

# Springville High School

## Student Handbook



Revised July 29, 2021

Dear SHS students:

Welcome to the 2021-22 school year. We are excited to continue the tradition of excellence. As you know, SHS is known for outstanding scholars and athletes. The faculty and staff of SHS is looking forward to helping you in your quest for excellence.

There are several things that you need to do to ensure your success. First, make education a priority in your life. The decisions you make today can have a lasting effect on the rest of your life. Make sure that you apply yourself academically and learn the essentials that prepare you for college or other specialized training. Second, take the time to read and understand school policies and procedures found in this handbook. Finally, take the time to become involved with the many activities offered and enjoy your high school experience.

It is an honor for us to serve as administrators of this great school. The administration is here to support and help you. If you need something don't hesitate to stop by the office and ask. Our doors are always open for students and parents. Let's make this the best school year ever. GO RED DEVILS!

Robert Fleming, principal  
Jason Beardall, assistant principal  
Tona Graff, assistant principal  
Shaun Blakey, dean of students  
Springville High School Administration

## Contents

Directory and General Information	5
Nebo School District Policies	6
Discrimination and Harassment (Policy JDC)	6
Electronic Devices (Policy JDE)	6
Safe School Environment (Policy JDA)	6
Secondary Attendance (Policy JDH)	6
Student Dress and Grooming (Policy JDG)	6
Student use of Tobacco, Alcohol, and Drugs (Policy JDB)	6
Bell Schedules	7
Calendar for the 2018-2019 School Year	8
Creating a Positive Environment	9
Springville High Vision Statement	9
Springville High School Mission	9
Campus Care	9
Student Conduct	9
Springville High School Song	10
Student Government	11
Springville High School Attendance Policy	12
Purpose and Philosophy	12
Student Responsibilities	12
Parent Responsibilities	13
Teacher Responsibilities	13
Administrator Responsibilities	13
Excused Absences	14
Rewards for Good Attendance	15
Consequences for Poor Attendance	15
No Participation List	15
Grade Computation	16
Due Process	17
Springville High Guidance and Graduation Information	18
Graduation Requirements and General Information	18
Selection of Valedictorian/Salutatorian	18
Honors Graduation Program	19
Sterling Scholars	19
Scholarships	19
Early Graduation	19
Class Changes	20
Alternate Schedules	22
Loss of Credit and Credit Recovery	22
School Clubs and Extracurricular Activities	23

School Clubs	23
Queens and Attendants	26
Athletic Activity Guide: Standards and Guidelines for Extra and Co-curricular Athletics	27
Philosophy of Program	27
Rules for Participation	27
Grade Requirements	27
Participating in a Sport	28
UHSAA Athletic policy regarding Alcohol, Tobacco and Drugs	28
Other Guidelines	29
Springville High School General Policies	31
Assemblies	31
Dances	31
Hall Policy	31
Injuries and Illness	31
Items Prohibited in School	31
Lockers	32
Medication	32
Parking Regulations	32
Public Address and TV Production System	32
Safety and Accidents	33
Student Behavior	33
Textbooks	33
Vandalism	33
Yearbooks	34

## Directory and General Information

### Front Office

Principal: Robert Fleming  
Assistant Principal: Jason Beardall (F-M)  
Assistant Principal: Tona Graff (N-Z)  
Dean of Students: Shaun Blakey (A-E)  
Campus Supervisor: Mark Binks  
Campus Resource Officer: E.J. Lewis  
Finance Secretary: Stacy Austin  
Front Office Secretaries: Teresa Gordon & Kari Dutson  
Attendance Secretary: Rachelle Taylor  
Head Custodian: Jeremy Taylor  
Athletic Director: Mark Binks  
Copy Center and Book Store: Sarah Ferrin  
Student Council President: Paige Ballard

### Counseling Office

Counselor: Mike Johnson (A-C)  
Counselor: Corinn Owens (D-H)  
Counselor: Karlee North (I-L)  
Counselor: NataLei Terry (M-R)  
Counselor: Aubrey Thornock (S-Z)  
School Psychologist: Erin Neth  
Registrar: Amberley McClean  
Counseling Secretary: Jamey Smith

### School Information

**Address:** 1205 East 900 South, Springville, Utah 84663  
**Phone:** (801) 489-2870  
**Fax:** (801) 489-2806  
**Website:** [www.shs.nebo.edu](http://www.shs.nebo.edu)

### Nondiscrimination Clause

It is the policy of Nebo School District not to discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education. 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172

## Nebo School District Policies

Please refer to the following district policies:

[Discrimination and Harassment \(Policy JDC\)](#)

[Electronic Devices \(Policy JDE\)](#)

[Safe School Environment \(Policy JDA\)](#)

[Secondary Attendance \(Policy JDH\)](#)

[Student Dress and Grooming \(Policy JDG\)](#)

[Student use of Tobacco, Alcohol, and Drugs \(Policy JDB\)](#)

[Prohibition of Bullying, Hazing, and Retaliation \(Policy JDD\)](#)

For additional Nebo School District policies, please visit the District's [policy page](#).

## Bell Schedules

SHS is on a block schedule with alternating A and B days.

