

Bonneville High School Policies 2018-2019

Student attendance, grades, lunch fees, and teacher contact information is available to all custodial parents/guardians through MyWeber (Portal) Support. The Portal can be set up through Weber School District's website at www.wsd.net.

Activity/ID Card

Students are encouraged to participate in the many activities sponsored by Bonneville High School. Upon payment of the activity fees, students receive an activity card with their picture on it. This card entitles the student to attend many of the school functions held during the year at free or reduced rates. The picture I.D. card is also used for checking out library books, identification for the school lunch program, entrance to school extra-curricular activities, checking in at the attendance office and paying the bookkeeper. It must be used only by the person to whom it is issued. If your activity card is lost, application for a duplicate should be made in the main office at a cost of \$5.00. The \$5.00 fee will be shown on the students account and will need to be cleared as soon as possible. We encourage all students to have their ID cards during lunchtime. Those with their ID card will be served first, those without their ID card will be asked to go to the back of the lunch line. All students enrolled at Bonneville High School are encouraged to wear their identification badge attached to a lanyard or plastic clip (lanyard or plastic clip will be provided at no cost once). In addition to helping provide a safe environment for staff and students, all outside visitors are required to report to the office to obtain temporary ID badges.

Assemblies

Students are encouraged to attend and support assemblies. Inappropriate behavior may result in loss of assembly privileges and or cancellation of the assembly. Students should be prompt going to assemblies and plan on staying during the entire performance. Students are not to leave campus during assemblies. A student who leaves campus during an assembly without properly checking out will be marked truant. Students are not allowed to be in the halls during assemblies.

Attendance/Attendance Credit Loss

Attendance Office:

Text: (385) 626-0051

Phone: (801) 452-4061

Chronic absenteeism is a strong and early predictor of dropping out of school. Chronic absenteeism is defined as missing more than 10% of school. Consistent attendance is important to a student's educational success. Parents, we ask for your help in monitoring and encouraging the attendance of your child. Absences must be called in **(801-452-4061)** or texted in **(385-626-0051)** within 5 days of the absence to excuse a student's absence for illness, bereavement or emergencies. Unless the absence is pre-arranged or verified with a doctor's note, it will affect the student's attendance credit. The number used to call or text will be verified with parent's number in MyStudent. Students checking in or out of school during the day must be checked out through the attendance office and a parent must call/text in before a student will be released. Special arrangements need to be made in the case of prolonged or prearranged absences. Students who are late to class are marked tardy, if less than 15 minutes late. Students who are more than 15 minutes late may be marked absent.

A complete copy of the Weber County School District attendance policy is on-line at www.wsd.net under student services. A summary of important items follows:

Attendance credit loss is generated when a student accumulates five tardies or five absences in a class, or two administrative truancies in a quarter. Attendance credit loss greater than 0.75 must be made up and fines paid to be eligible for extracurricular participation and graduation.

Absence

Five absences in any class during any term will result in a loss of 0.25 units of attendance credit in each class affected. Students will lose 0.25 attendance credit on the 8th absence in their Anchor Time class. Be aware of the following for attendance credit purposes:

- a. Doctor excused absence: A written letter, on letterhead, from a doctor will excuse an absence and *may* not count against attendance credit. All notes are recommendations from doctors and will be individually evaluated for attendance purposes. Each note should be submitted to the attendance secretary within 5 days of each absence.
- b. Parent excused absence: A parent or guardian must call/text the attendance secretary within 5 days of an absence to excuse the absence. Absences must

be excused in order for the student to make up any work missed. A parent excuse still counts against attendance credit.

Tardy

More than four tardies in any class during any term will result in a loss of 0.25 units of credit in each class affected.

Truancies

Truancy is an unexcused absence without parent or teacher/advisor approval. Leaving class or campus during the school day without checking out is considered a truancy, other than during lunch time. (Prior permission to the student's absence must be obtained and proper checkout through our attendance secretary must occur; otherwise a truancy could be issued.)

Two truancies during any term will result in a loss of 0.25 units of credit in each class affected and a suspension could result.

If a student is found truant or marked truant by the administration, a zero may be given for any assignments missed that day.

