense: Loss of class points Parents notified Counseling of student and signed agreement	4 <sup>th</sup> Offense: Suspension until parent conference Referral to Truancy School/Court or alternative school

### **Attendance should be monitored by parents and students through Skyward.**

Chronic truancy is a violation of Utah State Law. Utah Code 53A-11-101 through 106 requires mandatory attendance. Once a student has been truant for 5 full days of school, a school administrator will contact the parent or an attendance letter will be mailed home containing notice of the requirements of Utah Code 53A-11-103, which states, "refusal to respond to the notice is a class B misdemeanor." Students who violate Utah State Law will be allowed to enroll in truancy school to correct their truancy problems. The student accompanied by a parent must attend all three sessions of truancy school. If truancy continues, the student will be referred to juvenile court. Once a student has been referred to truancy school or court, he or she cannot be withdrawn from Jordan School District. Once a student has been excessively truant (as determined by the above consequences for truancy), the student, the parent, and the administrator will meet to determine the best corrective action with a written plan to correct the problem. If contact with a parent cannot be made, another letter will be sent once the student has missed 10 full days of school. If, at this time the attendance

problem has not been resolved, Copper Hills will be forced to withdraw your student due to the 10-day mandatory attendance policy of the State of Utah.

### **Assemblies and School Activities**

Assemblies and approved school activities are a valuable part of each student's total educational experience. They are beneficial as supplements to classroom instruction, entertainment, and social education. Therefore, when an assembly or activity is scheduled during the school day, all students are expected to attend. **Students are not allowed to leave campus during assemblies.** Students leaving campus without following appropriate check out procedure will be considered truant.

Students participating in activities that do not involve the entire student body will be excused only when their names appear on an Activity Excused List. This list is to be generated by the staff member sponsoring the activity and must be approved by an administrator. Activity lists should be issued to all participating students **two days** prior to the activity. The students themselves are then responsible for obtaining signatures of teachers whose classes they will miss. Students will receive no grade penalty for activity-excused absences. They are, however, responsible for make-up work as outlined in each teacher's Disclosure Statement.

### **Disclosure Statements**

Each teacher is required to develop and submit a Disclosure Statement which specifies the procedures and guidelines he or she uses when assigning grades and giving course credit. Teachers will collect and maintain documentation that students and their parents receive, read, and understand their Disclosure Statement.

### **AWARDS**

#### **Academic Letter:**

The purpose of this recognition is to reward and promote academic excellence at Copper Hills High School. A student could receive up to three academic letters throughout their high school experience. A student may qualify for the first academic letter by maintaining a cumulative GPA of 3.7 or higher for any three quarters within a single school year, beginning with the sophomore year. To obtain the letter, the student must present an application verified by the registrar to the academic letter advisor. After evaluating the grades, the advisor will give the student proof of qualification. A student may receive a "pin" and certificate for each academic letter earned. Students must show that they have maintained a 3.7 GPA for three terms. Additional academic letters are awarded for maintaining a 3.7 GPA for three consecutive terms after receiving the first letter. Students, who earn a 4.0 GPA for two consecutive terms, are awarded a "star pin." The tracking of the academic letter is conducted by the advisor of the Copper Hills High School chapter of the National Honor Society. **Membership in the National Honor Society is NOT a requirement to receive an academic letter.**

#### **Activity Letter:**

Activity letters are awarded to those students who demonstrate superior ability in any of a number of extra-curricular school activities. Activity letters can be earned in any of the activities listed below. Contact the advisor listed for specific letter award requirements in that activity. The school also has a variety of clubs. These change yearly. Check with the main office for a current list of clubs and advisors.

ASL	Ms. Boren	Music – Instrumental	Ms. Johnson
Ballroom Dance	Ms. Fulger	Music – Vocal	Mr. Taylor
Cheerleading	Ms. Morgan	NHS	Ms. Leggat
Dance	Mrs. Pearmain	Skills USA	Mr. Crane
DECA	Mr. Willardson	Spanish Club	Mr. Cabanillas
Drama	Mr. Morrell	Student Government	Ms. Boren
FBLA	Mr. Jacobson	Student Government	Mr. Adamson
FCCLA	Ms. Tregaskis	Science Club	Ms. Meyer
FFA	Mr. Love	French Club	Ms. Mbia
TSA	Ms. Culbreath	Yearbook	Mr. Winslow
Literary Magazine	Mrs. Kidd		

### **Athletic Letter:**

The Athletic Letter will be awarded to deserving varsity athletes who have met the requirements and are eligible to represent Copper Hills High School in interscholastic athletic activities recognized by the Utah High School Activities Association. Such awards are subject to (1 the recommendation of the coach of the sport, (2 the approval of the CH Club council, and (3 the approval of the Copper Hills High School Administration. **An award may be withheld or withdrawn from a student should their actions or conduct not be in keeping with the standards of the school.**

### **National Honor Society**

Advisor: Ms. Leggat

**Purpose:** To promote scholarship, leadership, service, and character.

**Membership:** Qualified juniors and seniors who are selected by the NHS faculty council.

#### **Selection Procedure:**

1. In order to qualify for membership in NHS students must maintain a cumulative GPA of 3.75 or higher.
2. At the beginning of the school year, the NHS advisor will receive a list of juniors and seniors who meet the above scholarship requirement. These students will be notified and offered an opportunity to submit an activity information form to the advisor.
3. Students who think they may qualify academically but who do not receive an invitation to complete the information form, may contact the advisor.
4. Candidates must complete the information form and return it to the advisor by the specified due date. **Completion of the information form, however, does not guarantee selection for membership into the society.**
5. A list of candidates will be presented to the entire faculty for character approval.
6. Completed information forms, with any comments received from the faculty, will be presented to the NHS council.
7. The faculty council will evaluate the candidates on the basis of service, leadership, and character and will determine which candidates will be accepted into the society.
8. Candidates who have been selected will be notified in writing, invited to attend the induction ceremony, and given information concerning membership obligations.

