

# THE SPHERE

## Student Handbook

Sky View High  
520 South 250 East  
Smithfield, Utah 84335

435-563-6278 Attendance  
435-563-6273 Administration  
435-563-5731 Counseling  
<http://www.ccsdut.org>

*RCK*

*Sky View High School*

*Is committed to achieving excellence in  
Relationships, Character, & Knowledge...for  
Life!*

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# WELCOME

We as an Exec Council are so excited to finally welcome you back and see you all again. These six months without school have easily been the longest of our lives. Many of us were worried that we still wouldn't be able to have in-person school at the start of this year, so we are very grateful that this is not the case (even if we have to wear masks). Or even if you are attending school online, we are excited for you to be able to sleep in every day!

We ran for Exec with the hopes of serving Sky View and its students, and making this year wonderful for everyone (Including the students who will be doing school online). Even though this year has been extremely difficult and stressful, we believe that it can still be one of our best. Sky View has traditionally been a place where all students can enjoy themselves and learn. Hopefully, we can keep that up in spite of everything that is going on right now.

We want to affirm that hope with this year's theme, "Undivided". When we chose this theme we felt that it perfectly contradicted the division that we are seeing right now. It seems like everything is dividing us, whether it be politics, social distancing, or coronavirus. We wanted to have a theme that was the opposite of that division, thus, undivided. Being undivided will require all of us to look out for and love one another. Sky View has always been good at that, but right now it is even more important.

Words cannot express how incredibly happy we are that we can finally be with you all again, undivided.

Love,

Sky View Exec: Pres: Daniel Lambert, VP: Dillan Barlow, Secretary: Joey Eck, Historian: Sarah Moser  
Tech Member: Sam Thatcher, Marketing: Sydney Newell, School Pride: Caden Penrose, Service: Kai Schwartz

## ATTENTION: STUDENTS WITH DISABILITIES

Students, if you have a disability that may require accommodations, i.e. modifications in testing, assignments, grading, etc., please contact your teachers(s) immediately (first week of class, if possible). Accommodations will be made for all students with documented disabilities. Please contact your school counselor or administrator for other related information concerning accommodation or assistance, including procedures which may apply according to the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

It is the policy of the Cache County School District and Sky View High School that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, religion, ethnic background, national origin, age, creed, citizenship, or disability in any education program or activity. If such discrimination occurs, please contact your teacher, your counselor, and/or your administrators.

## **SCHOOL SONG**

(Hymn)

Where the mountain peaks meet the starry sky,  
Where the green hills meet the blue,  
Stands a place close by with its standards high,  
It's our school, our own Sky View.

There's the blue and white and a golden hue  
We will long remember, too.

It's a place close by, with its standards high,  
It's our school, our own Sky View.

We will always say as we go our way,  
And of this it can be told,

The friendships dear we have made while here  
Are a treasure more than gold.

Where the mountain peaks meet the starry sky,  
Where the green hills meet the blue,  
Stands a place close by with its standards high,  
It's our school, our own Sky View.

## **FIGHT SONG**

We're loyal and true to our white and our blue  
Fight on you Bobcats

Now let's give a cheer for the team of the year  
Let's go, let's win

Rah! Rah! Rah!

We are the best and we'll beat all the rest  
Down with those \_\_\_\_\_

So let's win this ball game and build up our school's fame  
Let's have a victory!

# **SECTION I**

## **STUDENT GUIDELINES**

### **CONDUCT IN BUILDING**

Students and faculty have the responsibility to provide a safe and clean environment. Writing on walls and lockers, mistreating furniture, and littering in halls indicate a lack of respect. Garbage cans are placed around the halls for your use. Noise, running, fighting and other inappropriate conduct will not be tolerated anywhere in or around our school. Violators will face disciplinary action.

### **DRESS STANDARDS**

Purpose: The courts, state, and federal laws, as well as Cache County School District, require an atmosphere at school which provides for a safe, orderly, and distraction-free learning environment. The following dress code policy has been designed to support such an environment. Please remember that the dress code policy applies to all students whether attending school or any school function (as participant or member of the audience).

There appears to be a close relationship between good dress and grooming habits, good work and study habits, and proper school behavior. If clothing, hair style, or personal adornment is causing a disruption in school or at any school function, appropriate disciplinary action will be taken.

Disruption is defined as, but not limited to, 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.

Responsibilities: Adherence to dress and grooming standards is the responsibility of the student and his/her parents/guardians. Enforcement of the school's dress code and standards is the responsibility of the school administration, faculty, and staff. Students that do not comply with a teacher's request will be referred to the school administration for corrective action.

Consequences for the violation of the dress code are listed in each school's student handbook. Any item which violates the dress code may be confiscated and not returned to the student or parent at the discretion of the school administration or law enforcement.

All schools are expected to enforce the following guidelines. Individual schools may add to this policy with School Board approval. It is recognized that activities may arise that call for variations; therefore, exceptions to this policy may be made for special occasions only when so designated by the school administration.

The Cache County School District has established the following guidelines to aid parents and students in selecting proper school attire:

1. Students should be clean and well groomed (hair, clothes, cosmetics). If safety is a factor, more stringent standards may be applied.
2. Shoes or sandals must be worn at all times while on campus.
3. Except for religious or medical purposes, hats, caps, and other head coverings shall not be worn or displayed inside school facilities during school hours.
4. Clothes shall sufficiently cover undergarments at all times.
5. See-through or net fabrics, halter-tops, off-the shoulder or low-cut tops, bare midriffs, and muscle shirts (sleeveless/bare midriff shirts) are prohibited.
6. Shorts and skirts must be near the knee.
7. Clothing, jewelry, personal items (backpacks/bags, binders, bandannas, etc.), and skin shall be free of writing, pictures, symbols, insignia, or color combinations which:
  - a. Communicate crude, profane, or sexually suggestive messages
  - b. Displays drug, alcohol, or tobacco advertising, promotion, or likenesses
  - c. Advocate racial, ethnic, or religious prejudice
  - d. Represent or give evidence to gang membership or affiliation
  - e. Metal accessories that present a hazard to the health or safety of the wearer or others are prohibited on school grounds.

