



# COPPER HILLS HIGH SCHOOL

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# Grizzly Guidelines

Copper Hills Student Policy Manual

2019 Edition (rev. 7/17/19)

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## General Information

### Accidents

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

### Cooperative Work Education (CWE)

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

disciplinary actions by the administration. Also, CWE students may not take nonCWE students off campus. If caught doing so, may result in loss of CWE privilege.

## Counseling and Guidance Service

Counseling and guidance services are available to all students. These services include crisis, academic, and individual counseling on an as needed basis dealing with home, school or other concerns. Counselors will also provide counseling in student educational occupational planning (SEOP), interpretation of test scores, career information, college admission/scholarship information, study skills and class/schedule changes (\$5 charge for each nonessential schedule change, \$10 for multiple changes). The Counseling Center hours are from 7:00 a.m.– 3:00 p.m. Students may be seen on a walk in basis during these hours based on counselor availability. Students seen during class time must check in with their teacher first and have a hall pass/excusal note. To schedule an appointment with a counselor or the school psychologist during these hours, please email the counselor directly with the schedule request or call 2565320. See the Copper Hills High School Counseling Center web page for more information. <http://www.copperhillshigh.org/guidance>

## Disclosure Statements

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

## AS67 – Discipline of Students

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

1. First minor offense: The driver may give a verbal warning.
2. Repeated Minor Offenses and serious First Offenses: The driver may issue a student ticket, providing copies for the parents and school administrators and transportation department.
3. Continuing Problems and Repeated Offenses: The driver may issue a “Second Offense” ticket, providing copies for the parents, school administrators, and transportation department. The school administrator may implement disciplinary procedures.
4. When Student Behavior Poses an Immediate Threat to Safety:

The driver may have the authority to perform one or all of the following:

- a. Stop the bus and restore order.
- b. Remove the student from the bus at a regular bus stop or at the school.
- c. Call for assistance from the Transportation Department, District Security, or local police department.
- d. File a ticket with parents and school administrator and the transportation department.
- e. Corrective disciplinary measures determined by the school administrator according to the procedures outlined in Policy AS67 – Procedures for Student Disciplinary Action.

## AS96 – Extracurricular

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

To participate in any UHSAA competition, an individual must be a full-time student in the school he/she wishes to represent. No student shall be eligible to represent his or her school if he or she is failing more than one subject or has a GPA of less than 2.0 in the quarter prior to participating, which includes tryouts. Where a student

has failed to meet the minimum requirements set forth above, he or she shall also be ineligible for participation in UHSAA or Region II activities in the succeeding grading period. Incompletes and no grades (NG) are computed as F's for eligibility.

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

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

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

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

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

## Guardianship

Guardianship is established in only two ways:

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

Aunts, uncles, brothers, sisters, grandparents, etc. are not guardians. They do not have a legal right to access student records.

Guardians may access their students' records by presenting themselves with proper identification at the school's office. Records will not be faxed because identification is difficult to verify over the telephone. Custodial parents will have access to their students' school records.

## AS82 – Home and Hospital Instruction

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

## Homeroom

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

### **Course Purpose & Objectives**

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

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

## AA405 – Homework

A homework request may be sent around to teachers if a student will miss more than five (5) days of school. If homework is needed before that time, it is generally faster and more efficient to contact a friend or another student in the class to obtain assignments. If it is known that the student will be missing several days ahead of time, please inform the teacher and obtain

homework prior to the absence. Please contact either the Counseling Center (801) 256-5320 or the Attendance Office (801) 256-5310 for any assistance.

