



# 2017-2018 Student Handbook

**Learning  
First**

**TITAN  
NATION  
IS  
SYRACUSE  
STRONG!**



Syracuse High  
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Syracuse, Utah 84075  
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# WELCOME TO SYRACUSE HIGH SCHOOL

## "Home of the TITANS"

<b>ADMINISTRATION:</b>		<b>COUNSELORS:</b>	
<b>Jed Johansen</b>	<b>Principal</b>	<b>Sandy Rich (Dept. Chair)</b>	<b>A-Ch</b>
<b>Scott Nielson</b>	<b>Assistant Principal</b>	<b>Dan Barlow</b>	<b>Ci-G</b>
<b>Mark Pendleton</b>	<b>Assistant Principal</b>	<b>Ryan Wilcox</b>	<b>H-La</b>
<b>Mark Jolley</b>	<b>Assistant Principal</b>	<b>Eileen Santella</b>	<b>Le-O</b>
<b>Kelly Anderson</b>	<b>Athletic Director</b>	<b>Kimberly Moore</b>	<b>P-So</b>
<b>Nathan Brown</b>	<b>SRO</b>	<b>Ben Whitesides</b>	<b>Sp-Z</b>

### ACADEMICS

#### GRADUATION REQUIREMENTS:

The Davis County Board of Education has set this requirement for the four-period rotating block to 27 units of credit. These requirements are as follows:

English (no substitutes)	4.0 credits
Math (recommended each year)	3.0 credits
Science	3.0 credits
Social Studies	2.5 credits
Technical	1.0 credit
Fine Arts	1.5 credits
Health	0.5 credit
Fit for Life	0.5 credit
P.E. or Dance	1.0 credits
U.S.Gov. & Citizenship	0.5 credit
Computer Technology	0.5 credit
Financial Literacy	0.5 credit
Electives	8.5 credits
<b>TOTAL CREDITS REQUIRED:</b>	<b>27.0 CREDITS</b>

#### CITIZENSHIP REQUIREMENTS FOR GRADUATION

Additionally, Davis School District requires each student to earn **35 credits** in citizenship. **All unsatisfactory grades in citizenship must be made up in order to graduate.**

#### CREDITS MAY NOT BE BANKED

**Students who are in a failing status in any class or in citizenship, will not be allowed to bank credits from another program within the school or any outside program.** If the student has failing grades during any quarter, they will be expected to work with their teachers to earn the needed scores for a passing grade or will be required to earn the credit from a make-up program following the issuing of the failing grade.

#### HOME RELEASE

**Home Release is NOT a Course of Option.** Students who are on track for graduation, and who have filled the credit requirements as SENIORS may elect to take one or more Home Release Periods. These require parental approval. **Home Release is not an option for sophomores and will be provided only to juniors during the second semester IF they are on line with all credits.**

## ACADEMIC PARTICIPATION POLICY

Syracuse High School recognizes that regular and prompt attendance increases opportunities for students to profit from their educational programs. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. Syracuse High School follows these Board of Education approved school academic participation principles:

- The entire process of education requires regularity of instruction;
- The goal of achieving maximum education benefits requires regular attendance, classroom participation, and study;
- It is reasonable to require class participation in evaluating student progress;
- Regular contact of students with each other in the classroom, and student participation in well-planned instructional activities under the direction of a competent teacher are essential to the learning experience.

In accordance with these participation principles, each student will be assigned by their teacher 100 academic participation points each term. Teachers will include in their disclosure the percentage of the final term grade assigned to academic participation points. Academic participation points in each class will be deducted for tardies, unexcused absences, and trancies in that class. The first 3 parent-excused absences per term will not count towards a deduction in participation points in any class, but parent-excused absences beyond 3 per term in any class will be deducted from their participation points in that class. If no deduction is made to the academic participation points during the term, the student will keep the entire 100 points. The Academic Participation Point Policy functions in conjunction with the current Citizenship Policy.

Academic participation points deducted can be regained by making up time lost. Time lost can be made up by attending tutoring, lunch-time make-up, or at a time arranged with the teacher. Regaining points applies to every class. If, for example, a student is absent the 4<sup>th</sup> time with a parent excuse, he or she will have to make up a separate 30 minute session for each class missed that day. Deducted participation points cannot be made up once the term is over. Academic participation points lost through tardiness or truancy cannot be made up.