## **CITIZENSHIP/BEHAVIOR**

The Sky View Discipline Plan is based on policies and guidelines from School Board Policy. These policies have been developed by the consensus of our On-Site Committee.

### **1. Goals and Objectives**

The goals and objectives of Sky View Discipline Plan are to empower all students to function effectively in the society in which they live by:

- a. Encouraging student's responsibility for school attendance, punctuality, learning, and behavior.
- b. Encouraging student conduct that produces a proper learning community.
- c. Encouraging parents/guardians of all students to assume their legal responsibility for their student's behavior and to exercise the control that encourages self-discipline and discourages behavior that is disruptive to the school's educational programs and processes.
- d. Creating motivation for citizenship and support of the school rules and standards of behavior.

### **2. Student Expectations**

- a. Students have the responsibility to maintain regular school attendance, to make a conscientious effort in classroom work, and to adhere to school rules and regulations.
- b. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to learning. Every teacher has the right to teach, and each student has the right to learn. Conduct, which disrupts teaching or learning, will not be tolerated.

- c. Students have the responsibility to protect and take care of the school's property and to assist the school staff in operating a school that is safe for everyone.
- d. Students have the responsibility to respect the rights of fellow students, teachers, administrators, and all others who are involved in the educational process.
- e. Students have the responsibility to be on time to each of their classes, to be prepared with all required materials, and to stay on task for the entire class period.
- f. Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful acts. The responsibility includes consulting in advance with school personnel if there is any question about the appropriateness of materials or actions.
- g. Students have the responsibility to be honest in all academic dealings. Cheating of any kind is a breach of that trust and will not be tolerated. Plagiarism is a serious offense that will result in a grade reduction and/or disciplinary action.

### **3. Rights of the School -**

A student's right to public education is not absolute and can be withdrawn under proper procedures.

- a. Sky View has the right to define specific offenses for which the punishment of suspension or expulsion from school may be imposed.
- b. In addition, Sky View has the further right to determine whether offenses have been committed. Reasonableness must be exercised when determining whether offenses have been committed. Reasonableness herein refers to an impartial fact finder such as an assistant principal, principal, student services council, superintendent, or the school board itself.

### **4. Prohibited Conduct & Permissible Grounds for Suspension or Expulsion**

The following is a list of prohibited conduct forbidden at school, on school property, including school vehicles, and at any school activity.

- a. You WILL be removed from school for at least one year for a serious violation involving:
  - i. A real, look alike, or pretend firearm, or
  - ii. Explosive or flammable material

EXCEPTIONS MAY BE MADE ON A CASE-BY-CASE BASIS THROUGH THE SUPERINTENDENT'S OFFICE.
- b. You WILL be removed from school for:
  - i. Possession, control, actual or threatened use of a real, look alike or pretend weapon, explosive or noxious or flammable material;
  - ii. The sale or distribution of a drug, controlled substance, imitation controlled substance, or drug paraphernalia;
  - iii. Using or threatening to use serious force; or
  - iv. A serious violation of Section II,C affecting a student or staff member.
- c. You MAY be removed from school for:
  - i. Willful disobedience or violation of a school or district rule
  - ii. Possession or distribution of pornographic material

- iii. Defying authority
- iv. Disruptive behavior;
- v. Foul, profane, vulgar or abusive language;
- vi. Defacing or destroying school property;
- vii. Truancy;
- viii. Theft
- ix. Posing a significant threat to the welfare,, safety or morals of a student, school personnel or the operation of the school;
- x. Possessing, using, controlling or being under the influence of alcohol, a drug, an imitation drug or drug paraphernalia or misusing any substance;
- xi. Possessing or using tobacco;
- xii. Hazing, demeaning or assaulting someone or forcing someone to ingest a substance;
- xiii. Inappropriate exposure of body parts;
- xiv. Sexual or other harassment;
- xv. Gang-related attire or activity; or
- xvi. Any other behavior that would justify school removal.

## **5. Searches**

- a. School personnel can search you, your locker, your personal property and your vehicle parked on school property based on reasonable suspicion. Reasonable suspicion may be based on, but not limited to, the use of dogs or metal detectors.
- b. School personnel can also conduct random searches that might include all lockers and other school property.

## **6. Expulsion and Suspension Defined**

- a. Expulsion is a disciplinary removal from school by the School Board for more than 10 school days without an offer of alternative educational service.
- b. Suspension is any other disciplinary removal from school from 1-10 days.

## **7. Readmission and Admission**

- a. If you are removed from school under 2.A, readmission depends upon satisfactory evidence that you will not be a danger to yourself, others, or school property.
- b. If you are removed from school under 2.B or 2.C, you may be readmitted after your parent/guardian meets with school officials to make a plan to correct your behavior and after you complete your days of suspension.
- c. The district may deny admission to a student who has been expelled from any school in the last twelve months.

## **8. Due Process**

- a. If you are referred for discipline under this policy, you will have the opportunity to meet with your site administrator to tell your side of the story.



- b. If your site administrator recommends removal for more than 10 school days, a Cache County District Administrator will hear your case at your school with your, your parent or guardian, the site administrator and others as necessary. This hearing will be held within 10 days of your removal from school. If the Cache County District Administrator agrees that you should be removed for more than 10 school days, this recommendation will be given to the Cache county School Board for approval.
- c. If you are removed from school for more than 10 school days, you can appeal the decision by writing to the Cache County School district Superintendent within 10 days of the decision. Your parent or guardian is responsible to plan for your education during suspension and/or expulsion and to pay for any services not provided by the district.

### **9. Student Assistance Team**

The Student Assistance Team shall consist of a school administrator, school counselors, attendance secretary, and at least one staff member. The committee shall meet weekly or as needed.