## Lost and Found

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

## Lunch Period

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

## Makeup Credit Recovery Program

Copper Hills High School ( CHHS) credit recovery program and/or Copper Hills At Risk Educational Support (CARES) is a class to help students who have failed classes in 9th- 12th grade and need to recover credit in order to graduate and need designed to give students an opportunity for learning and recovering credit in order to have them graduation ready. The class is a computer-based lab that allows students to work INDEPENDENTLY on a variety of credits. The course is designed for students needing several quarters of credit. The course is a privilege and if students do not use the time to work on credit recovery, they will be removed. This class is not a study hall or work on homework period. Core classes: Language Arts, Math, Sciences, Social Studies and many elective courses can be recovered. Student credit recovery needs are evaluated on an individual basis. CHHS uses the High School Suite Independent Study online system. There is a \$50 fee for the semester class ( this fee will cover all o f the credit recovery a student can complete during the semester and a \$35 fee for each quarter credit recovered packet for students not in the semester class. All credit recovery at Copper Hills is Pass or Fail (P/F). If a student completes the required work a P grade is assigned. If the work is not completed then the F grade remains. All credit recovery work must be completed over a 10-week period from the date the registration form was filled out including the final exam for credit to be awarded. Students may complete as many recovery packets during that 10 week period. After the 10-week period, students will not be allowed to complete the packet and will need to start over. Students should meet with their counselors to discuss credit recovery needs. Counselors will coordinate all make-up work with students as needed.

Student Advisory or CARES (Copper Hills At Risk Educational Support) is a class to help students who have failed classes in 9<sup>th</sup>-12<sup>th</sup> grade and need to recover credit in order to graduate.

Class Cost: \$50 for the semester class, \$35 [(er packet)

This fee will cover all of the credit recovery a student can complete during the semester

## Money Policy

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

## AS94 – Student Discrimination and Harassment

“Conduct, including words or gestures and other actions, which adversely affects a student’s learning environment or results in disparate treatment based upon their immutable characteristics such as sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship, or disability.”

## Parent Teacher Conferences

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

## Report Cards

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

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

## Scholarships

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

## Skyward

The Copper Hills High School Online Student Information System is set up for your convenience. You can access grades and attendance daily. You can also check all assignments for each class. You will be able to email all teachers from this location as well. To access this site, you must have Internet capabilities. Once online, you type [www.copperhillshigh.org](http://www.copperhillshigh.org). Then click the Gradebook link and then the Skyward link. Next, type the username and password, which you will receive during registration. You will then access your own personal information, which holds all grades and attendance and correspondence with teachers. Please keep in touch with your student’s attendance and grade status by checking Skyward. A login and password should have been given to you at your first Jordan District registration but can be picked up in the Attendance Office. You will receive both parent and student login and passwords. If you have used Skyward before or have other students in your family in the Jordan School District, the password and login should be the same.

PLEASE KEEP A COPY OF PASSWORDS AND LOGINS. YOU SHOULD BE CHECKING YOUR STUDENT’S ACCOUNT REGULARLY

\*\* Student attendance and grades can be checked on the CHHS website: [www.copperhillshigh.org](http://www.copperhillshigh.org). Click on the Skyward button.

To access personal student information, you will need a student or parent Login and password. Student information is also available through the attendance office. You may call 801-256-5310 between 7:00 a.m. – 3:00 p.m. on school days.

## Student Records and Privacy

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Jordan School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW, Washington, DC 202024605

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

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

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

## Transcripts

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

## Visitors

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

## Attendance Policy

See the attendance policy and the Copper Hills High School guidelines at

[http://copperhillshigh.org/school\\_information/attendance-office/](http://copperhillshigh.org/school_information/attendance-office/)

### AA438 – Releasing Minors from School Attendance

### AA432 – Student Attendance and Teacher Disclosure Statements

## Change of Address and Phone Numbers

Please notify the Attendance Office (8012565310) promptly if you change home addresses or telephone numbers. In case of emergency, it is to your advantage to have the correct address and telephone number on file.

## Student Conduct

### Assemblies and School Activities

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

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

### AS98 – Bullying, Cyberbullying and Hazing

Every day, we may interact with people who are not nice in their words, behaviors, and actions. These types of people are not pleasant to be around and individuals can make choices to be in places and with people that are positive and uplifting. If someone is mean or unpleasant, students can work with friends, teachers, counselors, or administrators to resolve the situation. You have a right to be safe from bullying and harassment. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. It can be physical, verbal, emotional, or cyber. It can involve: telling offensive jokes; derogatory statements about a person's ethnicity, race, gender, beliefs, etc.; inappropriate touching; lewd gestures or actions; threatening language or behavior; and unwelcome taunting.

If you feel harassed or bullied, tell the individual to stop. If that doesn't work: tell your counselor, tell your assistant principal, or use the Safe UT app.