Pre-Arranged Absences

If parents request to have their student excused from school for a reason other than illness or family emergencies, arrangements may be made in advance. Students pick up and complete a Pre-Arranged Absence Form from the attendance office to have all of their teachers sign. It must be returned to the attendance office prior to the absence. Pre-arranged absences will have no negative effect on attendance credit accumulation.

Check In

Students should check in at the attendance office if they arrive to school after the 7:45am start time. The students will be issued a check-in slip to give to their teachers.

Check Out

Students who need to leave school before 2:30pm must be checked out by the attendance office. Students will be allowed to check out only with parent

permission. Parents may call or text ahead of time to check a student out. Please avoid checking a student out in the last 30 minutes of school.

Attendance Credit Make-Up Options & Procedures

All attendance credit loss over .75 must be made up before graduation and to meet eligibility requirements for athletics, school sponsored club competitions, student aides, student government, and all other activities in which students represent Bonneville High.

All attendance credit make-up must be pre-approved by the attendance secretary or an administrator. Students needing to make up attendance credit loss (student has more than .75 overall credit loss) will be required to meet with the attendance secretary. Each quarter credit (0.25) of attendance loss will require the student to choose from the list of recovery options below and a restoration fee of \$15.

Attendance credit will be reinstated after the chosen option is completed and the fees are paid to the bookkeeper. The receipt for payment of these fees must be given to the school attendance secretary. No more than \$90 will be assessed to any student during his/her high school career for attendance credit make-up. All community service must be selected from Bonneville High's list of approved community service sites or be pre-approved by an administrator. **Community service hours worked at a non-approved site will not count toward attendance credit make-up.** Service hours performed at Bonneville High School will require pre-approval of school administration and will restore .25 attendance credit for every 5 hours of work done at the school.

Attendance Recovery Options:

- **Two Weeks Perfect Attendance:** 10 consecutive school days with no absences or tardies. Restores 0.25 of attendance credit loss. May be used multiple times.
- **Clean Quarter:** A student attending one quarter without losing attendance credit in all classes may restore one full **previous** quarter of attendance credit loss (Seniors may not use 4th quarter). This makeup option may be used more than once. There is no limit to the amount of “clean quarters” that can be earned!
- **Attendance Credit Recovery Class*:** The class will consist of 10 total hours and will restore up to 0.75 of attendance credit loss. This class may be taken multiple times per school year. Students are expected to work on academic items during the class. (*See contract for additional requirements for credit).

Other Opportunities (must be pre-approved by attendance secretary or administrator):

- **Parent/Teacher Conferences:** Pre-approved from the attendance secretary. Students may earn up to 0.50 for volunteering.

- **Goldenwest 5k Fun Run:** Offered in conjunction with PTSA. Verified participation and registration are required for credit.
- **PTSA Event Volunteers:** Students may volunteer up to 60 hours maximum.
- **Career Day Attendance/Participation:** Attend the school sponsored career day. Forms must be turned in to the attendance secretary within 30 days for credit.
- **School Service Hours:** Activities include but are not limited to: cleanup after games/activities, weeding and planting, set up and take down of theater backdrops/scenery, field prep/clean up, summer office help. (Can be done at any school within WSD.)
- **CTC Events:** Students can take part in and attend “Communities That Care” events. Attendance credit reduction will be determined by the administration.
- **Community Service Hours:** Offered only after all other options have been used/presented. Hours must be pre-approved with the attendance secretary PRIOR to work being performed. Hours will be accepted by approved sites ONLY. Additional requirements apply. (All community service must be selected from Bonneville High's list of approved community service sites or be pre-approved by an administrator. Community service hours worked at a non-approved site **will not** count toward attendance credit make-up. Service hours performed at Bonneville High School will require pre-approval of school administration and will restore 0.25 attendance credit for every 5 hours of work done at the school.)

BE AWARE: Any fundraiser that involves the exchange of a product, i.e. food items, certificates etc. are NOT allowed as community service hours.

Cell Phones and Digital Media Devices

Bonneville High School will follow policy 5300 with regards to cell phones and digital devices. Violation of the *Bonneville High School Digital Media Devices Policy* gives the school administrator or designee your consent to search the contents of the device based on reasonable suspicion that it contains evidence of a violation of school rules or policy.