### Tuesday - Friday Bell Schedule

Period 1	7:55 am – 9:19 am
Period 2 & The Ville	9:24 am – 10:52 am
Lunch	10:52 am – 11:27 am
Period 3	11:32 am – 12:56 pm
Period 4	1:01 pm – 2:25 pm

### Monday Bell Schedule

Period 1	7:55 am – 9:09 am
Period 2 & The Ville	9:14 am – 10:28 am
Lunch	10:28 am – 11:03 am
Period 3	11:08 am – 12:22 pm
Period 4	12:27 pm – 1:40 pm

# Calendar for the 2021-22 School Year

## NEBO SCHOOL DISTRICT ACADEMIC SCHOOL YEAR CALENDAR 2021-2022



**Notes & Explanation of Terms and Symbols**

**Non-teaching Contract Days Non-School Days**

District Development Day  
DDD (5)  
Represented by

Parent Conf. Comp Day (3)  
Represented by

Staff Development Day (2)  
Represented by

Schools closed:

Kindergarten Assessment  
Aug. 18-24 May 23-26

**Summary of Days that Students are not in School**

Labor Day Sep 6  
SDD Day Sep 20  
Fall Break Oct 14, 15  
PC Comp Day Oct 22  
Thanksgiving Nov 24-25  
Christmas Break Dec 20-Dec. 31  
DDD Day Jan 14  
Martin L. King Day Jan 17  
Presidents' Day Feb 21  
SDD Day Mar 9  
P/C Comp Day Mar 18  
Spring Break Apr 4-8

**Summary of 1/2 Days**

Last Day of School May 27

**Dismissal Time on 1/2 Days**

Secondary: 11:15 a.m.  
Elementary: 12:00 Noon

	M	T	W	T	F
<b>AUGUST</b>					
<b>SEPTEMBER</b>					
<b>OCTOBER</b>					
<b>NOVEMBER</b>					
<b>DECEMBER</b>					
<b>JANUARY</b>					
<b>FEBRUARY</b>					
<b>MARCH</b>					
<b>APRIL</b>					
<b>MAY</b>					

  

<b>1st Term -- 44 Days</b> Aug 18 Oct 22	<b>2nd Term -- 47 Days</b> Oct 25 Jan 15	<b>3rd Term -- 42 Days</b> Jan 18 Mar 18	<b>4th Term -- 45 Days</b> Mar 21 May 27
<b>1st Semester -- 91 Days</b> Aug 18 Jan 13		<b>2nd Semester -- 87 Days</b> Jan 18 May 27	
<b>Full School Year -- 178 Days</b> Aug 18 May 27			

Board Approved (revised 5/19/2021)

## **Creating a Positive Environment**

### **Springville High Vision Statement**

Empowering ourselves and each other to change the world.

### **Springville High School Mission**

Dedicated to Excellence  
United in Service  
Educated for Success

### **Campus Care**

A clean campus and buildings are conducive to a positive learning atmosphere. We need your help in creating a positive campus environment, please don't litter. Please place all litter in trash containers. It is each person's responsibility to make sure that all litter is picked up in the parking lots, halls, lounges, and cafeteria. Let's all do our part to promote pride in Springville High School!

Students who litter can be referred to detention and given hours to work at the school to help clean. Please do your part to help keep our school a clean and a pleasant place to attend.

### **Student Conduct**

As a student at SHS, you should conduct yourself in such a manner as to maintain dignity and self-respect for yourself and others. In any association where it is necessary to group people together for any purpose, it is essential for certain rules or regulations to be instituted for the benefit of all concerned. The rules involved always depend upon the group to have them accomplish their purpose. In some cases, a few rules may be made that might be inconvenient for some individuals. However, it is a group that is kept in mind. Good manners, common courtesy and general consideration of others are always in good taste. All students at SHS should demonstrate these traits.

## **Springville High School Song**

Loyal to the Springville High,  
Long may our colors fly,  
Stand, the Red and Blue passes by,  
let every loyal fan salute.  
Here's to all the victories,  
here's to the faithful team.  
Let us praise the Springville High School  
and shout for the Red and Blue!  
To the Coach, To the Team, To the Faculty  
members we all esteem.  
To the pep, to the vim, to the loyal supporters  
who help us win.  
To the Red, to the Blue, to the sportsmanship  
that will pull us through  
Let's shout, let's cheer, let's give nine rahs  
for the best school year.  
(Repeat the verse)

## **On You Devils**

On you devils, on you devils  
Win this game tonight  
Take the ball down the field,  
It's victory if you fight, fight, fight fight!  
On you devils, on you devils  
Fight 'em for your fame.  
Fight devils fight, and you will win this game! Hey!

