

Bonneville High School Policies 2015-2016

Activity/ID Card

Students are encouraged to participate in the many activities sponsored by Bonneville High School. Upon payment for 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. It must be used only by the person to whom it is issued. If, for some reason, 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. 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, and paying the bookkeeper. We encourage all student to have their ID cards during lunch time. 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 to provide a safe environment for staff and students, all outside visitors are required to report to the office to obtain temporary ID badges.

Attendance/Attendance Credit Loss

801-452-4061

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.

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 within 5 days of the absence at 452-4061 (24 hours) to excuse a student's absence for illness, bereavement or emergencies. Students checking in or out of school during the day must be checked out through the attendance office and a parent must call in before a student will be released (see **Bonneville's Attendance Policy/Check-Out Procedures at www.bhs.wsd.net for more information**). Absences will still count against attendance credit unless a doctor/dentist note is provided or they have been pre-arranged (see Pre-Arranged absences section below). Special arrangements need to be made in the case of prolonged or prearranged absences. If a student's illness causes him/her to be absent more than four consecutive days, please provide a doctor's note to prevent the absences from counting against his/her attendance credit. Students who are late to class are marked tardy, if less than 15 minutes late. Students who are more than 15 minutes late will be marked absent.

A complete copy of the Weber County School District attendance/citizenship policy is online 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 .75 must be made up through community service efforts and fines to be eligible for extracurricular participation and graduation.

Absence

To excuse an absence for illness, bereavement or emergencies, a parent must call the attendance office at 452-4061 (24 hr. number) within 5 days of the absence.

Students who arrive late or leave early for appointments or emergencies must check in/out at the attendance office BEFORE leaving. Parents must call before student will be released. Students who choose to leave campus without following the checkout procedure will be automatically marked truant, regardless of whether a parent calls or not.

More than four absences in any class during any term will result in a loss of .25 units of attendance 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 .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.

Tardy

More than four tardies in any class during any term will result in a loss of .25 units of credit in each class affected.

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.

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, team events, 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 coordinator or an administrator. Students needing to make up attendance credit loss (student has more than .75 overall credit loss) will be required to fulfill community service requirements. Each quarter credit (.25) of attendance loss requires 10 hours of community service and a restoration fee of \$15. Attendance credit will be reinstated after necessary fees are paid to the bookkeeper. The receipt for payment of these fees must be attached to the community service credit sheet/contract obtained from 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. \$15 fine with a maximum of 60 service hours performed at Bonneville High School.

Guidelines of the Attendance Credit Makeup Policy are:

Community service hours and other attendance recovery options can only be made up at pre-approved sites and must be pre-approved by the attendance coordinator.

- The attendance coordinator may contact any person/organization associated with attendance credit make-up to verify a student's performance and/or hours worked.
- Community service hours worked at a non-approved site will not count toward attendance credit make-up. Hours worked must be on-site, in the presence of the approved supervisor, and work cannot be taken home to complete.
- Approved supervisors cannot be related to the student nor have a personal connection to the student/family.
- Students may not miss any class time to make up hours. If this is the case, the hours worked while the student was missing class will not be counted.
- Only 100 hours will be accepted at any one site/organization.
- Students may not receive pay or other benefits for hours worked.
- Organizations must be non-profit and community based.
- Hours worked must be documented on the school's community service credit sheet/contract and signed by the pre-approved supervisor.
- All work completed for a teacher or school must be turned in during the quarter the work is completed.

Attendance Recovery Options: (Note: all options may not be offered at each school)

- **Parent/Teacher Conferences:** Pre-approved from the attendance coordinator. Students may earn up to .50 for volunteering. Offered during Back to School Night and 1st and 3rd terms only.
- **Attendance Credit Recovery Class:** Offered four (4) times per year. The class will consist of 15 total hours and will restore up to 1.50 of attendance credit loss. This class may be taken two multiple times per school year.
- **Clean Quarter:** A student attending one quarter without losing attendance credit for absences/tardies in any class may restore one full previous quarter of attendance credit loss (.25). This makeup option may be used more than once. If you are a SENIOR, the clean quarter does not apply during 4th quarter. There is no limit to the amount of “clean quarters” that can be earned! Clean quarters must however be earned during the year in which they are used to restore attendance credit loss.
- **Two Weeks Perfect Attendance:** 10 consecutive school days with no absences or tardies. Restores .25 of attendance credit loss. May be used multiple times.
- **School Marathon Events:** (i.e. Walk/Run/Crawl, etc) Verification of participating in these events must be done through the coordinator of the event. (Typically, the running number or a stamped form after the race must be turned in.)
- **PTSA Event Volunteers:** Students may volunteer up to 60 hours maximum.
- **Career Day Attendance/Participation:** Attend the school sponsored career day. Valid for 20 days after completion.
- **School Service Hours:** To encourage students with attendance issues to “give back” to the school/district. These activities include but are not limited to...cleanup after games/activities, weeding and planting, etc. (Can be done at any school within WSD.)
- **Fundraisers:** Any fundraiser that involves the exchange of a product, i.e. food items, certificates etc. will not be allowed for community service hours.
- **CTC Events:** Students can take part in and attend “Communities That Care” events. Attendance credit reduction will be determined by the administration.