This cell phone/digital media devices policy does not apply to the sanctioned use of cell phones/digital media devices by students under the direct supervision of their teachers for educational purposes, medical, or emergency situations.

Use of cell phones for inappropriate reasons while on campus may be cause for discipline. This includes, but is not limited to:

- Cheating
- Sexting
- Harassment
- Cyber Bullying
- Filming/sharing Fights
- Any use that is inappropriate or disruptive to a positive learning school environment.

Video camera and audio recorder use is strictly prohibited in the restrooms, locker rooms, and private dressing areas of the school. In addition, pictures and/or film may also be viewed and deleted and/or given to the proper authorities if deemed inappropriate by school administrators.

It will be considered a violation if the student's cell phone or electronic device disrupts the class. Students are expected to cooperate in handing over cell phones and digital media devices when requested. Upon request, students are not allowed to take out the SIM cards or batteries. Students insisting on doing so are in violation of "failing to comply" and appropriate action will take place. Students may be suspended for repetitive violations of this policy and/or related insubordination.

During class time, teachers are the directors of their classrooms and can determine appropriate times for appropriate uses of electronic devices. Phones are available for student use in the Main Office and in the Counseling Center in case of a school issue or emergency.

The taking or sharing of obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs will not be tolerated. Violations will be referred to law enforcement.

Students who bring digital media devices on school property or to school activities do so at their own risk. The school is not responsible for lost, stolen or damaged electronic equipment. School officials will do their best to guard and protect confiscated cell phones or other digital media devices but are not responsible for loss, damage, or theft.

Students are strictly responsible for their own digital media devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

Violation of the *Bonneville High School Digital Media Devices Policy* gives the school administrator or designee your consent to search the contents of the device based on reasonable suspicion that it contains evidence of a violation of school rules or policy.

Violation of the cell phone/electronic device policy will be as follows:

1st offense: Warning: Phone/Digital Media device is taken by the teacher and then returned to the student at the end of the same class period the device was confiscated. Teacher will note cell phone misuse in the tracking system.

2nd offense: Cell phone/Digital Media device will be taken away and given to the office during pass time after the class period it was confiscated. The device will be kept in the office until the end of the school day. The student's name will be recorded and the item may be picked up after school by the student. Parent contacted.

3rd offense: Cell phone/Digital Media device will be taken away and kept in the office. The student's name will be recorded and the parent/guardian is required to pick up the device.

4th offense: Cell phone/Digital Media device will be taken away. The student will be suspended for one day and the item will be returned to the parent/guardian. Any subsequent violation of the digital media device policy will result in extended periods of suspension from school.

Clubs/Groups

Bonneville High School has both clubs and groups for student activities. **Clubs are organizations directly related to the school curriculum. Groups are not directly related to the curriculum and are initiated by students enrolled at Bonneville.**

Students are urged to broaden their interests and abilities by joining one or more of the clubs/groups. Most clubs/groups meet before or after school on a regular basis. Each club/group is directed by a faculty advisor and elects its own officers. All clubs/groups must be chartered through student government. An application for chartering a new club/group may be picked up from the administrator assigned to clubs/groups. All clubs and groups must have a school advisor, selected by the principal. With groups, the advisor will monitor all meetings held on school premises but does not participate in any activity or discussion of the group. Groups are not sponsored or supported by the school or district but are recognized for purposes of granting a place within Bonneville High School to meet during non-instructional time. Groups are not permitted to make announcements or hang fliers without prior permission. Groups will not be featured in the yearbook. Groups are permitted to use the building as long as permission is granted and undue stress is not placed on the building or employees. Other use of facilities (athletic fields, equipment, etc.) are not permitted unless such is rented out as would any third party. Rules and regulations for both clubs and groups are available in the office. **Each club or group must have a charter and a parental agreement signature giving permission for their student to be in that particular club or group.**