## Student Government

### **Sophomores**

President: Warrick Small  
Vice President: Lizzy Lowe  
Secretary: Ashley Johns  
Publicity: Mitch Holman

### **Juniors**

President: Paityn Bird  
Vice President: Thomas Jones  
Publicity: Eli Sweat  
Secretary: Adria Young

### **Spirit Committee**

Sports: Logan Garnica & Gibson Condie  
Academics: Maili Boyer & Sylvia Orme  
P. Arts: Ashlyn Christensen & Sylvia Orme  
Clubs: Zachary Jackson & McKailey Allen

### **Seniors**

President: Lilly Brower  
Vice President: Colton Balagna  
Publicity: Ashley Edwards  
Secretary: Annie Rex

### **Spirit (Sr.)**

Sports: Penina Strong  
Academics: Alexi Corfield  
P. Arts: Lexi Love  
Clubs: Michael Christensen

### **Student Body:**

President: Paige Ballard  
Vice President: Cooper Acor  
Publicity: Bill Peterson  
Secretary: Ayden Christensen

Advisor: Wesley Morgan  
Senior Advisor: Arianna Booth  
Junior Advisor: Beth Hansen  
Sophomore Advisor: Amberly Gricius

## Springville High School Attendance Policy

### Purpose and Philosophy

Springville High School recognizes a substantial correlation between school attendance and academic achievement. Students who develop and maintain patterns of positive attendance also demonstrate a life skill, habit, and quality of character that contributes to their college and career readiness, and promotes an upright and desirable citizenry. As such, SHS is committed to forming a cooperative alliance with parents and students in order to improve attendance.

The objective of the Springville High School attendance policy is to:

1. help all students experience academic success by maximizing instructional time,
2. help all of our students develop habits of punctuality that will help them both in school and in life, and
3. eliminate the disruption that tardiness and truancy causes to the classroom learning environment.

It is also our intent to help our students meet their legal obligations set out under Nebo School District's Attendance Policy. While recognizing that it is primarily the student's responsibility to have consistent and punctual attendance, SHS hopes to work with students and parents to remediate truancy issues.

### Student Responsibilities

In order for students to maximize their opportunities for academic achievement and success, and to stay in good standing with the school, students are expected to exhibit the following behaviors:

- Be to class on time and ready to learn every period.
- Check out through the attendance office, should you need to leave school for any reason. You must also check back in at the attendance office if you return to school that day.
- Make up any unexcused absences or tardies accumulated before the end of the term in which they are incurred. (Please see the school website for approved detention makeup opportunities and procedures.)
- If you arrive tardy to class, check with the teacher *that class period* to ensure you were marked tardy and not absent.

## Parent Responsibilities

In order to help their students succeed academically and to help them stay in good standing with the school, we ask that parents do the following:

- If the student misses school for an authorized reason (see excused absences), excuse that absence within one week. (For example, if a student is absent on a Monday, parents have until the following Monday to excuse the absence.) The one-week limit, however, does not extend beyond the end of a grading period. Parents who feel their situation warrants an exception should refer to the due process procedures.
- Parents may excuse an absence by replying to the absence notification email or by leaving a message at the attendance office. (Parents may choose how they would like to receive attendance messages, whether via voicemail, text message, or email, by logging into the [Nebo District App](#).)
- Verify that your student has checked out with the attendance office before leaving school. (Calling before or sending a note with your student will simplify the checkout process.)
- Check iCampus attendance regularly to track your student's attendance, and contact teachers prior to an extended absence.

## Teacher Responsibilities

In order to help students succeed academically, and to help parents maintain a clear picture of their son or daughter's attendance patterns, teachers are expected to do the following:

- Accurately mark roll **each day**.
- Update iCampus in a timely manner.
- Communicate attendance related expectations (i.e., attendance requirements, grade computations, make up procedures and expectations, etc.) to students and parents.
- Communicate attendance concerns with parents.

## Administrator Responsibilities

In order to help students succeed academically, to help minimize distractions to the learning environment and to help parents maintain a clear picture of student attendance, administrators are expected to do the following:

- Communicate this policy to teachers, staff, students and parents.
- Work with families, teachers and staff to intervene early and often when students exhibit truant behavior.
- Ensure that the policy is implemented and enforced consistently.

## Attendance Codes

Teachers may enter or call in the following codes:

- T **Tardy** (0-20 minutes late to class)
- U **Unexcused Absence** (Absent from class, or arriving after half the class time has passed)
- S **Sluff** (Verified by school personnel as not being in the assigned area: class, assembly, library, etc.) Faculty/staff will call attendance to report. Parents may not excuse a Sluff.

Administrators and/or the attendance office may enter the following codes:

- E Excused Absence
- TD Tardy was made up in detention
- UD Unexcused absence was made up in detention
- ISS/OSS In School/Out of School Student suspension
- A Activity Excuse
- O Office Excuse
- EC Early Excuse Check Out
- V Pre-approved Absence

## Excused Absences

Parents must call and excuse an absence within one week if a student missed a class for any of the following reasons:

- an illness
- the death of family member or close friend
- an approved school activity
- a medical, dental or orthodontic appointment
- a family emergency
- an absence excused through a health care or other accommodation plan (i.e., an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA) or a Section 504 accommodation plan).

Students shall have a reasonable amount of time, after the excused absence, to turn in assignments as determined by the teacher. If a student's excused absences are having a negative impact on his or her grades, the absences may need to be excused by an administrator. In specific cases of excessive absenteeism, the administration may require a doctor's note to excuse absences or, in cases of prolonged illness, place a student in the home and hospital program.