### Exemptions

The following types of absences will not receive a deduction at any time:

- Absences resulting from illness, if excused by a parent and verified by a doctor's note. Illness excused by a parent but not verified by a doctor's note will be treated as other parent-excused absences.
- Absences cleared through a Prior Notification of Absence form, where the school work is turned in upon return from the absence.
- Mandatory court appearances and/or incarceration that is verified with appropriate documentation.
- School-excused absences.

Academic participation points will be deducted and regained according to the following scale:

Attendance Infraction	Deduction of Academic Participation Points	Regaining Academic Participation Points	
Truancy	-30 pts	Not Allowed	
Tardy	-5 pts	Not Allowed	
Unexcused Absence	-20 pts	1 hour	+20 pts
Excused Absence (4 <sup>th</sup> )	-10 pts	30 minutes	+10 pts

## ACADEMIC RECOGNITION

### GPAs are Not Rounded Up in Any Situation.

Students at Syracuse High School are building a tradition of academic excellence and will continue to be honored for their scholastic endeavors during the coming year. Students may graduate with High Honors or Honors based on the following criteria determined at the end of 3rd term. Applications for High Honors and Honor recognition are due to the counseling office by May 1<sup>st</sup>. Lists will be posted on the school web site for accuracy. Final changes are due by May 11<sup>th</sup>.

#### HIGH HONORS RECOGNITION

1. Have a Cumulative GPA of 3.75 or higher
2. Be enrolled in a minimum of 7 classes each year of high school.
3. Complete at least three AP, CE, or Honors credits from at least two curricular areas.
4. Attend 3 Advanced Skills Seminars
5. Meet regular graduation requirements for SHS.

#### HONORS RECOGNITION

1. Have a cumulative GPA of 3.50 or better. (9-12)
2. Be enrolled for a minimum of 7 classes each year of high school.
3. Attend 3 Advanced Skills Seminars
4. Meet regular graduation requirements for SHS.

#### TERM HONOR and PERFECT ATTENDANCE RECOGNITION

Students will be awarded Term Honor and/or Perfect Attendance cards in recognition of term GPAs of 3.5 and above and for Perfect Attendance after terms 1-3. These cards will be delivered through the student's tutorial periods following the final grade postings.

### YEAR-END ACADEMIC RECOGNITION

Syracuse High students earning a cumulative GPA of 3.5 or higher will be awarded an Academic Pin. Students do not have to make application for the recognition, as reports are pulled following the **final grades for 3<sup>rd</sup> term**. Three pins have been designed, one for each grade level allowing the student to receive three different pins over their time at Syracuse High. These pins may be worn at graduation.

### ASSEMBLY POLICY

All students are expected to attend the assemblies during their scheduled time at Syracuse High School. Students who attempt to leave campus without properly checking out through the Attendance Office with prior parent permission notification will be considered truant and may be issued a citation. Students are expected to go directly to the assembly and to return to class immediately after its conclusion.

Students should be considered "in good standing" to participate in school sponsored activities. This means students should be currently enrolled at the time of the activity, "on track" academically to graduate, attending school regularly, and maintaining positive citizenship credits (no "U"s) and behavior standards to participate in assemblies.

### ATHLETICS

The following code will be used to designate our athletic events in the calendar.

BB-Baseball	BB-Boys Basketball	BS-Boys Soccer	BT-Boys Tennis	CC-Cross Country
FB-Football	G-Golf	GBB-Girls Basketball	GS-Girls Soccer	GT-Girls Tennis
SB-Softball	SW-Swimming	T-Track	VB-Volleyball	W-Wrestling

Syracuse High School student athletes, administration, athletic director, and Code of Conduct Committee will adhere to all UHSAA policies and procedures. Athletic eligibility determinations due to attendance factors are addressed in the attendance portion of this handbook. **"Full-time" enrollment at Syracuse High School for UHSAA purposes is established through a minimum of four courses.**

#### **Random Drug Testing for Students Participating in Extracurricular Activities 5S-204**

The Board of Education of Davis School District (Board) finds that a random drug testing program with an educational component for students in grades nine (9) through twelve (12) who voluntarily participate in extracurricular activities at the high school level is a reasonably effective means of addressing the Davis School District's (District) legitimate concerns in preventing, deterring, and detecting drug use for the following reasons:

- 1.1. **Health and safety of the individual and others:** Any student participating in an activity under the influence of illegal drugs or using performance-enhancing drugs may create a risk of death or serious bodily injury, not only to the student, but to other participants and spectators.
- 1.2 Prevention: Students will have an additional reason (i.e., maintaining eligibility for participation in extracurricular activity) to avoid the use of illegal or performance-enhancing drugs.
- 1.3 Intervention: Identifying students who have recently used illegal or performance-enhancing drugs provides the opportunity for early intervention.
- 1.4 **Position as a school representative:** Students who participate in student government, cheerleading, and competitive athletic activities represent the school within the community. It is of the utmost importance that those involved in these activities comply with laws and rules of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities.