Consequences for those who harass or bully include in-school suspension, out-of-school suspension, and police involvement. A "mean" person crosses the line when their behavior fits one of the definitions below.

Bullying: aggressive behavior that is intentional and that involves an imbalance of power or strength. A student or employee is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students or employees.

- Physical bullying including but not limited to hitting and/or punching
- Verbal bullying including but not limited to teasing or name calling
- Non-verbal or emotional bullying including but not limited to intimidation through gestures, social exclusion, and relational aggression
- The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- Cyberbullying: aggressive behavior that is sent via internet, cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- Harassment: repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual (See [Policy AS94—Student Discrimination and Harassment](#))
- Retaliation: an act of communication intended:
  - As retribution against a person for reporting bullying, cyberbullying, or harassment; or
  - To improperly influence the investigation of, or the response to, a report of bullying.
- Prohibitions

No school employee, student, or patron may engage in bullying, cyberbullying or harassing a school employee or student:

- On school property
- At a school-related or sponsored event
- On a school bus
- At a school bus stop
- While the school employee or student is traveling to or from a location or event described above.

No school employee or student may engage in cyberbullying a school employee or student at any time or in any location.

No school employee or student may engage in retaliation against:

- A school employee
- A student
- An investigator for, or witness of, an alleged incident of bullying, harassment, cyberbullying, or retaliation

No school employee or student may make a false allegation of bullying, cyberbullying, harassment, or retaliation against a school employee or student.

Any bullying, cyberbullying, or harassment, that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights (see [Policy AS94—Student Discrimination and Harassment](#)).

## AS95 – Conduct Related to School Activities

Assemblies and approved school activities are a valuable part of each student’s total educational experience. They are beneficial as supplements to classroom instruction, entertainment, and social education. Therefore, when an assembly or activity is scheduled during the school day, all students are expected to attend. **Students are not allowed to leave campus during assemblies.** Students leaving campus without following the appropriate check out procedure will be considered truant. Students participating in activities that do not involve the entire student body will be excused only when their names appear on an Activity Excused List. This list is to be generated by the staff member sponsoring the activity and must be approved by an administrator. Activity lists should be issued to all participating students **two days** prior to the activity. The students themselves

are then responsible for obtaining signatures of teachers whose classes they will miss. Students will receive no grade penalty for activity excused absences. They are, however, responsible for makeup work as outlined in each teacher's Disclosure Statement.

## Damage to School Property

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

## Schedule Changes

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

## AA419 – Student Conduct and Dress

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

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

## AS90 – Drugs and Alcohol

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

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

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

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

### **Administration Policy**

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

### **Guidelines**

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

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

**Tobacco:** Illegal possession of cigarettes or any oral device that is composed of a heating element, battery, or electronic circuit and marketed, manufactured, distributed, or sold as an e-cigarette, vapor sticks, e-pipe, or any other product name or descriptor, if the function of the product meets the definition of an electronic oral device. ([Utah Code §76-10-1-101, 104, 105, 111](#)).

1. Tobacco, tobacco/nicotine products, e-cigarettes, and paraphernalia will be confiscated.
2. Parent(s) or guardian(s) will be contacted by the school administrator
3. Possessing (Personal Property), Using (Consuming, Inhaling).
  - a. First Violation: A student using or possessing tobacco/nicotine as per definition may be suspended and or attend a tobacco cessation class at Jordan Family Education Center.
  - b. Subsequent Violations: A student using or possessing tobacco/nicotine as per definition may be suspended and or may attend the tobacco cessation class at Jordan Family Education Center. If another class is attended in lieu of Jordan Family Education, proof of class will need to be provided.
4. Distributing (Selling, Sharing or Delivering)
  - a. First Violation: A student using or possessing tobacco/nicotine as per definition may be suspended and/or attend a tobacco cessation class at Jordan Family Education Center.
  - b. Subsequent Violations: A student distributing selling, sharing or delivering to others may be referred to court and/or referred to the tobacco cessation class at Jordan Family Education Center.

## Gang Related Activity

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

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

## AA445 – Student Information Network Acceptable Use Policy

The Internet is a computer based communications system that allows users access to information on a worldwide system of networks commonly referred to as the “Electronic Superhighway”.