The Team shall have the following purposes:

- a. To identify students that may be at-risk.
- b. To receive information, discuss solutions, and act through the power of the Principal, Superintendent, and Board of Education in the best interest of the students and the educational program of the district.
- c. To communicate and counsel with parents for satisfactory solutions.

### **10. Other Items**

- a. The decision to remove or to discipline in some other way is made by the site administrator based on all the circumstances.
- b. The type and length of discipline is based on factors such as previous violations, severity of conduct, and other relevant educational concerns.
- c. When appropriate, students will be placed on remedial discipline plans.
- d. School personnel will use reasonable physical restraint if necessary to protect a person or property from physical injury or to remove a violent or disruptive student.
- e. If you damage or lose school property, your official report cards, diploma and transcripts may be withheld until payment for the damage is received or the lost property is recovered.

### **11. Students with Disabilities:**

All students with disabilities enrolled in Sky View High School are accountable for the same standards of behavior as non-disabled students unless their Individualized Education Plan (IEP) teams have determined that their disabilities prevent adherence to these standards and have agreed upon altered standards on their IEP's. Sky View will be in compliance with district policy.

## **SKY VIEW ATTENDANCE POLICY**

Sky View High School recognizes that regular attendance greatly enhances the opportunity for student learning through instruction provided by teachers. Frequent absences from the day-to-day classroom experience disrupt the instructional process. The benefits of instruction, once lost, cannot entirely be regained. The entire process of education requires continuity of instruction, class participation, and study. Utah law allows parents of students enrolled in public schools to excuse their student from school, but only when the student is absent for a legitimate or valid reason such as illness, family death or a prior approved absence due to a family activity. ALL absences MUST be verified by a parent within five school days.

At Sky View, we make every effort to keep parents aware of their student's attendance habits. The school provides:

1. Online Access to Daily Attendance – A parent can track daily attendance through PowerSchool at <https://powerschool.ccsdut.org>
2. Daily Telephone Notification – A parent will receive daily notification of absences via telephone. Please call 563-5731 if you are not receiving these phone calls to verify we have the correct phone number.
3. Email Notification – You may also use PowerSchool to set-up daily or weekly email notifications for attendance.
4. Mail Notification – The school notifies parents by mail if a student has accumulated more than six absences in any of their classes.

Following is a list codes for verified absences:

### **Parent Verified Absence (G)**

A parent verified absence is defined as any absence that is excused by a parent for illness, medical appointments, family emergencies or preapproved family activities. A verified absence is coded with a (G). A parent must notify the school prior to or within five days of an absence for it to be considered verified. They may either call, email, or send a signed note to the school. Students are responsible for the completion of missed work for verified absences.

### **Verified Homebound (H)**

Homebound services are available for illness or injury that causes absence in excess of three consecutive days. Homebound services are coded with an (H). Homebound services are coordinated through the District Homebound Coordinator. Please contact the front office at 435-563-6273 if you believe your student may need homebound services.

### **Family Death (E)**

The death of a close friend or family member may result in absence from school. The parent should notify the school in this case. Absences that occur because of a family death are coded with an (E).

### **School Activity (S), Administrator (O), or Counselor Visit (K)**

An absence that is due to an approved school activity is coded with an (S). Absences that are due to a visit with an administrator or counselor are coded with an (O), or a (K).

### **Excessive Verified Absences**

For a student to achieve their highest level of academic achievement a student should be in school at least 90% of the time. This equates to no more than six absences per trimester per class. Excessive valid absences can impede student learning and impact the educational process. If a student's attendance is below 90% and is seriously impacting his or her ability to learn, a school representative will make contact with the student and or parents to help resolve any issues.

### **TRUANCY**

Truancy is any time a student is out of class without proper permission of the school or teacher and/or parent/guardian. It is a violation of state law to be absent without being excused from school. Failure to checkout of school properly will result in truancy. Students who are on campus and not in their assigned area are truant.

Following is a list codes for unverified absences:

#### **Unverified Absences (A)**

An unverified absence is any absence that has not been verified by either a parent or the school. These absences are coded with an (A).

#### **Truancy (Z)**

A student is considered "truant" if the student is absent without a valid excuse. All absences are initially coded with an (A) for unverified absence. If a student absence is not verified within five school days, a student is considered truant and the code is changed to a (Z) for truancy. Truant absences can impact the student's grades and eligibility for extra-curricular activities.

#### **Habitual Truancy & Legal Consequences**

If a student continues to miss school without a valid excuse, they are considered habitually truant. In accordance with State Law, Sky View has established the following procedures for dealing with habitually truant behavior.

1. A student who has five days with at least one or more truancy is placed on a "Truancy Watch List". A student conference is held where the importance of good attendance is reviewed, the attendance policy is explained, and parents are notified by letter and/or by phone. The student may also be referred to a school counselor or other staff for support.
2. If a student accumulates five additional days with at least one or more truancy (10 Total), contact is made with parents and a parent meeting is called in an effort to resolve truancy issues.
3. If a student accumulates five additional days with at least one truant absence (15 Total), a "Notice of Truancy" is sent home and a meeting with a representative from the juvenile court is arranged.

4. If the student accumulates five additional days (20 total since the student conference), a “Habitual Court Referral” is sent to the Cache County School Board and to the parent. The Cache County School Board determines whether the student is referred to juvenile court.
5. If the truant behavior continues, disciplinary actions may be taken to include suspension, alternative placement or release from public education if the student is 16 years or older.

\* The overall goal of consequences for truant behavior is to help confront and solve issues contributing to poor attendance.