### **Senior Awards Principal Reception**

At the end of the school year the principal will hold a special reception to recognize the awards seniors have received during their high school years. Students receiving awards will be invited to a reception with their guests in honor of their achievements.



## **BUSING**

The Board of Education recognizes the need for school bus discipline in order to assure the safety and well-being of school bus passengers, drivers, and others. Therefore, the Board delegates to the Administration responsibility for establishing guidelines for school bus discipline. **Riding the school bus is a privilege not a right**, and is conditional upon compliance with these guidelines.

### **Pupil Code of Conduct while riding Jordan School District Buses**

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus, and don't throw anything out the window.
10. Bus driver is authorized to assign seats.

### **Discipline Policy**

1. First minor offense: The driver may give a verbal warning.
2. Repeated Minor Offenses and serious First Offenses: The driver may issue a student ticket, providing copies for the parents and school administrator and transportation department.
3. Continuing Problems and Repeated Offenses: The driver may issue a "Second Offense" ticket, providing copies for the parents, school administrator and transportation department. The school administrator may implement disciplinary procedures.
4. When Student Behavior Poses an Immediate Threat to Safety:  
The driver may have the authority to perform one or all of the following:
  - a. Stop the bus and restore order.
  - b. Remove the student from the bus at a regular bus stop or at the school.
  - c. Call for assistance from the Transportation Department, District Security, or local police department.
  - d. File a ticket with parents and school administrator and the transportation department.
  - e. Corrective disciplinary measures determined by the school administrator according to the procedures outlined in Policy AS67 – Procedures for Student Disciplinary Action.

### **CHECK CASHING AND CHANGE POLICY**

The High School **does not cash checks**. We accept checks only for the exact amount of registration fees and approved school expenses. All checks must have the students name and grade on them. No two-party or out-of-state checks are accepted. "Insufficient fund" checks will be turned over to a collection agency who charges \$30.00 per check. Checks not covered within 15 days receive an additional \$20.00 charge. **Change is not made in the main office**. Students may use the change machine located by the cafeteria. Offices will not take or hold money for students.

## **STUDENT CODE OF CONDUCT**

1. Be on time to all classes.
2. Come prepared to work and participate in all classes (this includes homework) to the satisfaction of self, teacher, and parent.
3. Demonstrate acceptable behavior at all times.
4. Be responsible for one's own actions, exercising best behavior both in and out of class while in school.
5. Pursue academic excellence in all disciplines.
6. Demonstrate and model cultural sensitivity to all, regardless of ethnicity, gender, nationality, color, creed, age, citizenship, sexual orientation, or ability level.
7. Support and promote a democratic system that follows due process and protects the civil liberties of all individuals.
8. Help maintain a clean, safe, and healthy learning environment.
9. Volunteer information and cooperate with school staff in discipline cases.
10. Promote and practice a healthy lifestyle, which includes a "drug-free" environment.

Teachers are required to provide an educational opportunity for students for the entire time they are in class. Teachers are also responsible to see that the classroom atmosphere is conducive to good learning. Students are expected to make positive contributions to aid learning in the classroom.

### **CONSEQUENCES FOR INAPPROPRIATE CLASSROOM BEHAVIOR:**

If the student's behavior becomes disruptive to the class, the following steps will be taken:

1. The teacher will try to solve the problem with the student.
2. If a problem cannot be solved, the teacher will notify the parent/guardian and discuss a solution.
3. If the teacher, parent, and student cannot arrive at a satisfactory solution, the student will be sent to the assistant principal for a conference.
4. If behavioral problems continue, a conference will be held by the appropriate administrator, student, and parent to determine if the student will continue in class.
5. Adult staff members have the right by law to appropriately restrain students who pose a threat of physical harm to themselves or to others.
6. In the case of unsafe or severely disruptive behavior, the teacher may choose to go directly to the assistant principal for correction.
7. By state law, a student who causes ongoing educational disruption may be referred to Juvenile Court.

### **Unacceptable behavior and consequences:**

1. **Fighting will not be tolerated** on school premises. **Consequence:** Participants will be suspended from school for minor infractions. Serious offenders will be suspended to a district hearing. Criminal assault charges will be filed with the police. Students who incite fighting or are verbally abusive will be subject to the same consequences.
2. Insubordination to faculty or school staff. **Consequence:** Suspension from school or to a district hearing.
3. Unauthorized Internet access, possession of inappropriate reading material in school; excessive display of affection; truancy; rowdy behavior in the building; conduct contrary to decent, polite, honorable, and honest standards; destroying, defacing or vandalizing

school property, locker misuse. **Consequence:** Parent contact, school service, possible suspension and/or expulsion.