### ATTENDANCE – See Academic Participation Policy for additional information

Syracuse High School, Davis School District and Utah State Law requires that students attend regularly, and that parents bear considerable responsibility in helping to ensure that students are in school when they are required to be there. The guidelines for student attendance at Syracuse are as follows:

1. ***All absences must be verified/excused by a parent/legal guardian within five school days of the student's return to school (regardless of A or B day) in order for the absence to be excused. When a parent attempts to verify or excuse an absence after the five days, and is not allowed to do so by the attendance office, they may appeal that decision to the school administration. Students will be held accountable for misrepresenting parental verification.***
2. *Students and parents are responsible for ensuring that all absences are verified through the Attendance Office. This may be accomplished in one of the following ways: (1) emailing the attendance office, (2) by bringing a note from home signed by a parent or guardian; (3) by having a parent or guardian visit the Attendance Office in person. While absence clearance may not be called in, parents may call with questions or concerns. 801-402-7906.*

3. *School-excused absences are recorded and are considered part of the education process. All school-excused absences must be authorized in advance. Missed assignments for school excused absences should be made-up within a reasonable time period according to the course disclosure.*
4. *Make-up work is accepted for excused absences. It is the student's responsibility to obtain make-up work from the teacher. Teachers may not allow a student to make up assignments or tests if a student has been truant from class or if an absence has not been excused through the above mentioned process.*
5. *Students are considered absent if they are late to class by more than fifteen minutes and may be required to report to the Attendance Office for an admit slip before reporting to class.*
6. *Students who leave school before the end of the day are required to check out through the Attendance Office. This must be done with parent or guardian permission only (a signed note or phone call). Students who leave school or class without permission may be considered truant.*
7. *Students who are planning an extended absence should get an **"Advanced Notification of Extended Absence"** form from the office. Students need to take this form to each teacher to receive assignments or instructions on obtaining make-up work for credit.*
8. *Any student who is habitually tardy to class may receive an "Administrative U" and be placed on a contract by the SHS administration.*
9. *For attendance policies during Release Time see section titled: RELEASE TIME/HOME RELEASE/OFF CAMPUS PROGRAMS*
10. *The school attendance of students participating in any extracurricular activities will follow the following guidelines. Student athletes sign this agreement under the Syracuse High School Athletic Code of Conduct online through Register My Athlete.*
  - Absence on the day of competition: The athlete must attend all scheduled classes on the day of competition. Exceptions include school-sponsored activities or extenuating circumstances approved by the coach and an administrator.
  - Truancy in-or out of season: An athlete who is truant during a season will meet with the Code Committee prior to being reinstated. An athlete truant in the off season may serve a one-game suspension for the next season based on the recommendation of the Code of Conduct Committee.
  - Excessive Absences: An athlete with five or more unexcused absences during a term is required to report before the Committee for intervention. Seven unexcused absences require suspension for a minimum of two games. Ten unexcused absences could result in termination from that specific team.

## **ATTENDANCE LAW: COMPULSORY EDUCATION REQUIREMENTS**

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

## **ATTENDANCE NOTIFICATION FOR PARENTS**

Parents or guardians will be notified of student's absences through a recorded phone message from the school and the attendance information included on mid-term reports report cards which can be accessed through their MyDSD account.

Automated notifications are only sent when students are absent. Notification is NOT sent when students are marked late. It is strongly recommended that parents check attendance regularly through MyDSD guardian accounts. Parents may also call the Attendance Office during regular business hours at (801) 402 – 7906.