## **Rewards for Good Attendance**

A variety of rewards will be offered to students who demonstrate a pattern of positive school attendance:

- Keys to Success cards will be given to those with perfect or greatly improved attendance.
- Students with detentions cleared by the end of the year will be eligible to attend the yearbook party.
- Other incentives as deemed appropriate

## **Consequences for Poor Attendance**

Students are required to attend all classes on time unless properly excused. Repeated truancy may result in:

- detention
- a concern letter
- an attendance contract
- a schedule change
- no participation status
- alternative placement
- Nebo Attendance Court
- other school interventions

Detention hours will be assigned as follows:

T	3 tardies = 1 hour
U	1 hour
S	1.5 hours

## **Detention Options**

- Detention before and after school in computer lab C30
- Working with teachers after school (Does not include mandatory rehearsal time.)
- Completion of credit recovery the term after the class is failed.
- Math lab

## **No Participation List**

Parents and students will be contacted regularly via email regarding detention hours. Students will receive notes on a monthly basis with the updated number of detention hours. Once a student reaches 10 hours of detention, they will be placed on attendance warning status. The student will then have one week to reduce his or her detention hours below attendance warning status.

If the truant behavior continues and the student does not lower his or her detention hours below 10, the student will be placed on the **No Participation List**. This prohibits the student from participating in any extracurricular activities until detention hours are made up.

Extracurricular activities include: athletics, clubs, art performances, school trips, attendance activities, and other voluntary school activities.

In order to try out, apply for, or audition for extracurricular activities such as athletics, drill, cheer, student council, FFA leadership, fine arts, etc., students cannot have more than 10 hours of detention.

A student who exhibits a pattern of truant behavior and is unable or unwilling to remediate that behavior may be given an alternative placement at the discretion of the school administration.

### **Grade Computation**

Springville High School is committed to the ideal that teacher instruction cannot be duplicated.

Direct instruction, group discussion, group work, and other classroom activities are difficult to replicate through make up. As such, SHS students should be aware that attendance may factor into their classroom grades. Please remember excessive absences, excused or unexcused, impact not only individual grades but also the rigor of the curriculum.

Participation may impact the academic grade if participation is an essential standard of the course curriculum and is properly disclosed and approved by the school administration.

There must be a reasonable relationship between the amount of the grade that will be based on attendance and the amount of participation involved in the class.

**Nebo District Attendance Policy JDH** (<https://www.nebo.edu/pubpolicy/I/JDH.pdf>) states:

Academic grades may be impacted by attendance in participation-based classes, such as band, choir, orchestra, dance, physical education, etc. Certain academic-based classes may also be structured and taught in such a manner so that the academic grade may be impacted by attendance. Before academic grades can be affected by attendance, a teacher must demonstrate a reasonable and justifiable relationship between attendance and the impact on the academic grade and obtain written approval from the school principal. Upon receiving written approval, the teacher shall then provide written disclosure to students and parents that participation, attendance, and punctuality will be considered a factor in assessing the student's grade. The specific percentage of the grade attributable to participation, attendance, and punctuality shall be specified in the written disclosure document. In addition, any negative impact on the student's grade as a result of lack of participation, absences, and tardies shall be specified in the written disclosure document.

## **Due Process**

A parent may, within ten (10) calendar days of the date of notice of such action, appeal a contested unexcused absence or a Notice of Truancy. If the tenth (10th) calendar day falls on a day other than a business day of the District, the appeal deadline is extended to the next business day. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In the event of an appeal, the parent is entitled to the following:

Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.

In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.

In the event the matter is not resolved with the school multi-disciplinary team, the parent may request the matter to be reviewed by the School Community Council. The School Community Council will be provided information concerning the issue but will not be given any information to personally identify the student. The School Community Council will act as an advisory group and offer an opinion to the school administrator. The school administrator will take into consideration the School Community Council's opinion and will render a decision on the matter.

In the event the matter is not resolved with the School Community Council and school administrator, the parent may request a meeting with the Director of Secondary Education. The decision of the Director of Secondary Education is final.

SHS Attendance Policy updated July 2016.

## Springville High Guidance and Graduation Information

Counseling services are available for all students. Students who need assistance with the educational process, scholarships, personal life and/or career decisions may be helped through counseling and guidance. Any student who feels that he or she needs help in any of these areas is encouraged to contact a counselor. SHS also offers the service of a school psychologist. If you are struggling, need assistance with questions or problems, please contact the Counseling office or an adult who can put you in contact with those who can help you.

### Graduation Requirements and General Information

#### Class of 2022

#### General Core (18.5 Credits)

Language Arts	4.0
Math	3.0
Science	3.0
Social Science	3.0
Healthy Lifestyles	2.0
Fine Arts	1.5
Career & Tech Ed	1.0
Financial Literacy	0.5
Informational Tech	0.5

#### Electives (7.5)

Any class may be used for elective credit if it is not used to fill the general core requirements. Students who are interested in applying for scholarships, or going on to a college or a university, should meet as early as possible with a counselor. Additional courses and requirements will be required. Please review the [Nebo School District Curriculum Standards and Graduation Requirements Policy](#).