Conduct

Students are expected to behave in a manner that will be a credit to themselves, their family and Bonneville High School whether at school or at school sponsored activities. They should take pride in their dress, language, and how they treat others. Students are expected to treat others with respect and to be truthful and honest. They are expected to be polite to other students and staff members, and avoid unruly or confrontational behavior. Abusive or verbal conduct toward students and staff members such as; verbal or physical threats, harassment, profanity, intimidation, gestures, or physical contact such as pushing, physically assaulting or fighting, or inappropriate displays of affection, will not be tolerated and could lead to suspension/removal from Bonneville High School. If a person's behavior hurts someone, or makes someone feel unsafe, or uncomfortable, it is harassment. Conduct that occurs off school grounds may be cause for suspension/removal from Bonneville High School, should such conduct cause a significant disruption at school. Student Conduct policies can be found at www.wsd.net under board policies 5200.

Controlled Substances

The use or possession of tobacco, e-cigarettes, alcohol and other intoxicants or any other controlled substance of any kind is prohibited on school property or in any building owned or operated by the Board of Education. The use or possession of any of the above substances is prohibited off the school grounds at a school activity, function or event as well. Infraction of rules will lead to mandatory referral to proper authorities. Suspension from school, placement on a Non-Use Contract and/or referral to Weber County Drug and Alcohol Assessment may also occur. Students who use social media with the intent to sell items that violate this policy will be considered in violation of policy 5200. Refer to Weber School District Policy 5200 for further information.

Dances

Dress standards for dances should be followed. Semi-formal or formal wear may be required for some dances. All students, as well as candidates for dance royalty, shall abide by the dress standards of the dance. Appropriate behavior is also enforced. Inappropriate behavior and/or dress could result in: students being turned away from attending the dance, being asked to leave the dance, suspension, and/or could be kept from attending/participating at other future extracurricular activities as deemed by administration. Friday and Saturday night dances will begin at 8:00 p.m. and end at either 10:00 or 11:00 p.m. Student ID cards will be mandatory to enter dances. Students from other schools that wish to attend Bonneville High School dances must be attending with a Bonneville student and have a guest participation form filled out completely with appropriate signatures from their school principals prior to entrance in the dance. Bonneville students can only bring one guest from another school with them. Those that are participating in the dance; excluding chaperones, must be in high school, or if not in high school, 19 years of age or younger. Students in 9th grade or younger are not permitted to attend Bonneville High School dances. If a dance guest no longer attends high school, regardless of age, and cannot obtain the proper signatures, Bonneville administration will use any available resources to determine the eligibility of the guest to attend the dance. Bonneville administration has the final say on all dance participants ability to attend.

Dances – Semi-Formal & Formal Dress Standards

Semi-Formal/Best Dress Dances

- Dress slacks w/ a collared button-up shirt
- Shirt must be buttoned at least $\frac{3}{4}$ of the way up the shirt
- If a tie is worn, the tie must be kept around the neck.
- Dresses will be worn to all Semi-formal/Best Dress dances.

- Dress Length: Hemline will be determined by an extended arm to the fingertips.
- Coverage: The dress must cover the area from the “armpits to the fingertips”
- Open-backed dresses can only be open a maximum of ½ way down the back
- No strapless dresses without a shawl.

Formal Dress Dances

- Tuxedo
- Suit and tie
- Dress slacks w/sport coat/shirt and tie
- Gown
- Dress Length: Hemline will be determined by an extended arm to the fingertips.
- Coverage: The dress must cover the area from the “armpits to the fingertips”.
- Open-backed dresses can only be open a maximum of ½ way down the back.
- No strapless dresses without a shawl.

Please Note:

The student may be asked to go home and change their attire to conform to the outlined standards. Dance dress code violations will be determined by the school administration working the dance.

Dress Code

Bonneville High School students are expected to “Dress for Success” by exhibiting modesty, respect, and pride in their appearance, dress and grooming. Appropriate school dress is important to the educational performance and attitude of students. Clothing and apparel worn at school should focus a student’s attention toward the purpose of school, learning and on doing his or her best.

School Dress Code (Applies to both genders)

Clothing worn at school must be modest and not distracting.