4. All school personnel have been asked to help encourage and enforce good student behavior. Hall Monitors encourage attendance and provide safety for our school.

**Students should obey their requests just as they would a teacher or administrator.**

## **CONSTITUTION**

Copies of the Copper Hills High School Constitution are available in the main office.

## **COOPERATIVE (Vocational) WORK EDUCATION (CWE)**

Only Junior and Senior students will be enrolled in CWE. Permission will be granted for Junior and Senior students to leave school during the afternoon to gain a work related experience. Students requesting CWE must have permission granted from their employer, counselor, parents, and the vocational teacher of a required class related to the work experience. A district pass must be obtained by the students and carried with them during regular school hours. Students on CWE must not remain in the building after their last class of the day. Students who remain in the building or on campus after their last class period may face discipline actions by the administration. Also, CWE students may not take non-CWE students off campus. If caught doing so, may result in loss of CWE privilege.

## **COUNSELING AND GUIDANCE SERVICE**

Counseling and guidance services are available to all students. These services include crisis, academic, and individual counseling on an as needed basis dealing with home, school or other concerns. Counselors will also provide counseling in student educational occupational planning (SEOP), interpretation of test scores, career information, college admission/scholarship information, study skills and class/schedule changes (\$5 charge for each non-essential schedule change, \$10 for multiple changes). The Counseling Center hours are from 7:00 a.m.– 3:00 p.m. Students may be seen on a walk-in basis during these hours based on counselor availability. Students seen during class time must check in with their teacher first and have a hall pass/excusal note. To schedule an appointment with a counselor or the school psychologist during these hours, please email the counselor directly with the schedule request or call 256-5320. See the Copper Hills High School Counseling Center web page for more information. <http://www.copperhillshigh.org/guidance>

## **HOMEROOM**

Every Copper Hills Student will be assigned to a homeroom. Homerooms will consist of about 25 students from the same grade level. Teachers assigned to a sophomore group of students for their homeroom will retain those students during their junior and senior years. Students will receive one quarter credit for the entire year for homeroom.

### **Course Purpose & Objectives**

The Copper Hills High School faculty & staff will serve as advisers to homeroom students with the following specific objectives:

1. Give students information in a relevant and timely manner.
2. Encourage post-secondary engagement for every student.
3. Provide an adult advocate for every student to help with academic as well as personal problems.

## **DAMAGE TO SCHOOL PROPERTY**

Students who damage school property willfully or through negligence will be responsible for repairs or replacement of such property. Full restitution must be made for such losses. Parent conference will be required and police will be notified. **The student may also receive consequences as outlined in the section entitled “dangerous and disruptive conduct.”**

## **DRESS AND GROOMING STANDARDS as defined by Jordan School District policy AA419 revised 5/14/02**

Students should be aware that the Jordan School District Board of Education has adopted the following dress code. Students must comply with the standards in order to attend school.

“Students shall dress in a manner that shows respect for the educational environment and is befitting the day’s activities. Students’ clothing and jewelry must not present a health, safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.”

1. 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, whether expressed or implied.
2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
3. All students shall maintain their hair, mustaches, sideburns, or beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.
4. All students shall wear clean clothing. Clothing, jewelry, accessories, and piercings (piercings will not have any sharp points on them) which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school shall not be allowed.
5. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini-skirts, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs and cleavage at all times. Sagging trousers will not be allowed at school. Trousers must be at the waist at all times. Skirts, dresses and shorts must be at no shorter than 4 inches above the knee. Transparent or translucent tights must be covered with shorts, dresses or skirts which are long enough to comply with dress code.
6. Dress code will be enforced during Physical Education classes. All students (including cheerleaders, dance and drill) must meet dress code when in areas of the building other than practice areas or during performances.
7. Students shall comply with the laws that govern wearing military uniforms and insignias ( [Title 10, USC §771-772](#), and [Army Regulation 670-1 §29-4](#)).
8. Hats and hoodies of any kind are not allowed within the building except as part of an approved activity, or for religious or medical purposes.

9. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
10. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes “gang” clothing, colors and paraphernalia after consultation with law enforcement agencies as needed.
11. Shoes shall be worn at all times to insure personal safety and hygiene.
12. No chains may be worn, or spiked neck or wrist bracelets.

## **DANCE DRESS CODE**

**Casual Dances:** (Includes Hello Stomp, Girls Pref, MORP, Yearbook Stomp, and Snow Ball)

Clothes appropriate to the theme, no painted faces, no masks, demolished clothing, no weapons or facsimiles of weapons, no gang attire, and hats are allowed only if they apply to the theme.

**Semi-formal Dances:** (Includes Homecoming, Sweethearts, and the Senior Dinner Dance)

Gentlemen-Collared shirts, dress pants, only “formal hats” (i.e. one that would accompany a tuxedo). No jeans, t-shirts, or sagging pants.

Ladies-Dresses or skirts are required but dresses must have straps, (even with a jacket or shawl). There will be no low cut dresses, (either front or back), no bare midriff, and no see through clothing. Dresses must be no shorter than 4 inches above the knee.