#### Selection of Valedictorian/Salutatorian

The pursuit of academic excellence is a major focus at Springville High School, and it has been for more than one hundred years. Recognizing this tradition, it is important that all members of the SHS family, including students, faculty, parents and other patrons, know how students are selected to be the Valedictorian or the Salutatorian at our school.

The Valedictorian is the top academic student at Springville High School in his or her graduating class. The Salutatorian ranks second in his or her graduating class at SHS. These are awards which require four years of dedication to academic achievements.

For the purpose of selecting the Valedictorian and the Salutatorian, all Advanced Placement (AP) class grades will be converted from a four-point scale to a five-point scale. (For example, a "B" grade in an AP class will become an "A" grade.) This means that all academic students are encouraged to enroll in AP courses. Classes beyond a regular graduation track may also be considered.

After third term grades are released, the Faculty Council will make the final determination of the Valedictorian and the Salutatorian. Class schedules and enhanced grade point averages will be examined. Students will be ranked from one to the end of the class. If there are ties among students, the cumulative ACT score will be the tie-breaker. Ideally, there will be one Valedictorian and one Salutatorian each year.

### **Honors Graduation Program**

As an incentive to improve scholarship, special recognition will be given to students who meet added honor requirements. Those who achieve a **GPA of 3.5 to 3.69** graduate with honors. Those who achieve a **GPA of 3.70 or higher** graduate with high honors. Grade point average will be based on all subjects taken in grades nine through twelve ending with the third term of the student's senior year. Classes taken on a pass/fail basis may not be used to meet requirements for the honors program.

### **Sterling Scholars**

Springville High School is a strong supporter of the Sterling Scholar program. Springville students have excelled in past Sterling Scholar competitions, and we anticipate that our students will continue to enjoy such success this year and in the future. Becoming a Sterling Scholar takes a great deal of commitment. Any interested students should begin the process as early as possible in their high school career. If interested, please contact Mrs. Rabner in order to find out more about the Sterling Scholar Program.

### **Scholarships**

Many scholarships are available for students who have outstanding high school records. Notices concerning scholarships to be offered for the coming year will be announced and posted by the counselors. Please refer to the school's counseling webpage regularly for updated information. Students who have any questions about scholarships, grants, etc., should contact one of the counselors at any time of the year.

### **Early Graduation**

Students who complete their twenty-six units of credit at the end of their junior year, or after the first semester of their senior year, may graduate early. This may require some online classes to complete the additional credits. Students who complete these credits early are eligible for a scholarship from the state that can be used at any school in Utah. The amount of the scholarship varies with the graduation date. Students planning to attend UVU will want to check first to see if they may want to take Distance Education classes during their senior

year and not graduate early. There are financial advantages to both alternatives. See your counselor for more information.

## **Class Changes**

Springville High School's master schedule of classes is determined by student course requests, which are made during class selection in February and March. Students are expected to remain in the classes they select at class selection. With this in mind, carefully select your courses based on: meeting graduation requirements, college admission recommendations, preparing for a career and building skills.

## **Before the Semester Begins**

Students will have the opportunity to submit an online Class Change Request form to their counselor. Counselors will make the requested change if possible, and will email students the status of their request. It is expected that all class changes will be made with counselors before the new semester begins.

## **After the Semester Begins**

Any changes made after the new semester begins will require a \$10 class change fee. During the first five school days of each semester, students may continue to make changes by talking to any counselor, before school, after school, during lunch, or by submitting the online Class Change Request form. After the fifth school day of the new semester class change requests will only be considered for one of the following reasons:

- Academic misplacement - student has chosen the wrong level of class, or has chosen a class without meeting the prerequisite.
- Program change - student has been accepted into an audition or try-out class.
- Missing an academic class - student is missing a required core class such as English, history, math, or science.
- Missing a graduation requirement - a senior student is missing a course necessary to graduate in the upcoming school year.
- Hole in student schedule
- IEP or 504 adjustments

Class changes requested after the fifth day of a new semester for any reason other than the above, will need to be made with an official appeal in writing to the "Class Change Appeal Committee." The forms for the appeal process are in the Counseling office. If a class change is granted by the committee, it will be based on class availability and made with the least impact to the student's schedule. Class changes will generally not be approved by the Appeal Committee.

Accreditation guidelines and standard instructional time requirements mandate that students seeking high school credit for a course must be enrolled in that class within the first ten

school days of each semester. If a class is dropped after 10 school days, students will not be placed in a new class. They will be released to their parents during that class period. If a student petitions to drop a class after midterm and it is approved, an "F" grade will be posted on the student's transcript.

### **Free Periods**

Students are encouraged to take advantage of the college and career preparation available through a full schedule. Occasionally some students may want a free period. To have a free period in their schedule the student must meet the following conditions:

- Be on track to graduate with at least 23 total credits
- Have good attendance
- Have parent permission
- Free period must be either the first or fourth period. Students are not allowed to be on campus during the free period.