Clothing must be size appropriate: No extremely revealing clothing, No excessively saggy or baggy clothing, No exposed underwear

Pajamas: No pajama bottoms, tops, slippers or other sleepwear

Shirts, tops, and dresses: Shorts, skirts, and dresses must extend to mid-thigh or lower. Sleeves should go to the ball of the shoulder and armhole. No low backs, deep scooped necklines, exposed cleavage (or see-through or semi-transparent materials. Underclothing must not be visible. Midriff or bare back must not be

exposed when involved in normal school activities such as walking, sitting, bending over a desk, raising hand, etc.

Shorts, skirts, and dresses: Shorts, skirts, and dresses must extend to mid-thigh or lower. No mini-skirts, mini-dresses or short shorts at school are allowed. Leggings, tights, etc. can be worn but must not be sheer. Clothing cannot present an actual distraction or disruption to the educational process. A slit in a dress or skirt may not extend higher than mid-thigh. Layering clothing items does not change the school policy regarding skirt or dress length.

Accessories: For safety and security purposes, **NO HEADWEAR** is allowed on campus. (i.e. hats, bandanas, sweatbands, hoodies)

Headwear should be removed prior to entering the building in the morning and remain off until the end of the school day at 2:35. Headwear may be confiscated and would need to be picked up by the student or parent at the end of the school day. Potentially dangerous apparel items such as spiked clothing, large or long chains-8 inches or longer, or unsafe accessories will not be allowed. Clothing, accessories or hairstyles which cause a significant distraction to learning are not allowed.

Miscellaneous: Clothing will not be permitted that is sexually provocative, mutilated, displays offensive language or slogans, advertises or alludes to substances a student cannot legally possess, or is gang related.

State health code requires that shoes be worn in school at all times.

Student dress expectations are encouraged at all times and will be consistently enforced during school hours from 7:30am to 2:30pm.

Disciplinary interventions for noncompliance may include:

Students may be sent home to change or asked to wear school provided attire, etc. in order to meet dress code.

1st Offense: Warning with documentation on Discipline Tracker.

2nd Offense: Parent notification with documentation on Discipline Tracker.

3rd Offense: Parent notification by administration with documentation on Discipline Tracker and possible suspension.

Fighting/Bullying/Hazing

Fighting or any physical confrontation at school or at any school function will be cause for immediate suspension and result in a school/district contract. Subsequent fights will result in a district referral, police referral, and/or possible loss of an

opportunity to attend Bonneville High School. Filming and sharing of fights is a violation of the cell phone policy and may result in disciplinary action.

We will not tolerate threats or hazing and will enforce the district Safe School Policy and will involve the local law enforcement agency. See the districts Safe School Policy 5200 for more detailed information. A student may be suspended for intentionally or knowingly committing an act that is done for the purpose of placing a school employee or student in fear of physical harm to the school employee or student or harm to property of the school employee or student. A student may be suspended for cyber bullying which is the use of e-mail, instant messaging, chat rooms, cell phones, or other forms of information technology to deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of physical harm to the school employee or student; or harm to property of the school employee or student. If a person's behavior hurts someone, or makes someone feel unsafe, or uncomfortable, it is bullying/harassment. Bullying/harassment that occurs off school grounds may be cause for suspension/removal from Bonneville High School, should such conduct cause a significant disruption at school.

Hazing and initiation activities are considered to be forms of harassment and will not be tolerated at Bonneville High School, regardless of where it occurs. Any student who participates in hazing or related initiation activities, or conspires to engage in hazing will face immediate disciplinary action, up to and including suspension, expulsion, law enforcement referrals, and loss of participation in extracurricular activities.

Fundraising

All monies raised through school/program fundraisers, events, or donations become the property of the school and the program for which they were raised or donated. Funds raised through these methods are not the property of individual students or parents and will not, under any circumstance or for any reason, be refunded, cashed out or given back to individual students/parents. Students raising more funds than requested by their coach, advisor, or program do so for the benefit of the program and/or the school.

Likewise, if a student or parent pays for expenses associated with a particular program (i.e. player packs, team camp costs, Nationals competition travel, etc.) and then later raises funds through a school fundraiser, money is not refunded to students or parents to cover previous expenses for which they paid.