For a current list of approved community service sites and other options, please contact the attendance secretary at 801-452-4061.

Cell Phones and Digital Media Devices

The appropriate use of cell phones, social media and other electronic devices will be permitted before and after school hours and in the hallways during student passing periods as well as in the lunch room during the student's lunch period. Use of cell phones for inappropriate reasons while on campus, such as cheating, sexting, harassment or any use that is inappropriate or disruptive to a positive learning school environment, will be cause for discipline. Students are not permitted to leave class to use a cell phone or electronic device. It will be considered a violation if the student's cell phone or electronic device disrupts the class. Phones are available for student use in the Main Office and in the Counseling Center in case of a school issue or emergency. Students are expected to cooperate in handing over cell phones and digital media devices when requested. During class time, teachers are the directors of their classrooms and can determine appropriate times for appropriate uses of electronic devices.

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.

Video cameras, picture cameras, and camera phones are never permitted on campus during school hours, unless for the authorized purpose of the multimedia class. Video camera, and audio recorder use is strictly prohibited in the restrooms, locker rooms, and private dressing areas of the school. Game devices and cameras may only be brought according to the specific guidelines of a teacher. 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. Filming/taking pictures on school campus during school hours must be under the direction of the multimedia teacher. Violation of the camera policy will require the same consequences as other electronic devices. 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.

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 between during pass time of 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: Suspension, 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.

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 and/or referral to Weber County Drug and Alcohol Assessment may also occur.

(Refer to Weber School District Safe School Policy.)

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 body ID cards will be mandatory to enter dances. Students from other schools that attend Bonneville High School dances must have a guest participation form filled out completely with appropriate signatures from their school principals prior to entrance in the dance. Those not of high school age (see below for age requirements) will need to fill out the guest participation form as well. Those that are participating in the dance; excluding chaperones, must be in high school, or if not in high school, 20 years of age or younger. 9th grade students and younger are not permitted to attend Bonneville High school dances.

Dances – Semi-Formal & Formal Dress Standards

Semi-Formal/Best Dress Dances

- **Young Men**
 - 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.
 - No jeans.
- **Young Women**
 - 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 $\frac{1}{2}$ way down the back
 - No strapless dresses without a shawl.
 - No jeans.

Formal Dress Dances

- **Young Men**
 - Tuxedo
 - Suit and tie

- Dress slacks w/sport coat/shirt and tie
- **Young Women**
 - 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. BHS will have shawls available.

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

The Board of Education of the Weber School District recognizes that standards of proper dress and grooming affect the behavior of students attending school. Bonneville High’s dress code promotes safety, personal hygiene, and a proper academic environment. Students are expected to maintain a type of dress that is clean, modest, and not distracting to teachers or other students and not detrimental or disruptive to the educational process. Emphasis is placed on neatness, cleanliness, safety, and modesty in personal appearance. Bonneville High School is committed to preparing students for the world of work. This includes teaching proper etiquette. Therefore, the following standards for dress and appearance:

1. Clothing not ordinarily worn in the workplace may not be worn at school (i.e., robes, pajamas, house slippers, mutilated clothing, etc.).
2. Shoes (including sandals and flip flops) must be worn at all times. (More restrictive shoe requirements may be required for safety reasons in some classrooms).
3. Shorts, skirts, and dresses must extend to mid-thigh length or lower. No miniskirts, mini dresses or short shorts at school. Leggings can be worn but must not be sheer. Clothing cannot present a distraction or disruption to the educational process.
4. Shirts and tops may not have bare midriffs or be revealing at the neck, stomach and/or arm holes. Tank tops, athletic undershirts, halter tops, spaghetti strap shirts, and bare midriff shirts are not allowed at school. Shirts and tops must cover the shoulder to the end of the shoulder. Sleeves do not need to cap the shoulder but the shirt/top must go to the edge of the shoulder.
5. Underwear may not be worn outside of or on top of other clothing, or where it is exposed or can be seen. Sagging pants must not reveal underwear.
6. Clothing with designs, printed words, or slogans that are suggestive, obscene, in poor taste, promote violence, or that refer to a substance or activity which is illegal for a