### **Teacher / Office Assistants**

- Only seniors may be assistants.
- Offices can have up to two assistants per period.
- Teachers can have one assistant per period.
- Students can have no more than two assistant classes in their schedule.
- Students must have written permission from the teacher / office whom they will assist before the class will be added to their schedule.
- Students assist at the teacher's / office's discretion. If a student does not follow directions or causes disruptions they can be removed from that class.
- Teachers cannot have an assistant during their prep. All assistant grades are pass / fail.
- Attendance is 20% of the grade (i.e. five or more absences may result in a failed grade).

Class change policy updated January 2016.

## **Alternate Schedules**

Springville High School is committed to providing college and job training opportunities for its students and has developed partnerships with universities and other educational agencies. Students interested in such opportunities should consult with their counselors.

Students participating in such programs may require an alternate schedule. Springville High strongly encourages students to set up a schedule that allows them to do well both in their traditional classes and their college classes. Such a schedule should minimize the loss of instructional time at the high school. Alternate schedules for such course work can be set up through a counselor, but may be referred to SHS Administration for consideration.

## **Loss of Credit and Credit Recovery**

If a student does not pass a class, credit may be made up through the onsite program (Buzz) or Nebo School District's program (Edgenuity). This program is run by Landmark High School. Students may also make up credit through BYU Independent Study, Utah Students Connect, and/or other accredited institutions.

It is the responsibility of the student to ensure that recovered credit is reported to the registrar. Each quarter of A+ credit requires a fee. For more information about credit recovery or graduation requirements, please contact a counselor.

## School Clubs and Extracurricular Activities

SHS strongly encourages all of its students to participate in extracurricular activities be they the arts, athletics or school clubs. Research demonstrates that students who participate in such activities tend to have greater academic and social success. Please note the following clubs and activities that are available to SHS students. Please contact an advisor, counselor or administrator and let us help you get involved.

By district policy and state law, all non-curricular clubs must complete annual renewal within the first 20 school days. All new clubs must have applications in for approval at the first School Community Council meeting in September. If you are interested in starting a new club, please see an administrator for more information on how to apply. For additional questions on school clubs see [Nebo School District Student Clubs Policy](#).

### School Clubs

The following is a list of clubs that have been available at SHS in past years. Other clubs may be added during club rush in September. Please see Mr. Andersen with any questions.

Club Name	Adviser	Dues	Description
Art Club	Hawks		Involve students in school and community art projects
ASL Club (American Sign Language)	Brough	\$10.00	American Sign Language Club
Chinese Club	Jian	\$5.00	Introduce Chinese culture
Conservative Club	Ruggiero		To talk about current events and topics related to Conservatism
Drama Guild	Koyle-Hopkins	\$5.00	Students interested in Drama or Theatre
FBLA (Future Business Leaders of America)	Garcia	\$15.00	National Affiliation-enrolled in business classes
FCCLA (Family, Career and Community Leaders of America)	Chappell	\$20.00	National Affiliation-family and consumer science
FFA	Hallows	\$20.00	National Affiliation-enrolled in Ag. classes
Frofl Club	Eaquinto		Bring students together through frisbee golf
German Club	Russell	--	To experience the language and culture of German
History Close Up	Lister		Discuss history related events
Hope Squad	Thornock	--	Peer support team
HOSA (Health Occupation Student Association)	Caras	\$20.00	Future Health Professionals

Key Club	Snell	\$14.00	Kiwanis Club affiliation-community service
LIA (Latinos in Action)	Garcia	--	Community service and leadership
Multi-Cultural Club	Garcia		Sharing different cultures with each other, school and community
NHS (National Honor Society)	Rabner	\$10.00	National Affiliation-Students are invited to apply
Off Road Club	Ruggiero		Work on cars and talk about off road trails
Photo Club	Hansen	\$10.00	To learn and explore different types of photography
Politics Club	Anderson		To meet and discuss all sides of political spectrum
PTO	Harlow		Parent Teacher Organization
Ski Club	Eaquinto		Enjoy winter outdoor activities and service opportunities
Table Top Club	Draper		Build friendships by playing games
Video Club	Ruggiero	TBD	Work on projects to submit to award competitions

## Queens and Attendants

Any girl or boy who wins a royalty of most preferred title (not attendant) will not be eligible for the ballot of a second title within the same year.

<u>Position</u>	<u>Class</u>
Homecoming Queen	Senior
Prom Queen / King	Senior
Prom Princess / Duke	Junior
Prom Princess / Duke	Sophomore
Sweetheart Royalty	Sophomore
Junior Class	Junior
Senior Class	Senior
Most Preferred	Senior, Junior, Sophomore

## **Athletic Activity Guide: Standards and Guidelines for Extra and Co-curricular Athletics**

The central part of schooling is the academic program of studies for students. However, supportive to the instructional program is a diversity of school sponsored extracurricular activities that are an extension of the academic program. The following are defined as extra and co-curricular activities: clubs, athletics, drill team and cheerleading.

### **Philosophy of Program**

Athletics must be in conformity with the general objectives of the school and be in line with the general policies of Springville High School and the [Utah High School Activities Association](#). The education curriculum is first in emphasis. The extracurricular program will function as a part of the whole curriculum and will constantly strive for the development of a well-rounded individual, capable of taking his/her place in society.