**Formal Dances:** (Includes Junior Prom)

Gentlemen-Suits, tuxedos, dress shirts with ties, sport coats are allowed. Hats are allowed if they are a formal hat appropriately worn with a tuxedo. There will be no jeans, t-shirts or sagging pants.

Ladies-Formal dresses; gowns, dresses, skirts and blouses are allowed. Dresses must have straps even with a jacket or shawl. There will be no low cut dresses (front or back), no bare midriff, and no see through clothing or short dresses. Dresses must be no shorter than 4 inches above the knee.

**\*\*WARNING:** If your date is not from Copper Hills High School, he or she is still responsible for compliance with our dress code. It is your responsibility to see that they are aware of the policy. Ignorance of the policy will not excuse you or your date from compliance.

Please see your vice principal if you have any questions.

## **Cell Phones, iPods, and other similar devices are not allowed to be used inside the building during class time.**

These devices disrupt the learning process and interfere with a teacher’s ability to teach and the student’s ability to learn. These devices should not be used at school.

- Use of a cell phone during academic testing will result in a loss of credit for that test. Other penalties may also be applied. Use of a cell phone during the ACT test, end of year CRT tests, or other similar standardized tests will result in disqualification of a student’s test and other penalties.

- If these devices are seen or found inside the building, school officials may confiscate them if it is interfering in any way with the educational process. If such a device is confiscated by a school official it may be returned to the student, or the parent may be required to come to school to pick it up.
- Students in possession of electronic devices including cell phones and iPods are responsible for their security at all times. Copper Hills High School and associated personnel including faculty and staff are not responsible for, nor can they be held liable for such devices whether stolen or otherwise.
- Any other objects or devices, which are not aligned with the classroom curriculum and management, are not allowed in school and may also be confiscated.

## **DRUGS AND ALCOHOL**

A high school is a public, tax-supported institution and is obligated to maintain and uphold the laws of the community and state by which it is created and supported. The Utah State School Law specifically states that it is illegal for high school students to have alcohol or tobacco (including e-cigarettes) in their possession. The use of alcohol and drugs seriously affects a person's behavior and will not be tolerated by school authorities. The Jordan District Drug and Alcohol Abuse Policy AS90 is as follows:

The administration recognizes that the possession, use, or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitute a hazard to students and is disruptive to the educational process. The following substances are prohibited at school:

- Illegal drugs
- Alcoholic beverages
- Illegal psycho toxic chemicals (inhalants)
- Prescription medications (**in excess of an 8 hour dosage**)
- Over-the-counter medications (**in excess of an 8-hour dosage**)

**The possession, use or distribution, by students, of any substance listed above is prohibited on school district property, during school hours, and at any school-sponsored extracurricular program or activity including those held off school property. Violations will result in the strict application of Jordan School District's Drug and Alcohol Policy AS90. Seniors who violate AS90 during the fourth quarter may lose the ability to participate in the graduation ceremony.**

## **DISCIPLINARY CONSEQUENCES FOR DRUG AND ALCOHOL VIOLATIONS**

<b>Substance</b>	<b>1<sup>st</sup> Possession</b>	<b>2<sup>nd</sup> Possession</b>	<b>3<sup>rd</sup> Possession</b>	<b>1<sup>st</sup> Distribution</b>	<b>2<sup>nd</sup> Distribution</b>
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	or Use	or Use	or Use	(Selling, Sharing, Delivering)	(Selling, Sharing, Delivering)
<b>Illegal drugs Alcoholic Beverages Other Illegal Substances</b>	10-Day (Home-Based) Alternative Education Program or Early Intervention Class	<b>45-Day (Home-Based) Alternative Education Program and Assessment</b>	180-Day (Home-Based) Alternative Education Program and Assessment	45-Day (Home-Based) Alternative Education Program and Assessment	180-Day (Home-Based) Alternative Education Program and Assessment
<b>Prescription Medications</b>	<b>In excess of an 8-hour dosage</b> Suspension to Parent Conference	<b>In excess of an 8-hour dosage</b> 10-day (Home-Based) Alternative Education Program and Assessment	<b>In excess of an 8-hour Dosage</b> 45-Day (Home-Based) Alternative Education Program and Assessment	<b>Any Amount</b> 45-Day (Home-Based) Alternative Education Program and Assessment	<b>Any Amount</b> 180-Day (Home-Based) Alternative Education Program and Assessment
<b>Over the Counter Medications</b>	Suspension to Parent Conference	10-Day (Home-Based) Alternative Education Program and Assessment	45-Day (Home-Based) Alternative Education Program and Assessment	Suspension to be determined by administration	45-Day (Home-Based) Alternative Education Program and Assessment

## Administration Policy

The administration recognizes the need to reduce the risk of use and the abuse of illegal substances among students. Therefore, the use, misuse, or possession of drugs or counterfeit substances (legal prescriptions or over-the-counter items), inhalants, and all associated paraphernalia is prohibited on any school district property, in any building owned or operated by the school district, or at any activity sponsored by the school district whether or not it is held on school district property.