Hall Passes

All students should have a hall pass any time they are in the halls during class time. Students without a pass will be sent back to class to get a pass. There should be one student per hall pass.

Parking

All vehicles parked in a Bonneville student lot, during school hours, must display a student parking pass. Parking passes can be purchased in the front office for \$10. The pass must be displayed so it can be easily seen and identified. Parking is on a first come, first serve basis. Students who do not follow the parking regulations are subject to school and/or city fines. School parking fines are \$10 per incident. All ticket questions should be addressed within 10 days. It is the student's responsibility to understand the parking regulations. There are four student parking lots on campus, including the annex lot. However, cars parked in the annex lot must be moved by 4:00 p.m. for our Driver's Education classes to begin. Vehicles not moved by 4:00 p.m. risk being towed at the owner's expense.

Per Weber School District policy 5300, students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobile on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion. Such patrols and inspections may be conducted without notice and without student consent.

Schedule Changes

Every effort has been made through counseling and careful scheduling to assure that students are registered in courses appropriate for graduation. Schedules have been built and teachers hired to cover specific classes requested by students. The schedule is **very** tight and most classes are at capacity. Counselors are available by appointment to assist with schedule problems. A fee of \$10.00 will be assessed for schedule adjustments, with the exception of computer errors or school required changes for which no fee will be charged. Schedule changes will not be completed until the fee, if required, is paid. Exceptions may be made when approved by administration.

- The class change application forms must be completed with all required signatures. Sometimes this process also requires a conference with an administrator, the drop teacher, the student, parents and the counselor.
- The class change application must be turned in to the counselor and the required \$10.00 class change fee paid prior to any class changes taking effect.
- Students will have 2 school days from the date of the request (**not** 2 A or 2 B days) to get the required teacher and administrator signatures. Failure to return the completed paperwork within that time frame will result in the forfeiture of the class change request.

- The class change will only be considered if there is room in the class being requested. Do not ask counselors to overload a class. Do not ask the teacher to overload his/her class.
- Class changes **will not** be considered after the first 2 A days or 2 B days of the semester. This is adequate time for a student to know if the class in question will be agreeable.
- Teacher-to-teacher switches will not be considered without prior teacher/parent/student interventions.
- If the change is approved, all work missed in the new class is required to be made up. It's not excused because a change is done!
- No changes are made after midterms as this is 4 ½ weeks into the quarter.
- We cannot accommodate teacher requests. The class loads are balanced.

Skateboards/Roller Blades/Scooters

These items are not permitted to be ridden or worn in the building or on school property.

Sexual Harassment, Hazing or Assault

Every student has the right to feel safe and accepted. Sexual harassment, hazing or assault will not be tolerated at Bonneville High School. Unwanted verbal or physical advances exchanged among students are inappropriate behaviors and are in violation of the Civil Rights Act. Unwelcome sexual gestures or advances can have a negative impact on both genders. The difference between good natured, harmless fun and sexual harassment is how it makes the other person feel no matter what the intent. A student shall not cause bodily injury to another student or commit any act that degrades or disgraces any person at any time on school grounds or during transportation to and from school or school sponsored events.

Students in violation of these policies are subject to disciplinary action that could include immediate suspension, referral to the district office, alternative school placement, and/or referral to the law enforcement agency, if circumstances warrant. If a person's behavior hurts someone, or makes someone feel unsafe, or uncomfortable, it is harassment. These policies are enforced regardless of whether the person against whom the conduct is committed, directed, consented to, or acquiesced in the conduct.

Visitors

Parents and other school patrons visiting the school must first check in at the office and obtain a visitor's pass. Visitors include, but are not limited to: siblings, young children, friends or relatives from out of town. Students from other schools are not

allowed on campus during school hours unless the visit has been approved by the administration. Please notify an administrator if you see a person whom should not be in the building. Any violations of this policy may lead to a No Trespassing Notice.

Weber Online

Students can now take online courses through Weber Online. These courses are taught by Weber School District Teachers and are offered at no cost to Weber District Students. For information regarding Weber Online, talk to your school counselor or visit the website: weberonline.wsd.net

Policies may be updated as needed to reflect the needs of the school.