The primary purpose of the athletic program at Springville High School is to promote the physical, mental, social, and emotional well-being of the participants. Athletics at SHS will be a positive force in preparing youth for an enriching and vital role in American life.

Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she accepts the rules, regulations and responsibilities unique to this program. In order to contribute to the welfare of the group, the student must be willing to assume these obligations. Participants in extracurricular activities demands that the individual make sacrifices not required of others.

In Region VIII, Springville High School participates in competitive activities with the following schools: Maple Mountain High School, Provo High School, Wasatch High School, Timpanogos High School, and Skyridge High School.

### **Rules for Participation**

Before any student will be permitted to participate in any extracurricular program at SHS, the student will pledge to abide by these rules, both on and off campus, during the season in which he or she is involved.

### **Grade Requirements**

No student shall be eligible to represent SHS if he/she fails more than one class in the preceding term. An incomplete grade shall be regarded as a failing grade until it is made up.

To be eligible to represent SHS, a student must earn a 2.0 GPA ("C" average) the preceding term (UHSAA recommendation). Coaches or advisors may require a higher GPA, but may not require a lower GPA. Eligibility will be established upon posting of grades by the SHS registrar each term.

All incoming tenth grade students must meet the grade requirements established above during the fourth quarter of their freshman year to participate during the first quarter of their sophomore year. Ninth grade students participating in high school athletics must follow the above guidelines.

The SHS LEA and IEP team reserves the right to review academic performance of resource students to determine academic eligibility.

### **Participating in a Sport**

Students must receive clearance to participate on an athletic team (including cheer and drill) prior to trying out for that team. To receive clearance the student must:

- Create an account and complete information on RegisterMyAthlete. Information on RegisterMyAthlete can be obtained on the SHS Website. Printed information is also available in the office. All information, including electronic documents, that need to be read and signed are explained in the RegisterMyAthlete registration process.
- Turn in a current physical. Physicals performed and dated after March 1 of the previous school year will be valid for the current school year.

Once these items are completed, the student will come to the front office and receive a form that shows that they are cleared to try-out. This form will be turned in to the coach at the start of try-outs.

Students cannot compete until participation fees are paid.

### **UHSAA Athletic policy regarding Alcohol, Tobacco and Drugs**

The UHSAA supports the US Supreme Court rulings regarding education. First, schools should prepare students to be good citizens, and second, to teach them to be self-reliant and self-sufficient. Activities of the UHSAA contribute to both of these goals. The use of alcohol, tobacco products or other drugs in almost any instance deters the realization of these goals. Every effort shall be made at the local, regions, and state levels of participation to eradicate the promotion, use of, abuse of alcohol, drugs and tobacco with regard to participation in high school sports activities. Limitations for participation of students in UHSAA regarding the use of alcohol, tobacco products, and other drugs as defined in the Utah Code are:

- First offense: Suspension from two consecutive games, meets, matches, competitions, or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and/or participation in a district approved intervention program.
- Second offense: A six week suspension from games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow up is required. Practice

may continue only after the assessment has been completed and positive participation in the prescribed follow up is occurring.

- Third offense: An eighteen week suspension from games, meets, matches, competitions, performances, or practices. Where applicable this suspension carries over into the following year. Reinstatement of eligibility at the end of the eighteen week suspension is predicated upon successful completion of formal assessment, intervention and treatment program. Local school and school districts restrictions may not be less than those outlined above. In all of the foregoing offenses, local school and/or district requirements which deal with discipline, suspension, corrective measures, parent/guardian involvement, rehabilitation, and so forth, must be met.

### **Other Guidelines**

Theft, vandalism, and malicious mischief will not be tolerated.

All participants must travel to and from contests with the team, and use transportation provided for that purpose. Only on personal request by the parent/guardian to the coach prior to a contest will this be waived to allow the student to travel with his/her parent/guardian.

When traveling, all participants will respect the facilities and equipment of other schools and will represent SHS in a responsible and honest manner.

The participant will be personally financially responsible for all equipment checked out to him/her during the activity season.

The athlete must be in school the entire day in order to participate in an activity that day. An exception may be made if the student had an approved medical appointment or illness or gains approval through SHS administration. It is the responsibility of the student to notify the coach.

If a participant is truant from school, disciplinary action will be administered by the coach/advisor, or administrator (also please note SHS attendance policies regarding no participation).

It is the duty of all participants to report any and all injuries immediately to the coach/advisor.

In competition, sportsmanship and fair play should be used. Cheating in any way is not fair play. Participants are expected to be honest in competition and the classroom.

The coach/advisor may have additional rules and/or regulations. If so, they must be in written form and signed by the participant and parent/guardian and be on file with the school athletic director.

It is the coaches/advisor's responsibility to read and explain this total document to his/her team at the beginning of each season.

The participant will abide by all rules of SHS, Nebo School District, and by all rules of UHSAA.