## Guidelines

1. Due process procedures outlined in policy AS67 – Student Discipline and School Expulsions will be followed in administration of policy AS90.
2. Students apprehended by school district employees or law enforcement officials for illegal violations while off-campus during regular school hours are subject to the guidelines of policy AS90.
3. Resorting and paraphernalia violations will be dealt with according to the “possession or use” guidelines of policy AS90.
4. During the time a student is on the home-based alternative education program, the student may **not** be a spectator or participant in any school-sponsored extra-curricular program or activity including those held off the school property.
5. If the designated days of home-based alternative education cannot be completed by the end of the regular school year, the home-based alternative education program must be completed at the beginning of the following school year.
6. If a senior is placed on the home-based alternative education program, and that placement coincides with the end of the school year, the student will not be allowed to participate in graduation exercises. The diploma will be awarded upon completion of the home-based alternative education program and all other graduation requirements.
7. In addition to the disciplinary consequences outlined in this policy, a student will be suspended or removed from participation in leadership positions, candidacy for leadership

positions, school organizations, and athletic teams upon violation of the guidelines covered in this policy. The administration reserves the right to suspend any student from participation in the graduation ceremony for violations of AS90 or AS67 during the fourth quarter of their senior year.

8. Records will be maintained on all violations. A student with more than one violation will be considered a repeat offender even if the earlier violation(s) occurred in a prior school year or a different school within Jordan District School.

## **ELIGIBILITY (Scholastic): Participation in extra-curricular activities**

### **UHSAA Region or State Interscholastic Competition**

To participate in any UHSAA 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 failing more than one subject or has a GPA of less than 2.0 in the quarter prior to participating, which includes tryouts. Where a student has failed to meet the minimum requirements set forth above, he or she shall also be ineligible for participation in UHSAA or Region II activities in the succeeding grading period. **Incompletes and no grades (NG) are computed as F's for eligibility.**

It is recommended that in considering makeup credit for academic eligibility, a required course must be made up with a similar required course. Elective courses may be made up with other elective or required courses.

If a course is made up, the new grade may replace the "F" grade for the purposes of calculating the GPA for the previous grading period. Courses previously taken and passed may not be repeated and counted for makeup.

Summer classes will **not** constitute the previous term, but may be used for makeup. The "previous term" refers to the terms of the regular school year.

### **Student Government and Spirit Leading**

The candidates for Student Body Office, Class Office, and Spirit Leading must have a cumulative grade point average of 3.0 or higher or a 3.0 grade point average for each of the three quarters previous to elections.

## **EXPULSION POLICY**

### **Jordan School District Expulsion Policy Summary**

Jordan School district students and employees are entitled to a learning/working environment, which is free from unlawful and violent acts. Therefore, the Jordan District Board of Education shall not tolerate acts of violence, use or possession of weapons, criminal behavior or harmful gang activity in schools, on school property, or at or around school activities. **Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended and/or excluded\* from school. (Board Policy AS67)**

## **DANGEROUS OR DISRUPTIVE CONDUCT**



The following conduct is defined as “dangerous or disruptive conduct” and is prohibited on school property, at school-sponsored activities, and while traveling in school-funded or school-dispatched vehicles.

1. Possessing (regardless of intent), using, selling or attempting to possess any firearm, weapon, knife, explosive device, noxious or flammable material, firework, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Causing, or attempting, threatening or conspiring to cause harm to a person through:
  - A. Possession or distribution of drugs or alcoholic beverages. (see Policy AS90—Drugs and Alcohol)
  - B. Sexual harassment.
  - C. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
  - D. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
  - E. Larceny or Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
  - F. Criminal mischief—willful or malicious injury or damage in excess of \$200.00 to public property or to real or personal property belonging to another.
  - G. Battery—the unlawful and intentional touching or striking of another person against his or her will.
  - H. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not a touching is actually intended.
3. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these.

### **GANG-RELATED ACTIVITY**

1. Students who are involved in gang-related activity, which is deemed by the Administration to be dangerous or disruptive in a public school setting, shall be subjected to disciplinary action.
2. Gang-related activity may include but is not limited to the following:
  - A. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.
  - B. Use of a name, which is associated with or attributable to a gang.
  - C. Designating turf or an area for gang activities or occupation or ownership.
  - D. Any combination of items a, b, and c.

Student discipline is essential to further the educational process and provide an environment conducive to learning. The Board of Education authorizes school administrators to take appropriate action to preserve order from among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about district schools, property, or activities are dealt with in accordance to district policy and the law. Students may be referred to a district level hearing as per Policy AS67 NEG.

### **ACTIVITY CARD**

Upon payment of registration fees, you will receive an activity card. This card entitles you to attend many of the school functions held during the year. It must be used only by the person to whom it is issued. Any violation of this rule may result in forfeiture of your card. In case of theft or loss, you may purchase a duplicate from the Main Office. **Your activity card should be in your possession at all times at school and during activities.**

### **FEE WAIVERS**

Fees, as identified by the Jordan District Board of Education, will be waived in accordance with the Utah State Board of Education standards for students whose parents or legal guardians verify evidence of inability to pay. Questions regarding fees or fee waivers should be referred to the principal. Fee waiver applications are available in the main office.

### **FINES**

Fines will be assessed to cover the cost of damage or loss of school property such as books, desks, etc. Students must pay all fines and other financial responsibilities by the end of each quarter, or report cards and transcripts will be withheld until the obligation is cleared. **Fee waivers do not cover fines.** Fines are to be paid in the main office before or after school or during lunchtime.