- minor will not be allowed. Clothing which refers to ale, beer, or other alcoholic beverages, smoked or smokeless tobacco, breweries, or illegal drugs may not be worn.
7. For security purposes, hats or other types of head covering such as scarves, hoodies, bandanas, etc. may not be worn in the building. Head coverings will be confiscated if worn in the building. Good manners dictate that no head-wear be worn.
 8. Sunglasses may not be worn in the building except under doctor's note.
 9. Hair or makeup which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at school will not be allowed, as determined by the administration.
 10. Clothing attachments, jewelry, or accessories which could be considered weapons, which could pose a potential risk of injury to the wearer or other, or which could be considered to be disruptive to the educational process may not be worn. Chains longer than 8 inches may not be worn.
 11. Inappropriate and distracting tattoos may not be displayed. Tattoos with designs, printed words, or slogans that are suggestive, obscene, in poor taste, or that refer to a substance or activity which is illegal for a minor will not be allowed. Tattoos which refer to ale, beer, or other alcoholic beverages, smoked or smokeless tobacco, breweries, illegal drugs, or promote violence may not be displayed.
 12. Performance attire and/or team uniforms should reflect good taste and modesty even though they may not meet the above dress code. They may not be worn in the classroom during the school day unless approved by the administration.
 13. Costumes are not to be worn at school. For security purposes, masks are also prohibited on campus.
 14. Bonneville High School reserves the right to prohibit any items of clothing or appearance which may cause a disturbance or distraction to an orderly school environment, i.e., bandannas, jewelry, chains, etc. that are disruptive or might be a safety concern.
 15. Gang related clothing, attire, and fashion is prohibited. Gang apparel and fashion changes, and new trends will be enforced as we receive information from our local gang task force and local law enforcement.

❖ Violations of the dress code policy will result in disciplinary action:

- **First offense:** The student will be warned and the incident will be recorded on the discipline tracker. The student will be required to change inappropriate clothing. If the violation involves a head covering, the head covering will be confiscated and taken to the office. The student may pick up the head covering after school.
- **Second offense:** A parent/guardian will be contacted and the student will be required to change inappropriate clothing. If the violation involves a 2nd head covering violation, the head covering will be confiscated, taken to the office, and returned to a parent/guardian after school. The incident will be recorded on the discipline tracker.
- **Third offense:** The student will be suspended for one day and a parent/guardian will be contacted. The incident will be recorded on the

discipline tracker. If the incident involves a 3rd head covering violation, the head covering will be returned to the parent/guardian.

- Any subsequent violation(s) of the dress code policy will result in extended periods of suspension from school.

Any violation of the dress code policy will follow the above due process tiered disciplinary actions/consequences.

Fighting/Bullying

Fighting or any physical confrontation at school or at any school function will be cause for immediate suspension of both participants. Subsequent fights will result in a district referral, police referral, and/or possible loss of an opportunity to attend Bonneville High School. 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.) 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, pagers, 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.

Harassment/Bullying/Hazing

Harassment is any unwanted behavior, speech, writing, or pictures directed at any individual or group. Harassment is not defined by the intent of the person doing the harassment. If a person's behavior hurts someone, or makes someone feel unsafe, or uncomfortable, it is harassment. A person who feels that he/she is being harassed should first inform the individual that the harassing behavior is unwanted and must stop. If the harassment continues, the harassment should be immediately reported to an adult, teacher, counselor, administrator, resource officer, or parent. Harassment/Bullying 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.

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.

Asbestos Notice

“Federal regulations require that schools be inspected for the presence of asbestos, a toxic material that has been used in the construction industry for a number of years. This school has been inspected for asbestos containing materials and the results of the inspections are contained in the Asbestos Management Plan. The Asbestos Management Plan is available for your preview at this school, the District Office, or a copy of the plan can be provided to you for the cost of reproduction.”

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:

<http://weberonline.wsd.net/>

Students may also take online courses through the Statewide Online Education Program, for information regarding a description of the Statewide Online Education Program, the purposes of

the program, who is eligible to enroll, and how to enroll, visit this website:
<http://www.schools.utah.gov/edonline/>.

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 and have a week to be rectified. 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.