## Springville High School General Policies

### Assemblies

It is a privilege for students to attend assemblies; students are not free to leave the school during this time. To maintain an atmosphere of enjoyment and respect, each student must comply with rules governing appropriate behavior during the programs. Abusive or disrespectful behavior will bring a reduction in the number of assemblies offered during the school year. Student absenteeism will have a similar impact.

### Dances

Springville High School dances are for Springville High students. If the dance is a date-dance, one individual of the couple must be a student at Springville High School. Please abide by the following guidelines:

- Students and their guests must bring a school ID or a driver's license.
- There is zero tolerance for drug or alcohol abuse or violent behavior of any nature.
- Suggestive dancing or behavior will not be allowed.

Any student behaving in ways that are not in accordance with school and district policies will be asked to leave the dance immediately and law enforcement may be notified.

### Hall Policy

Students should be in class and not in the halls during class time. Students in the halls, parking lot, etc. without written teacher or office permission will be escorted to class and/or given detention time. The faculty and administration of Springville High will make every effort to encourage students to be in class on time. Unauthorized persons, those who have no legitimate need to be in school, will be invited to leave.

### Injuries and Illness

All injuries, illnesses, or personal problems should be reported to the teacher or adult in charge. **The student must not leave the building without authorization from the attendance office or an administrator.**

### Items Prohibited in School

Items which might be hazardous to others, or that might interfere with the educational process are not to be brought to school.

Any weapon or facsimile of a weapon will result in suspension and referral to the Nebo School District's Office of Student Services. Please refer to the [Nebo School District Safe School Environment Policy](#).

A student possessing any item which signifies gang affiliation will have that item confiscated or sent home. Students who demonstrate gang affiliation are subject to suspension, and/or other administrative interventions.

### **Lockers**

Lockers are school property and are used by students for storing school books and equipment needed for school. Students are responsible for keeping their lockers neat and clean, both inside and out. They must not write on, scratch, dent, carve, or in any way deface their own or any other locker. Violation of these regulations will result in a loss of locker privileges. Students will be responsible for paying for the repair or damages. School officials reserve the right to search lockers at any time.

### **Medication**

Students may possess one dose of prescribed medication on their person, but may not distribute any medication to any other student for any reason. Please refer to the [Nebo School District Student Medication Administration Policy](#).

### **Parking Regulations**

Students are allowed to drive vehicles to school providing this privilege is not abused. SHS requires the purchase of a \$5 parking pass. The sticker must be visible in the vehicle while on campus. Parking without a pass will result in a citation.

Springville High is regularly patrolled by the Springville City Police. Unsafe driving practices or illegal parking may result in citations. Students will park in the west parking lot only. Students found parking in the faculty, visitor or Oakridge lots will be cited. Cars parked illegally can be towed away and impounded. Owners will be responsible for the tow and impound fees.

Parking lot speeds should not exceed ten miles per hour. Students are expected to drive carefully and avoid injuries. Students should use the parking lot only for the purpose for which it was designed.

### **Public Address and TV Production System**

Announcements will be made by authorized people (teachers, student body officers, administration, etc.) Announcements should be written on the appropriate form provided by the office and must be signed by the principal or an assistant principal. Only items of importance should be broadcast over the public address system.

## **Safety and Accidents**

Because accidents may occur, persons will not be allowed to use matches, candles, or other uncovered flame in any school building except when using laboratory or domestic science equipment under proper supervision. Material used for decorating must be properly flame-proofed. Any accident which occurs in the school is to be reported promptly and fully on the forms furnished for that purpose by the office.

## **Student Behavior**

Students of Springville High School have a tradition of demonstrating pride in their school and themselves. Students are expected to behave in a way that will credit themselves and Springville High School. Students who cannot behave properly and show disrespect to teachers or other students will be escorted to the office and a parent will be contacted.

All staff members have been instructed to be aware of student behavior which is in violation of school regulations. *Students must understand that, according to school policy, all students are subject to the authority of all teachers in all areas of the school throughout the school day.* Students will face discipline for the following unacceptable behaviors:

- Fighting anywhere in or around the school building
- Insubordination or disrespect of any kind.
- Displays of affection in excess of holding hands.
- Truancy and habitual tardiness.
- Rowdy behavior in buildings.
- Conduct that is not decent, polite, honorable or honest.
- Destruction, defacing or vandalizing of school property.
- Locker misuse or abuse.
- This list is by no means inclusive.

## **Textbooks**

Textbooks are provided for students with the hope that this major investment will be properly used and cared for. Textbooks will be checked out as they are assigned to students and will be checked back in at the end of the semester or school year. Reasonable wear as a result of daily use is expected, but unreasonable damage or loss of the book will result in the student paying for the damage or loss at the full price of the replacement text.

## **Vandalism**

Vandalism is a form of disrespect. The faculty and staff of SHS work hard to promote a good feeling and a pleasant environment. Willful damage is contrary to state law and is cause for suspension. It is also very costly for our parents and all taxpayers.

## **Yearbooks**

SHS yearbooks will be distributed at the end of the school year. Students who have paid all fines and fees and who do not have more than 10 unserved detention hours will be allowed to receive their yearbooks at an early release yearbook party. All other students may obtain their books the following school day.