### **Habitual Truancy and School Consequences**

#### **No Grades (NG)**

If a student is truant for at least five days within any trimester, credit is withheld. Credit may be restored in the following ways:

1. Peer Court – The student may appear in a peer court. The peer court consists of at least three of the student’s peers and a school administrator. Facts will be presented to the peer court and conditions for restoration will be determined. Once a student meets the agreed upon conditions, the NG will be restored to the grade the student earned in the class. Conditions can include, attendance probation, use of RoCK hour, school service, etc.
2. A contract with an administrator. The contract will specify the requirements for the restoration of credit and can include requirements for good attendance in a subsequent trimester, the use of RoCK Hour, completion of an online course or other education related requirements.
3. Credit Recovery – If the student fails to complete academic restoration or fails to meet the conditions of a contract or peer court, the class in question may need to be repeated to receive credit.

### **Graduation Ceremony**

Any student who is referred to juvenile court or is eighteen years or older who has five or more days with at least one truancy in the last trimester of their senior year, may forfeit their participation in the graduation ceremony.

### **Appeal**

Sky View High School’s attendance policy allows for a student or their parent to appeal truantries or credit loss due to extenuating circumstances. Any appeals should take place as close to the absences in question as possible as and no later than two weeks after the end of the current trimester. The process for appeal is as follows:

1. Students who have received an NG or a truancy (z) and feel there were extenuating circumstances which should be considered should complete an Appeal Form and arrange an appeal conference with Wendy Balls no grades will be restored.
2. Parents should attach to the Appeal Form any information regarding dates and reasons for the student's absence(s).  
Dissatisfaction with the Appeal Conference can be appealed to the Student Assistance Team. The Student Assistance Team will review all appeals with a recommendation being forwarded to the School Principal. The Principal will make a final decision on the appeal.

### **Shared Responsibility**

Good attendance is a shared responsibility:

The Student Will:

1. Check grades and attendance weekly for accuracy and immediately report discrepancies to the attention of a teacher.
2. Ensure that a parent verifies all absences within 5 school days of returning to school.
3. Obtain prior approval for family activities or trips of more than 3 days.
4. Obtain from the teacher any missed work because of absences.
5. Check out/in at the attendance office before leaving/returning for any reason.
6. Be on time, attend class and be prepared each day.

The Parent/Guardian Will:

1. Verify all absences within five days of the student returning to school.
2. Monitor student's grades/attendance through PowerSchool, phone contacts, or on-campus visits.
3. Remind student to obtain prior approval for family activities or trips of more than three days.
4. Try to schedule medical appointments and family activities outside of school time.
5. Assist student in making up missed work.
6. Attend Parent/Teacher Conferences.

The Teacher Will:

1. Provide a disclosure statement of classroom policies and grading procedures
2. Take accurate daily attendance in each class period.
3. Begin class on time.
4. Provide advance work for prior approved absences.
5. Be available to help students during RoCK Hour or before or after school.

Administrators and Counselors Will

1. Meet weekly to review students with attendance problems.
2. Act on teacher referrals.
3. Provide notification by phone and through the mail of student absences.
4. Meet with students and parents to solve continued attendance problems.

**Tardies****Tardy (T) & Excused Tardy (Y)**

A tardy is defined as reporting to class after the bell to start class has sounded and within the first 10 minutes of class. A tardy can be excused by a parent when an emergency situation results in a student arriving at school late, or by the school when a student was delayed because of a school identified reason. Tardies may impact the student's grade and excessive tardies can result in disciplinary action.

**Check-In/Check-Out****Check-Out**

It is important for students to check-out through the Attendance Office before leaving school for the following reasons: (a) it gives documentation to a student to be off campus, and (b) it provides communication with the parent, student and school in case of an emergency. (Parents must call to check their students in or out.)

**Check-In**

Any student who arrives at school after the beginning of the school day, must check-in at the Attendance Office. If a student checks out, they must check back in.

**SECTION II****A PLANNED SCHOOL PROGRAM****Class Changes**

Students will be given the opportunity to change classes that they have selected during their SEOP Conference. Remember, some classes may be full and other classes may be unavailable because of conflicts. Please select classes carefully during your PCCR Conference to help guarantee desired classes. All class changes will follow Sky View's Class Change Policy.

**Class Change Policy**

All Class changes must be completed during the week specified for schedule changes. Any students making class changes after the designated week for schedule changes will be charged \$20 for the schedule change. Exceptions to this policy include teacher-initiated changes, incomplete schedules, and any mandatory changes (e.g., changes due to tryouts, graduation requirements, or extenuating circumstances). There will be no class changes (including Concurrent classes) made after the 5th day of each trimester. Students entering classes after the 15th day of the trimester will only receive .25 credit for those classes.

## **COUNSELING SERVICES**

School counselors have access to student files that contain complete records of grades, tests, activities and interviews from past school years. Each counselor is assigned a particular group of students and their door is always open for student conferences. Counselors are always available during RoCK Hour.

In addition, Guidance and Vocational services are available in the Career Center for career and vocational planning.

Guaranteed counseling services through the Guidance department focus on three areas of orientation: College Preparation, Vocational/Technical Training, and Job Entry Skills.

## **CREDITS**

One half credit (.5) is given for the successful completion of one trimester of work.

Options for making up credit.

REACH Program:

Two sessions of Math and English classes are taught after school during the school year. Classes are also offered during the summer. These classes are held 2 or 3 days a week at Sky View. The REACH classes may help students clear attendance points as well as earning credit. Sign up through your counselor or in the Main Office. There is a \$40 fee.

## **BATC Courses**

The BATC offers summer and evening courses.

## **Online Course**

If you are considering enrolling in online courses, please visit with your school counselor.

## **GRADING AND REPORTS**

Report cards are issued three times each year. They are issued in order that the home and student may cooperate in working for the best interest of the student.

The following terms are used in Grading:

- A Superior quality of work
- B Above average work
- C Average
- D Passing but poor quality
- F Failure - no credit given
- I Incomplete-can change to passing grade if made up within a designated time period.
- NG No Grade- Attendance problems or non credit bearing class.

Grades A and B are recommending grades for college work.