Internet access is made available to the Jordan School district through Utah Link and the Utah Education Network (UEN).

([www.uen.org](http://www.uen.org)) Utah Link’s purpose is to assist in the collaboration and exchange of information among schools, school offices,

the Utah Education Network, and the other State and educational entities as well as to provide access to people, institutions, and information around the world.

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

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

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

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

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

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

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

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

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

## Lockers

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

items found in lockers may be confiscated, and students to whom the lockers are assigned may be prosecuted. **The school is not responsible for stolen items.**

## DA170 – School Bus Discipline

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

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

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

## Sexual Harassment

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

#### **BOARD POLICY**

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

#### **ADMINISTRATION POLICY**

1. The Student Sexual Harassment Policy shall be administered according to the following guidelines:
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct that adversely affects a person's educational opportunities, relationships, or environment.
3. It is illegal for any student or employee to:
  - i. Make unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
  - ii. Make a submission to or rejection of sexual advances a factor in educational access or opportunities.
  - iii. Create an intimidating, hostile, or offensive school environment through unwanted sexual conduct or communication.
- b. Sexual harassment may include:

- i. Sex role stereotyping which is demeaning and involves unequal treatment of an individual on the basis of gender.
  - ii. Visual or verbal gender abuse such as the display of demeaning posters, cartoons, nudity, or offensive sexual jokes about gender.
  - iii. Visual or verbal expressions about an individual that are sexual in nature.
  - iv. Criminal touching or actions not involving touching but which are offensive to the extent that they visually or emotionally shock the conscience of a reasonable person.
  - v. Quid pro quo cases where sexual favors are asked in exchange for educational benefits received.
  - vi. Any unwelcome sexual behavior initiated by an employee, a student, a volunteer or a non employee.
4. Filing sexual harassment complaints
- i. Anyone may file a sexual harassment complaint with a school or district administrator, a counselor or teacher, in response to conduct, which is unwelcome, of a sexual nature, and creates a hostile or abusive learning environment for a student.
  - ii. Sexual harassment complaints may be filed regardless of whether the behavior occurred on or off duty if the harassment created a hostile school, learning environment for the student.
  - iii. Malicious or frivolous complaints of sexual harassment are prohibited and subject to disciplinary actions.
5. Protection from reprisal shall be provided to anyone who makes a complaint, testifies, assists or participates in any manner in an investigative proceeding or hearing. Acts or reprisal toward complainants, witnesses or others involved in an investigation shall be subject to disciplinary action.
- a. A supervisor of students or employees may be held liable in a sexual harassment case if he/she knew or should have known that sexual harassment behaviors were taking place and did not take appropriate action.
  - b. Students who have been sexually harassed shall be afforded avenues for filing complaints, which are free from bias, collusion, intimidation, and reprisal.
    - 1. Students who feel, they have been sexually harassed by an adult shall be encouraged to file a complaint with a school counselor or administrator. The investigation and resolution of the complaint shall then proceed as outlined in Policy AS67.
    - 2. Students who feel they have been sexually harassed by another student are encouraged to report the harassment to a responsible adult such as a counselor, a teacher, or the school principal. The adult who receives the report shall encourage the student to file a written complaint with the school principal.
    - 3. Upon receiving a written complaint of student sexual harassment, the principal shall conduct an investigation of the incident as follows:
      - a. The student who is accused of sexual harassment shall be called to a private interview where the accusation is
      - b. explained and an opportunity to respond is provided.
      - c. Principals shall investigate sexual harassment complaints in accordance with policy AS67 Procedures for student Disciplinary Action.
      - d. If it appears that sexual harassment has occurred, the offender shall be instructed to stop the behavior immediately and disciplinary action shall be taken in accordance with the severity of the offense. (See Policies AS67 and AA438)

- e. No reprisals shall be taken against any party for filing a sexual harassment complaint.
- ii. Training in handling sexual harassment complaints shall be provided to designated, staff members in each school.

## AA419 – Student Conduct and Dress

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

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

Items that disrupt the educational mission shall not be allowed.

1. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc. shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive, whether expressed or implied.
2. Items which bear advertising, promotions, and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
3. All students shall maintain their hair, mustaches, sideburns, or beards in a clean, wellgroomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.
4. All students shall wear clean clothing. Clothing, jewelry, accessories, and piercings (piercings will not have any sharp points on them) which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school shall not be allowed.
5. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, miniskirts, haltertops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. Sagging trousers will not be allowed at school. Trousers must be at the waist at all times. Skirts, dresses, and shorts must be at no shorter than 4 inches above the knee. Transparent or translucent tights must be covered with shorts, dresses or skirts which are long enough to comply with the dress code.
6. Dress code will be enforced during Physical Education classes. All students (including cheerleaders, dance and drill) must meet dress code when in areas of the building other than practice areas or during performances.
7. Students shall comply with the laws that govern wearing military uniforms and insignias ( [Title 10, USC §771772](#), and [Army Regulation 6701 §294](#)).
8. Hats and hoodies of any kind are not allowed within the building except as part of an approved activity, or for religious or medical purposes.
9. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
10. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes “gang” clothing, colors and paraphernalia after consultation with law enforcement agencies as needed.
11. Shoes shall be worn at all times to ensure personal safety and hygiene.
12. No chains may be worn, or spiked neck or wrist bracelets.

## **DANCE DRESS CODE**

**Casual Dances:** (Includes Hello Stomp, Girls Pref, MORP, Yearbook Stomp, and SnowBall) Clothes appropriate to the theme, no painted faces, no masks, demolished clothing, no weapons or facsimiles of weapons, no gang attire, and hats are allowed only if they apply to the theme.

**Semi Formal Dances:** (Includes Homecoming, Sweethearts, and the Senior Dinner Dance) Gentlemen: Collared shirts, dress pants, only “formal hats” (i.e. one that would accompany a tuxedo). No jeans, tee-shirts, or sagging pants. Ladies: Dresses or skirts are required but dresses must have straps, (even with a jacket or shawl). There will be no low cut dresses, (either front or back), no bare midriff, and no see-through clothing. Dresses must be no shorter than 4 inches above the knee.

**Formal Dances:** (Includes Junior Prom) Gentlemen: Suits, tuxedos, dress shirts with ties, sport coats are allowed. Hats are allowed if they are a formal hat appropriately worn with a tuxedo. There will be no jeans, t shirts or sagging pants. Ladies: Formal dresses; gowns, dresses, skirts, and blouses are allowed. Dresses must have straps even with a jacket or shawl. There will be no low cut dresses (front or back), no bare midriff, and no see-through clothing or short dresses. Dresses must be no shorter than 4 inches above the knee.

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

Please see your vice principal if you have any questions.

## Suspension

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

## Theft

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

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

## Vending Machines

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

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

# Fines and Fees

## Activity card

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

## Fee waivers

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

## AA408 – Fees and Fines

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

## Parking

**Due to our continued growth and continued parking problems, CHHS will join other high schools in the district in prohibiting sophomores from buying parking permits and from parking on the school campus. Sophomores who park on school grounds will be fined \$20.**

State law requires designated student parking lots. These areas are clearly designated by CHHS as student parking areas.

Students who park in areas reserved for staff or visitors, and individuals who park in the red, restricted areas or the Driver's Ed Range after school hours, will be issued citations. In some cases, it may be necessary to tow illegally parked cars at the owner's expense.

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

The fines on citations are as follows:

Parking Ticket \$20.00, Parking Boot \$75, parking permit may be revoked and the vehicle may be booted (secured) until payment of fines. Car may be booted on 3rd violation of known parking permit, cars without a permit will be booted on the second offense.

All other violations: Car may be towed at the owner's expense.

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

Students may park on the driving range only if they have received a **driving range sticker** in addition to the normal parking sticker. This sticker is free but requires signing a special contract in which the student agrees to remove the vehicle from the driving range by 2:45 PM each day, there are also other conditions. Please see Mr. Halliday for details.

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

## Awards

### Letters

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

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

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

## National Honor Society (NHS)

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

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

**Selection Procedure:**

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

8. Candidates who have been selected will be notified in writing, invited to attend the induction ceremony, and given information concerning membership obligations.

## Senior Awards

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