### **GUARDIANSHIP**

Guardianship is established in only two ways:

1. Biological, custodial parents/guardians
2. A court decision supported by legal documents

Aunts, uncles, brothers, sisters, grandparents, etc. are not guardians. **They do not have a legal right to access student records.** Guardians may access their students' records by presenting themselves with proper identification at the school's office. Records will not be faxed because identification is difficult to verify over the telephone. Custodial parents will have access to their students' school records.

### **JORDAN SCHOOL DISTRICT INFORMATION NETWORK ACCEPTABLE USE GUIDELINES**

The Internet is a computer-based communications system that allows users access to information on a worldwide system of networks commonly referred to as the "Electronic Superhighway". Internet access is made available to the Jordan School district through Utah Link and the Utah Education Network (UEN). ([www.uen.org](http://www.uen.org)) Utah Link's purpose is to assist in the collaboration and exchange of information among schools, school offices, the Utah education Network, and the other State and educational entities as well as to provide access to people, institutions, and information around the world.

Jordan School District's goal is to promote educational excellence by making the Internet's worldwide resources available to its students, teachers, and staff.

You should be aware that it is impossible to control access to inappropriate materials on global networks. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of Jordan School District and the State of Utah.

**Acceptable uses:**

The use of networks is a privilege, not a right. The following uses are prohibited and will result in cancellation of user privileges and disciplinary actions by Jordan School District:

- Any use for product advertisement or political lobbying
- Any use which shall serve to disrupt the use of the network by other users
- Any use of another user's password(s)
- Any attempt to log in to a network's restricted or secure areas or programs
- Any vandalism to equipment or software or introduction of viruses to any system of files
- Any threatening, abusive, or obscene communication to other users
- Any illegal activities are strictly forbidden and shall be defined as any violation of applicable local, state, and/or Federal law(s) or regulations.
- Any attempt to access sexually explicit sites or sites restricted to those 18 years and older.

**Liabilities:**

Jordan School district, UEN, and Utah Link make no warranties of any kind, whether expressed or implied, for the services they are providing. These providers will not be responsible for any damages users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via networks is at the user's own risk. Electronic mail (e-mail) is not guaranteed to be private. Jordan School District specifically denies any responsibility for the accuracy or quality of information obtained through its services and networks.

**Netiquette:**

Users are expected to abide by the generally accepted rules of networking etiquette. These rules, commonly referred to as "Netiquette", include but are not limited to the following:

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not use profanities, vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone numbers, or those of the students or colleagues.
- Keep passwords private.

**Updating user information:**

Schools may require new application, registration, and account information each academic year. Users must notify the school of any changes in their account information.

**Exception of terms and conditions:**

All terms and conditions as stated in this document are in compliance with UEN, Utah Link, and Jordan School District policies and are applicable to its users. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the policies of the providers, Jordan School District, UEN, Utah Link Utah State Board of Education, and the laws of the State of Utah and the United States of America.

## **SKYWARD**

The Copper Hills High School Online Student Information System is set up for your convenience. You can access grades and attendance daily. You can also check all assignments for each class. You will be able to email all teachers from this location as well. To access this site, you must have Internet capabilities. Once on line, you type: copperhillshigh.org. Then click the Gradebook link and then the Skyward link. Next, type the user name and password, which you will receive during registration. You will then access your own personal information, which holds all grades and attendance and correspondence with teachers.

## **LOCKERS**

Lockers are school property and are issued to students for storage of schoolbooks and school equipment. Students are responsible for keeping their lockers neat and clean both inside and out. They must not write on, scratch, carve, dent or in any way deface or mutilate their lockers or anyone else's locker. Students who violate these regulations will lose locker privileges and will be required to make payment sufficient to cover damages. School officials reserve the right to search any or all lockers. Illegal items found in lockers may be confiscated, and students to whom the lockers are assigned may be prosecuted. **The school is not responsible for stolen items.**

## **LOST AND FOUND**

The lost and found department is housed in the Attendance Office. All lost and found articles should be turned in immediately. Items must be accurately identified by their owners before being restored to them. Lost items should be reported in writing as soon as possible in order to facilitate them being recovered.

## **LUNCH PERIOD**

The cafeteria is provided as a service to students. The meal is balanced and economical. Students should see that they do their share by cleaning up trays, milk cartons, dishes, utensils, pop cans and leftovers. There are three different lunch times at Copper Hills. If a student attends more than one lunch he will be considered truant.

## **A+ MAKE-UP PACKET PROGRAM**

The A+ Program is available in selected course offerings for students who need to make up quarter credit classes they **attended and failed**. Students must first see their counselor to determine their individual needs and then pay a fee of \$35 in the main office for each quarter credit needed. A student can then log on to the system and access the course within one week of receipt date. Students may only purchase 3 quarters at a time. Students will have **10 weeks**, from the purchase date, to complete each quarter credit. Packets will be available starting the 3rd week of the school year, but are limited to the number of packets available in the following areas:

World Civilizations  
US History  
Life Fitness  
Physics

Geometry  
Algebra 1A, 1B, Algebra 2  
Geography  
English 9, 10, 11, 12

Biology  
Health  
US Government  
Art Appreciation  
Paper Packets  
Computer Tech  
Self Esteem

Earth Systems  
Chemistry  
Financial Literacy  
Sociology  
Study Skills  
Secondary Math 1  
Secondary Math 2

### **PARENT TEACHER CONFERENCES**

School wide conferences are held in the fall and in the spring of each year. Parents may also contact the counseling center for progress reports and individual conferences throughout the year as needed. (801) 256-5320.