In addition to course requirements, a student must meet the accepted standards of citizenship and behavior consistent with the ideas of the Cache School District and complete the following:

1. Be in attendance the equivalent of 12 trimesters in grades 9,10,11,12.
2. Demonstrate competencies through tests and class work as mandated by the Utah State Board of Education in communications, government, reading, mathematics and a consumer of goods and services.
3. Completion of an Student Educational Occupational Plan (SEOP) developed cooperatively by the student, parents and designated school personnel which includes tentative career goals.

### **PROGRAM LOAD**

Each student should be enrolled five periods per day.

### **HONOR ROLL**

Students who achieve a grade point average of 3.667 will be honored on a school honor roll.

### **SCHOLARSHIPS**

Many scholarships are awarded to our students each year. Students should check with the counselors and Career Center on these opportunities. Some private universities require applications to be sent in between the junior and senior year.

## **SECTION III GENERAL INFORMATION**

### **ASSEMBLIES**

All students are required to attend assemblies. Students should attend school assemblies at their assigned time. Students not wanting to attend the assembly must report to the ISP Room to do homework or read a book for the duration of the assembly. Loitering in the halls during assemblies is not allowed. Assemblies are planned to be educational, informative, and entertaining. Students should be appropriately respectful, quiet, or enthusiastic during assemblies. Assemblies are considered class time, therefore cell phones are prohibited.

### **ASTHMA INHALER**

Under Utah State Law, schools must allow students to carry and use their asthma inhalers at school with signed authorizations from their parents and health care provider. (Authorizations papers are available in the main office).

### **AWARDS**

There are two kinds of awards given at Sky View, School Awards and Special Awards. Special Awards are given by groups outside of the school for various reasons.

School awards are as follows:

1. Certificate of Appreciation: These are given to all elected officers, students involved in publication, and sound and light crew members.



2. Departmental Awards: These are given to the outstanding senior student in each department of our school.
3. Honor Roll: Recognition by public honor roll is given to all students who achieve at least 3.667 GPA. A certificate is given to second trimester graduating seniors who maintain an accumulative 3.667 GPA.
4. Citizenship Award: A Citizenship award is presented to the outstanding senior boy and girl as nominated and selected by administration and staff.
5. National Honor Society: To become eligible for the National Honor Society the following requirements must be met:
  - a. Maintain a cumulative GPA of 3.8
  - b. Take at least one-half (8) of the course load EACH YEAR from the approved list of academic course. A list of approved academic courses is available from your counselor. (also, see PCCR booklet)
  - c. Make a formal written application at the beginning of third trimester.
  - d. Have 90% or better attendance and fewer than 10% tardies (excluding school-excused). Students are eligible to join National Honor Society in their Sophomore, Junior, or Senior year, but they must meet all the requirements every year.
6. SVHS Scholar  
These are graduating seniors who have a 4.0 GPA. They will be honored at graduation and may participate in the graduation program
7. SVHS Valedictorian and Salutatorian  
Each year SVHS will select the top two academic seniors for these awards. The top seniors will be the valedictorian and the next one will be the salutatorian. They will both speak at graduation. Students will be selected for these awards based on the following criteria:  
GPA 4.0  
ACT Score 30%  
Class Rigor 70%
8. SVHS Top Scholar  
Every senior who has at least 3.85 GPA may apply for this award. Five students will be selected for this award, with one being the Top Scholar and the other four will be Runner-Ups. All five may be asked to participate in the Graduation Ceremony. The SVHS Top Scholars will be identified according to the following criteria:
 

GPA (Class Rank)	20 %
ACT	20%
Extra-Curricular	30%
Class Rigor (Weighting)	30%

## **BOOKSTORE**

A student bookstore will be operated near the main hall. It is open during RoCK Hour. School apparel and supplies are available.

## **BUSES**

The following rules will be enforced:

1. Seven minutes will be allowed after school for getting on the bus.
2. The bus loading area is located on the south and west side of the building.
3. Bus drivers are in complete charge of students while students occupy the bus. Drivers are authorized to issue temporary suspensions.
4. Where travel is involved, students who ride the bus to any school sponsored activity must return on the bus unless physically handed over to their parents. Any student who knowingly avoids school officials so that they cannot be transported back from an event will automatically be excluded from bus transportation, except to and from school, for the remainder of their school experience.

## **CATALYST**

The Catalyst, a literary magazine, is published yearly by the school. Any student wishing to submit their original poems, essays or stories may be turned in to any Catalyst staff member. Final acceptance date is near the end of the 3rd trimester. Works to be published will be selected by the Catalyst staff.

## **CELL PHONES**

The Cache County School District has determined that cell phones have limited or no educational value and their use may create a distraction to the learning environment. Possession of a cell phone by a student is a privilege which may be forfeited. Students shall be personally and solely responsible for the security of their cell phones. Cache County School District shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Students may use cell phones before and after school, during passing time between classes and during the lunch break, as long as they do not create a distraction or a disruption or cause the student to be tardy for class. During the ENTIRE CLASS PERIOD, cell phones will be turned off and secured. Cell phones are strictly prohibited in classrooms, locker rooms, restrooms and shower facilities. Cell phones should not be used during assemblies.

At the beginning of each school year, students will be instructed on appropriate cell phone use and policy. Teachers will reinforce the policy in class. Students who chose not to comply with the cell phone policy will be subject to the following consequences:

1. First Offense – The cell phone will be taken by a teacher, or administrator and returned to them at the end of the school day.
2. Second Offense – The cell phone will be taken by an administrator and a parent will be required to retrieve it.
3. Third Offense – The student will lose their privilege to have a cell phone at school.

## **CLUBS**

At Sky View High School, we believe that student clubs enhance student involvement and participation in the school. Clubs may aid students to: develop life-long skills and talents; demonstrate positive attitudes and integrity; learn the value of fair and honest competition; and, instill self-esteem. Copies of the Sky View's Club Policy are available in the front office.