## **BUILDING EVACUATION DRILLS**

Schools are required by law to conduct regular fire drills. An exit procedure for such drills exists and instructions are posted in each classroom regarding the route and procedure to safely exit the building. Evacuation must take place quickly and as orderly as possible. Students are to remain at least 100 feet outside all buildings until instructed by a school authority to return to class. False alarms have serious legal consequences which may include suspension, exclusion, fines, legal prosecution, and payment for the cost of fire equipment sent to the school, and/or any damages that are incurred.

## **CITIZENSHIP**

Graduation requirements in the Davis School District include satisfactory citizenship and adherence to the rules and policies of the school. Failure to earn the required citizenship credits will result in withholding the graduation diploma and participation in the commencement exercise. For graduation a student is required to earn citizenship credit in grades 9 through 12. Students can earn .25 units of citizenship credits in each class for each term. A total of 35 citizenship credits are required for graduation.

The administration will award one citizenship credit per year (.25/term) to cover the school period before, during, and after school, and all school sponsored activities. This credit may be withheld by the administration and a "U" issued for unsatisfactory citizenship such as fighting, hazing, theft, possession of controlled substances, truancy, excessive tardies, failure to meet release-time and other off-campus program commitments.

## **CITIZENSHIP ADMINISTRATIVE "U"**

An "Administrative U" may be issued for serious negative behavior including: obvious disrespect for school staff, use of vulgarity or profanity, public displays of affection, repeated violations of the dress code, excessive tardiness, and other direct and willful disobedience of school rules and policies. Make-up credit of an Administrative U may require arrangements through the administration. Fees for this make-up credit will be charged equal to a citizenship U. Administrative "U"s must be made up and paid for prior to graduation.

## **CITIZENSHIP GRADE**

Citizenship grades will be determined each term by the teacher. Such factors as school and class behavior, attendance, and punctuality, are used to determine a student's citizenship grade. Expectations set forth in a teacher's course disclosure will be used to determine grades and credit. It is the responsibility of the student to adhere to the citizenship policy and to teacher expectations. A "U" grade remains on the permanent record, but credit can be restored through proper citizenship makeup.

The primary cause of "U"s is lack of attendance (tardiness and unexcused absences). Regular, timely attendance is encouraged for all students. Davis School District policy states: "An Unsatisfactory Citizenship Grade (a "U") can result from any of the following or combination of the following:

- Per term, three (3) uncleared or unexcused absences on an 8-period schedule
- A "U" citizenship grade shall result from excessive tardies. FOUR (4) tardies per term are considered excessive."

## **CITIZENSHIP MAKE-UP**

All "U"s" must be cleared in order to:

- Graduate from high school - ALL "U"s must be made up and paid for prior to graduation.
- Compete in any UHSAA sanctioned activity or participate in designated school extracurricular activities.

Clearing a "U"- *Fines must be paid, make-up completed, and paperwork turned in to the Citizenship Secretary for "U"s to be cleared.*

Citizenship make-up credit is ONLY available through Syracuse High School and can ONLY be signed off by SHS Administration, Citizenship Secretary, or assigned Citizenship Class teacher.

The following options are available for students:

1. 2 hours of citizenship make-up class. Class content will be determined by the teacher but may include homework or school service projects. Classes may be held after school or on Saturdays. Advance registration and pre-payment is required. Students MUST bring homework or a book to read. \$10.00 fine assessed.
2. 4 hours of service in the SHS Special Education Summer School Program. Must be pre-arranged with Extended School Year teacher. \$5.00 fine assessed.
3. Students may be given the opportunity to recover citizenship through the issuing teacher prior to the "U" being recorded IF the individual teacher has a citizenship recovery policy. In this case, no "U" would be issued and no fee would be assessed. If the teacher does not have a citizenship recovery policy, the student will not be afforded this option. ONLY the teacher that would be issuing the "U" can allow the student to recover citizenship credit prior to the "U" being recorded. When a U is issued, all students must follow the clearing options listed.
4. Contract with Administration may be offered - The SHS Administration reserves the right to implement citizenship contracts as determined, which may include GPA improvement of .5, credit recovery, or SHS service projects (4hours/"U" on the limited occasion that there is a school need for student service) \$5.00 fine assessed.
5. Students must clear all "U"s prior to game/activity day in order to compete in any UHSAA sanctioned activity or participate in designated school extracurricular activities. Citizenship make-up will NOT be accepted on the day of an event/game.
6. All athletes must report make-up progress to the Athletic Director upon clearing "U"s.
7. Make-up class hours cannot be banked.