### **NON-DISCRIMINATION**

It is the policy of Jordan School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program.

### **PARKING**

**Due to our continued growth and continued parking problems, CHHS will join other high schools in the district in prohibiting sophomores from buying parking permits and from parking on school campus. Sophomores who park on school grounds will be fined \$35.**

State law requires designated student parking lots. These areas are clearly designated by CHHS as student parking areas. Students who park in areas reserved for staff or visitors, and individuals who park in the red, restricted areas or the Driver's Ed Range after school hours, will be issued citations. In some cases, it may be necessary to tow illegally parked cars at the owner's expense.

To keep unauthorized vehicles out of the school parking lots, each car parked at the school must display a parking permit sticker (available in the main office for \$20.00). To receive the permit, each student and parent/guardian must sign a parking contract. The purchase of this \$20.00 parking permit does not guarantee a student a parking place, but will only allow parking when space is available. If a student's car is in the parking lot and does not display the correct parking sticker, a citation will be given.

The fines on citations are as follows:

1<sup>st</sup> \$15

2<sup>nd</sup> \$25

3<sup>rd</sup> \$25 and parking permit may be revoked and vehicle may be booted (secured) until payment of fines.

4<sup>th</sup> and all other violations Car may be towed at owner's expense.

When a student drives a car other than their permitted vehicle, the student must obtain a temporary parking permit from the main office secretaries for that car. The temporary permit must be placed on the dash of the vehicle so that the date(s) of the pass are clearly visible. This will prevent receiving a ticket for failure to display a permit.

Students may park on the driving range only if they have received a **driving range sticker** in addition to the normal parking sticker. This sticker is free, but requires signing a special contract in which the student agrees to remove the vehicle from the driving range by 2:45 PM each day.

School officials reserve the right to search any or all vehicles while on school property. Illegal items found in vehicles may be confiscated, and students may be prosecuted. The school is not responsible for stolen items.

### **REPORT CARDS**

The report card has the Jordan School District logo and a watermark on the back of the report card. This watermark is an added security feature in an attempt to discourage forgeries.

At the end of each term, report cards are given to the students to take home. **The fourth quarter report is mailed.** In addition, **1 progress report** will be **mailed** home **each** quarter. It will come approximately 1/2 way through the quarter.

### **SCHEDULE CHANGES**

After the beginning of the school year, schedules will be changed for valid reasons only. Student schedules are developed through the SEOP (student education/occupation plan) process with the student, parents, and counselor. Therefore, the same process should be used to change a student's schedule. If a change needs to be made, the student may contact his/her counselor. All SEOP's and schedule changes **should be finalized before the new semester begins** so as not to interfere with the initial days of class work. Because there are no quarter classes, no changes are made between 1st and 2nd, or 3rd and 4th quarters. **A \$5.00 fee is charged for each non-essential semester class change. \$10.00 will be charged for multiple changes.**

### **SCHOLARSHIPS**

Many students are eligible for scholarships to places of higher education but may fail to receive them because they are not aware of the availability of such opportunities. It is our goal to make every possible effort to inform our future graduates of the many opportunities awaiting them. **Please see your guidance counselor.**

### **SEXUAL HARASSMENT**

**JORDAN SCHOOL DISTRICT, Policy Number – AS94**

#### **I. BOARD POLICY**

The Board considers sexual harassment an illegal activity prohibited as a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. The Board is opposed to any form of sexual harassment in the schools including acts by non-employees, and authorizes the administration to see that disciplinary action is taken against employees or students who engage in unlawful sexual harassment. Action shall be taken against employees and non-employees who sexually harass students while they are at school or participating in school-sponsored events or activities. Disciplinary action shall be taken against students who are guilty of sexual harassment activity, which interferes with another student's educational access or progress.

## II. ADMINISTRATION POLICY

The Student Sexual Harassment Policy shall be administered according to the following guidelines:

### Guidelines:

- A. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct that adversely affects a person's educational opportunities, relationships, or environment.
- B. It is illegal for any student or employee to:
  1. Make unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
  2. Make submission to or rejection of sexual advances a factor in educational access or opportunities.
  3. Create an intimidating, hostile, or offensive school environment through unwanted sexual conduct or communication.
- C. Sexual harassment may include:
  1. Sex role stereotyping which is demeaning and involves unequal treatment of an individual on the basis of gender.
  2. Visual or verbal gender abuse such as the display of demeaning posters, cartoons, nudity, or offensive sexual jokes about gender.
  3. Visual or verbal expressions about an individual that are sexual in nature.
  4. Criminal touching or actions not involving touching but which are offensive to the extent that they visually or emotionally shock the conscience of a reasonable person.
  5. Quid pro quo cases where sexual favors are asked in exchange for educational benefits received.
  6. Any unwelcome sexual behavior initiated by an employee, a student, a volunteer or a non- employee.
- D. Filing sexual harassment complaints
  1. Anyone may file a sexual harassment complaint with a school or district administrator, a counselor or teacher, in response to conduct, which is unwelcome, of a sexual nature, and creates a hostile or abusive learning environment for a student.
  2. Sexual harassment complaints may be filed regardless of whether the behavior occurred on or off duty if the harassment created a hostile school, learning environment for the student.
  3. Malicious or frivolous complaints of sexual harassment are prohibited and subject to disciplinary actions.
- E. Protection from reprisal shall be provided to anyone who makes a complaint, testifies, assists or participates in any manner in an investigative proceeding or hearing. Acts or reprisal toward complainants, witnesses or others involved in an investigation shall be subject to disciplinary action.