There are two types of clubs authorized by Sky View High School:

1. Curricular Clubs – school sponsored that may receive leadership, direction, and support from the school or school district beyond providing a place during non-instructional time. A secondary school curricular club is a club:
  - a. whose subject matter is taught or will soon be taught in a regular course;
  - b. whose subject matter concerns a body of courses as a whole;
  - c. in which participation is required for a particular course; or
  - d. in which participation results in academic credit.
2. Non-curricular Clubs – student initiated clubs that may be authorized and allowed school building use during non-instructional time. A non-curricular club’s meetings, ideas, and activities are not sponsored or endorsed in any way by a school governing board, the school, or by school or school district employees.

### **Application Procedures**

Curricular Clubs – Faculty members or students proposing a curricular club shall submit a written application. Applications are available in the front office.

Non-curricular Clubs – Students proposing a non-curricular club shall submit a written application. Applications are available in the front office. Non-curricular clubs require annual authorization.

The deadline for new application is May 15th preceding the school year for which the club wishes to be in operation.

### **Club Membership**

Curricular Clubs – Membership is limited to students who are attending Sky View High School.

Non-curricular Clubs – Membership is voluntary. Membership is limited to students who are attending Sky View High School. A minimum of three members is required for a non-curricular club.

There will be no discrimination based on any legally protected category.

### **School Excused Eligibility**

Only curricular clubs are eligible for school excused absences and these must be approved by the administration.

### **Fees**

Curricular club fees must be approved by the School Board and may be subject to fee waiver. Collection and administration of curricular club fees shall be receipted and accounted for by Sky View High School.

Non curricular fees will not be receipted or accounted for by Sky View High School. Fees, and methods for their collection and administration should be outlined in club application. Fees for noncurricular clubs are not eligible for a fee waiver.

### **COMPUTER USE**

To gain access to Sky View computers, students must first have an Acceptable Use Policy signed by their parent/guardian and the student. Students who are found in violation of the policy will result in the loss of computer privileges from one to three trimesters. Other discipline may be used as needed. Downloading music or games is prohibited. Accessing pornographic or indecent material on school property is now punishable by law 53A-11-904.

### **CONSTITUTION**

Copies of the Sky View High School Constitution may be obtained from either the Administrative Office or the Student Body Office.

### **DANCES**

Most school dances will begin at 8:00 p.m. and end at 11:00 p.m. Dress will be determined by the sponsoring group. Attire should conform to school dress codes. In order to reduce costs, Sky View Administration discourages corsages at dances.

Specifically:

Students should be clean and well groomed.

Clothes should sufficiently cover undergarments

No see through or net fabrics, halter-tops, off the shoulder or low-cut tops.

Dresses should be near the knee. Slits should not extend above the knee.

Visitors (non SV students) must have a signed permission slip to attend the dance.

Forms are available in the front office.

### **ELECTRONIC DEVICES**

The District prohibits the use of communication devices, other than cell phones, by students (i.e. two-way radios, pagers, PDA's and laptops with two-way messaging capabilities). In addition, the use of other electronic devices is not allowed if they distract from or disrupt the educational process (e.g. MP3 Players, electronic games, etc.).

### **EXTRA-CURRICULAR ACTIVITY PARTICIPATION**

At Sky View High School we believe that participation in extra curricular activities are an important part of a student's overall educational experience. We want students to perform well both inside and outside the classroom. The following minimum guidelines apply to all UHSAA activities and is the recommended for all extra-curricular activities at Sky View High School including clubs, organizations, etc. Coaches and advisors have the option to increase these requirements if approved with the administration and well published.

Attendance:

All Sky View High School students participating in events sponsored by the Utah High School Activities Association must maintain 90% attendance and have fewer than 10% tardies (excluding school excused) to remain eligible to participate. If a student falls below 90% attendance or has more than 10% tardies at any given time during a trimester in which they are participating, they will be placed on probation.

#### Academics:

To be eligible to participate in events sponsored by the Utah High School Activities Association, a student must maintain a 2.0 GPA and receive no more than one failing grades or two No Grade (NG) in the preceding trimester in which the student is participating. If a student is receiving more than one failing grade at any time during a trimester in which they are participating, they will be placed on probation.

#### Fees:

ALL School Fees (i.e., registration, extra-curricular, class fees) must be paid in full for a student to be eligible to participate in extra-curricular activities (UHSAA, Organizations, Associations, Curricular Clubs, etc.). Fees must be current for a student to try-out for an activity. Fees for an activity are due once the student has been selected as a participant. The only exceptions are for those students who are on fee waiver or who have prior, documented administrative approval. Students must be current on any prearranged payment plans.

#### Probation:

Probation means, the student will miss the next scheduled game, or event and all subsequent events until they are released from probation. A student is released from probation when the student has met the eligibility requirements set forth in the preceding paragraphs.

#### Truancy

Truant behavior will not be tolerated. Following are the minimum consequences for truant behavior.

Truant behavior is anytime a student leaves home for school, but does not arrive; comes to school, but does not attend; leaves school without checking out properly; or obtains permission to go to a certain place, but does not report there.

If a student is found by a law enforcement officer or school official to be “truant”, at any time, the student may be issued a truancy citation or the absence may be logged as truant in PowerSchool. A truancy citation or logged truancy for a student participating in UHSAA activities results in the following:

1. The first violation will result in suspension for eligibility for one week.
2. The second violation will result in suspension of eligibility for one trimester.

#### Appeal:

Students may appeal probation or eligibility decisions by scheduling a meeting with the Athletic Director. According to Utah High School Activities Association policy, no eligibility appeals are allowed once a grade has been posted.

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords 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.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent.
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, D.C. 20202-4605

### **FIREBELL**

The signal for a fire drill is a blasting siren with emergency flashing lights. Students should walk quietly to the nearest exit. Teachers will be responsible for the organization within the room. The signal to return to class is two long bells.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Students cannot be authorized by staff members to leave campus for any reason. Students that need to leave campus must receive a check-out slip from the Attendance Office. This procedure must be followed to protect the staff members from liability problems. Student aides must have a picture ID to leave class.

### **LOCKERS**

Two students will share a locker. You will be responsible for this locker and the combination of the lock. Changing the combination of any lock will cost \$1.00 each. Any destruction to a locker will be charged against the occupants unless reported otherwise. Violations will result in forfeiture of locker privileges. Lockers should always be kept clean and free of any decoration-

type materials. Any exception to this guideline must have administrative approval. School authorities have the right to check lockers.

### **LUNCH**

The cafeteria is located in the E-building. A variety of lunch options are available to students in the cafeteria. School utensils and trays may not be removed from the cafeteria. Students who eat outside will be responsible for placing waste in trash cans.

### **LIBRARY MEDIA CENTER**

Students and teachers are invited to use the Library Media Center to browse, to read and to study. Books and materials may be checked out. No late fines are charged; however, in case of lost or damaged materials, replacement costs will be assessed. While using the Library Media Center be considerate of others.

### **LOST AND FOUND**

All lost and found articles and books should be turned in to the office. Owners must identify lost articles before they are returned.

### **TEACHER/OFFICE AIDES**

In order to be an office aide, or attendance aide, a student must meet the following requirements.

1. Must be a senior or a spring trimester junior.
2. Must have a GPA of 2.5 or better in the previous trimester.
3. Must have 90% or better attendance and fewer than 10 % tardies.
4. Must be in the process of, or have fulfilled the requirements for graduation.
5. May not be an aide in more than one class period.

Aides must maintain good citizenship, 90% attendance and maintain application standards during the entire period of being an aide. Failure to maintain this standard may result in losing the opportunity to be an aide and result in a failing grade. The grade for student aide classes is pass/fail or a D. Any exceptions to the above policies must have administrative approval.

### **OFFICE SUMMONS**

Teachers will honor the Office Summons only if it has the signature of the administrator or office staff.

### **PUBLIC ADDRESS SYSTEM**

The P.A. system should not be used by students. As a general rule, all announcements should be made during the specified Announcement Time. General announcements or announcements affecting small groups should be clearly written and placed in the office before 8:00 a.m. The signature of the advisor should be on the announcement.

### **RoCK HOUR**

The RoCK Hour is based upon Sky View's mission statement which is Relationships, Character, & Knowledge for Life. The purpose of this hour is to create time during the school day to support the following:

1. Academics – Academically, we want every student to be successful. We not only want to ensure every student is passing their classes, but that they are also being challenged by and mastering the curriculum.
2. Extra Curricular Activities – We want every student to be involved in extra-curricular activities. We feel strongly that students who are involved in extra-curricular activities learn important life skills, do better academically, and benefit from involvement in positive activities
3. Character – We believe it is important for students to develop strong character as part of their education including being responsible, self- motivated, and developing good self-management and social skills.
4. Life Preparation – Upon leaving Sky View High School, we want every student to be prepared for the next step in life whether that is college, technical training, or the job market.

What will Teachers be doing during RoCK Hour?

Each teacher will be available for at least 30 minutes of the RoCK Hour to students. This can be at the end, or beginning of the hour. Teachers will use the RoCK hour to support the areas outlined above which will include the following types of activities:

1. Test/Assignment Make-Up
2. Test Preparation
3. Academic Enrichment
4. Study Halls
5. Peer/Adult Tutoring
6. Club/Organization Meetings
7. Intramurals
8. Credit Recovery
9. Counseling/Advisement
10. Student Support Groups
11. Teaching Study Skills/Learning Strategies/Self Management Skills
12. Study Hall
13. Computer Lab Access
14. Office Hours
15. Academic Restoration

How will I know what teachers are doing during RoCK Hour?



Each teacher will post a schedule on their door that indicates the activities they will be offering during RoCK Hour. Teachers will also advertise those offerings to students in their classes. Offerings will also be available on our website.

What other services will be available during the RoCK Hour?

The Counseling Office, Writing Lab, Career Center, Financial Office, and Front Office will be fully staffed during the RoCK hour and available to students.

What is expected of students during RoCK Hour?

It is expected that students will stay on campus during the RoCK hour, will join us for lunch, and take advantage of the many activities that are provided.

### **SCHOOL RINGS AND ATTIRE**

A school ring is available to those students who desire one. Further information may be obtained through the office.

School t-shirts and sweat shirts may be purchased from a number of sponsoring groups.

Students or groups wishing to sponsor any school attire must have approval of the administration.

### **SKATEBOARDS OR WHEELED DEVICES**

No skateboards, roller blades, skate shoes are allowed on campus due to risk of injury, liability to the school.

### **SPECTATOR SUPPORT RULES**

The rules of Region 5 prohibit the use of noise makers at athletic contests. There are several reasons for this. A technical foul may be called on the home team for this infraction. The following rules apply:

Sport	BB	BSK	CC	DR	FB	GO	SC	SB	SW	TE	TR	VB
WR												
Balloons		Yes	No	Yes	No	Yes	Yes	Yes	Yes	No	Yes	Yes
No		No										
Banners		NO	No	No	No	No	No	No	No	No	No	No
No		No										
Confetti		No	No	No	No	No	No	No	No	No	No	No
No		No										
Hand held signs			No	No	No	No	No	No	No	No	No	No
No		No	No									
Laser Light		No	No	No	No	No	No	No	No	No	No	No
No		No										
Miniature sports balls		No	No	No	No	No	No	No	No	No	No	No
No		No	No									