- F. A supervisor of students or employees may be held liable in a sexual harassment case if he/she knew or should have known that sexual harassment behaviors were taking place and did not take appropriate action.
- G. Students who have been sexually harassed shall be afforded avenues for filing complaints, which are free from bias, collusion, intimidation, and reprisal.
1. Students who feel, they have been sexually harassed by an adult shall be encouraged to file a complaint with a school counselor or administrator. The investigation and resolution of the complaint shall then proceed as outlined in Policy AS67.
  2. Students who feel they have been sexually harassed by another student are encouraged to report the harassment to a responsible adult such as a counselor, a teacher, or the school principal. The adult who receives the report shall encourage the student to file a written complaint with the school principal.
  3. Upon receiving a written complaint of student sexual harassment, the principal shall conduct an investigation of the incident as follows:
    - a. The student who is accused of sexual harassment shall be called to a private interview where the accusation is explained and an opportunity to respond is provided.
    - b. Principals shall investigate sexual harassment complaints in accordance with policy AS67 Procedures for student Disciplinary Action.
    - c. If it appears that sexual harassment has occurred, the offender shall be instructed to stop the behavior immediately and disciplinary action shall be taken in accordance with the severity of the offense. (See Policies AS67 and AA438)
    - d. No reprisals shall be taken against any party for filing a sexual harassment complaint.
- H. Training in handling sexual harassment complaints shall be provided to designated, staff members in each school.

## **STUDENT RECORDS AND PRIVACY**

### **TRANSCRIPTS**

Transcripts are available in the Registrar's office with a 24-hour prior notification. Request forms for transcripts are available in the Registrar's office with no charge for the first copy. **No official** transcripts will be handed out, only unofficial. Official transcripts will be mailed directly to colleges from the school.

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the



school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Jordan School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
600 Independence Avenue, SW, Washington, DC 20202-4605

FERPA regulations indicate that a school may disclose "Directory Information" if it has given public notice to parents of eligible student in attendance and eligible students in attendance at the school.

"Directory Information," for Jordan School District purposes, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Your student's school may disclose "Directory Information," upon request. It includes: name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, honors and awards and most recent previous school attended. "Directory Information" may be used for the purpose of publishing school directories, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes that would not normally be considered an invasion of student privacy.

A parent or eligible student may refuse to let the school designate any or all of those types of information about the student as “Directory Information.” If you as a parent or eligible student do not want “Directory Information” released, you must notify the local school in writing within fourteen (14) days after the beginning of the school year.

## **SUSPENSION**

Students may be suspended for the following: truancy, excessive tardies, tobacco possession, alcohol, drugs, fighting, insubordination, profanity, vandalism, forgery, or offensive/disruptive behavior during school time or school activities on or off campus, rioting or unlawful assembly, bringing weapons or firearms to school, repeated parking violations, damage to school property, food fights, water guns, disruption in the cafeteria or violation of school policies. During the time that a student is suspended, that student is not to be on campus or be a spectator or be involved in any school function. A parent conference is required before readmission.

## **THEFT**

### **Loss of Personal Property by Student or Employee**

Jordan School District is not responsible for any personal property; which is lost, stolen, or vandalized; which may have been entrusted for storage and/or safekeeping, by Jordan School District or any employee of Jordan School District. There is no provision, which allows payment for any personal item, which is taken from Jordan School District.

## **TOBACCO**

A student possessing tobacco or tobacco products (including chew and e-cigarettes) in the school building or on the school grounds will be asked to surrender this material to school personnel and will be issued a Tobacco Violation Report. These reports will be sent to the District Office and then to juvenile court for possible court action. If this procedure fails to achieve the desired results, the student will be suspended from school and a parent conference will be necessary for reinstatement.

## **VENDING MACHINES**

Vending machines are provided for student convenience and comfort. It is imperative that students be responsible in disposing of litter and garbage in appropriate receptacles.

1. Machines are not to be used during class periods. To ensure continuance of this service, students must demonstrate that they can use the machines and dispose of the litter in a responsible manner.
2. Anyone vandalizing vending machines will be suspended and charged the full cost of repair and lost revenue.
3. Please use the recycling containers in the halls for your aluminum cans.

## **VISITORS**

Due to student safety and overcrowding, no visitors will be allowed to attend public schools. Children are not to be brought to the High School by their older brothers and sisters during the regular school day. Utah law requires that all visitors check in at the main office to avoid trespassing citations.