Megaphones	Yes	No	Yes	No	Yes	No	Yes	Yes	No	No	Yes
	No	No									
Artificial noise makers	Yes	No	Yes	No	Yes	No	Yes	Yes	yes	No	No
	No	No	No								
Whistles	No	No	No	No	No	No	No	No	No	No	No
	No	No									
Shirts on Fans	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes									
Paper banners to run through				No	No	No	No	No	No	No	No
	No	No	No	No							
Pom poms	Yes	No	Yes	No	Yes	Yes	Yes	No	no	Yes	yes
	No	no									
Recorded music over PA			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes							
School Band	No	Yes	No	No	Yes	No	Yes	No	No	No	No
	No	No									
Air horns	No	No	No	No	No	No	No	No	No	No	No
	No	No									
Cannons	No	Non	No	No	No	No	No	No	No	No	No
	No	No									

## STUDENT ELECTIONS

Student Elections: In order to be eligible to run for an elected office (Exec. Council, Cheerleader, Class Officer, & BAGA) a student must have a 3.0 GPA in the preceding two trimesters and a record of good attendance for the current year. A record of good attendance shall be that a student has cumulative 90% attendance the preceding two trimesters and not more than 15 tardies per trimester excluding school-excused absences. Elected officers who do not maintain this standard will be put on probation.

## STUDENT PARKING

Students are permitted but not encouraged to drive cars to school providing this privilege is not abused. Students' cars are to be parked in the parking lot south of the gym. Special permits will be sold for students in the north parking lot. The faculty will use the parking area north of the cafeteria. The small parking area in front of the building and circle drive is reserved for visitors and office personnel. All other cars will be ticketed. The following regulations apply to all student drivers:

1. Student vehicles must be parked in designated areas and between the lines.
2. Vehicles are not to be parked in areas where the curb is marked "Office Staff Only", or painted yellow or red. Violators of these regulations will be cited by Cache County Sheriff's officer or Smithfield City Police.
3. Students must not loiter in the parking lot for any purpose during school hours.
4. Students must abide by safety regulations with respect to driving and parking on or around the school ground.

5. Parking passes must be displayed at all times. If a student, is issued a parking ticket because the pass is not displayed, the student remains responsible to pay the parking fine.
6. Students with valid current driver's licenses are eligible to purchase a student parking permit. Permits will be issued on a first come first serve basis.

### **STUDENT BODY CARDS**

Your student body card is your identification, your lunch card, and your media card and is required for admittance to school functions. These are not transferable. A card will be confiscated if used improperly. Your student body card can be replaced for a \$5.00 charge.

### **STUDENTS WITH DISABILITIES**

Students, if you have a disability that may require accommodations, i.e. modifications in testing, assignments, grading, etc., please contact your teachers(s) immediately (first week of class, if possible). Accommodations will be made for all students with documented disabilities. Please contact your school counselor or administrator for other related information concerning accommodation or assistance, including procedures which may apply according to the procedural safeguards under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act.

It is the policy of the Cache County School District and Sky View High School that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, religion, ethnic background, national origin, age, creed, citizenship, or disability in any education program or activity. If such discrimination occurs, please contact your teacher, your counselor, and/or your administrators.

### **Grievance Procedure**

Any student, employee or citizen may file a complaint regarding the Cache County School District's compliance with Section 504 of the Rehabilitation Act of 1973. Procedures for filing a grievance are as follows:

#### **Step 1**

Complaints must be made in writing and forwarded to the District's 504 Compliance Officer at the Cache County School District Office within 30 days of the alleged violation of or non-compliance with Section 504 of the Rehabilitation Act of 1973.

The District's 504 Compliance Officer shall have ten (10) days from the receipt of the complaint to provide a written decision to the grievant.

#### **Step 2**

If the grievant is not satisfied with the decision of the District 504 Coordinator, s/he may appeal in writing to the Cache County School District Superintendent. The Superintendent or his/her designee has ten (10) days from the receipt of the appeal to provide a written decision to the grievant.

#### **Step 3**

If the grievant is not satisfied with the Superintendent's decision in Step 2, s/he may make a written request to the Superintendent for a hearing by an impartial reviewer. The Superintendent will appoint an impartial individual from outside the School District who is knowledgeable about Section 504 to hear the complaint and the District's response. The impartial reviewer shall have 30 days to conduct the hearing on the complaint and provide a written decision to the grievant and the School District.

#### Office for Civil Rights Complaint

A parent is not obligated to follow District grievance or complaint procedures and at any time may file a complaint with the Office for Civil Rights. The appropriate address for the region, which includes Utah, is as follows:

Office for Civil Rights  
U.S. Department of Education  
1244 Speer Boulevard  
Suite #310  
Denver, Colorado 80204-3582

#### **STUDENT DISCRIMINATION**

It is the policy of the Cache County School District and Sky View High School that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, religion, natural origin, age, or disability in any educational program, activity, or employment. If such discrimination occurs, please contact the school administrators at (435) 563-6273.

#### **TELEPHONE**

There is a telephone for use by the students at the front office. Office telephones are to be used for official school business only. Students and teachers will not be called while classes are in session. However, important messages will be delivered promptly to those concerned.

#### **VISITORS**

All visitors should report in at the main office during school hours (7a.m. to 3p.m.). Visitors are not allowed to attend school classes with their hosts.

#### **WITHDRAWALS AND REFUNDS**

Procedure for withdrawing from school:

The student must contact his/her counselor for an interview and complete a withdrawal form.

The refund will be made as listed below:

1st Trimester \$15 deposit fee plus 2/3 of class, activity and locker fees providing no outstanding charges are listed.

2nd Trimester \$15 deposit fee plus 1/3 of class, activity and locker fees providing no charges are listed.

3rd Trimester \$15 deposit fee provided no charges are listed.

Students may make a choice on yearbook refunds up to November. Refunds after this time will be made only upon written approval of the yearbook advisor.

Students withdrawing from school will return their activity card to the office before receiving their withdrawal check. If the card is not returned the fee cannot be refunded.

Seniors forfeit \$5 of their \$15 deposit to pay for the bus trip to Lagoon for Senior day