## **CLASSROOM BEHAVIOR**

Syracuse High School has high expectations in the classroom and your attitude and behavior should reflect on the serious business of learning. Successful students:

1. Attend class daily and arrive on time.
2. Be prepared for class daily with all necessary materials.
3. Show respect and consideration for others in the learning environment.
4. Demonstrate care and consideration for school property and the property of others.
5. Observe the rules and procedures that have been established by each teacher.

## **CODE OF CONDUCT, EXPECTATIONS, AND POLICIES**

Syracuse High School has a tradition to support high expectations for our students. As a student of Syracuse High School, you are asked to contribute to the success and building of school tradition by representing the Titans with high expectations and behavior consistent with all school/district policies. Students at Syracuse High School are asked to:

1. Obey all school/district rules as well as the school dress code policy.

2. Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
3. Be involved in school activities.
4. Respect your fellow students. Practice good sportsmanship at school activities.

## COMPUTER INFORMATION ACCESS

Syracuse High parents will be able to make additional contact with the school through any carrier's computer networking service. You may find access through the Davis School District Home Page at [www.syracuse.k12.ut.us](http://www.syracuse.k12.ut.us). Click on the Student Information System hotlink and follow the steps outlined. You must wait 24 hours before trying to access information. Following this time period, you would be able to connect to the internet and the information access hotlink. Please call the school at (801) 402 – 7900, if you have questions.

## COURSE CHANGES

Class schedules are developed in accordance with a Student Education Occupational Plan (SEOP) and student course request. Changing classes required for graduation should be made in consultation with a counselor. There is a **\$10.00 fee for a class change**. Students will not be charged the fee if there is a hole in their schedule, a repeated class, or the change is requested by a teacher. Please see the counseling center schedule for specific dates to change schedules.

**Specific schedule change information and dates are available on the Syracuse High registration page or in the counseling center.**

Schedule change sessions are held at the beginning of each semester; one day before the semester starts, and the first two days of classes. At that time, students may change schedules without teacher approval or having their citizenship "U"s cleared. After those change sessions, all requests for a schedule change are required to go through an appeal process. Requirements for a schedule change at this point include:

- Students must obtain all necessary signatures on a class change form
- 1<sup>st</sup> and 3<sup>rd</sup> terms – appeals may be made for one (1) week at the beginning of the term

## DANCES

- **Students are required to bring their student ID cards to all dances. Students may be refused entrance to the dance without ID.** If a student loses his/her ID card, a replacement can be purchased at the Attendance Office prior to the day of the dance. **NO GUESTS' IDENTITY WILL BE VERIFIED. GUESTS WILL NOT BE ADMITTED WITHOUT ID.**
- The charge for admission for dances will be determined by the organization sponsoring the dance, with administrative approval, up to a maximum of \$20.00.
- School dress expectations apply to all dances. Students wearing clothing that is determined to be too revealing or inappropriate for a school activity, will not be allowed.
- "Slam-dancing", "moshing", "suggestive dancing", or any other unacceptable student behavior will not be tolerated and the student will be asked to leave without refund. No warnings will be given. Students asked to leave a dance due to unacceptable behavior will be unable to attend additional school activities for a minimum period of 4 weeks following the dance and could include removal from the remainder of dances or school activities for the school year. (The graduation ceremony qualifies as a school activity.)
- **Syracuse High Students may bring one guest along with a COMPLETED Guest Participation Form and appropriate ID. NO GUEST WILL BE ALLOWED TO ENTER WITHOUT A VALID ID. NO 9<sup>th</sup> graders or guests over the age of 21.** Any guest removed from a dance for misconduct will be trespassed from Syracuse High School for the remainder of the school year.
- Students should be considered "in good standing" to participate in school sponsored activities. Those students not currently enrolled at the time of the dance will not be allowed to participate.
- The Syracuse High School administration reserves the right to deny admission to any person who is non-compliant with this policy or any other school or district policy.

## DRESS CODE

Syracuse High School faculty and staff and the Davis School District Board of Education recognize that standards of proper dress and grooming affect the learning environment and behavior of students. In conjunction with the Syracuse High School Community Council and PTA Board, clear dress and grooming guidelines have been established so that rules of dress can be enforced consistently. Clothing shall not be worn which may disrupt or interfere with the learning environment or school functions. Certain student activities such as assemblies, plays, programs, and

athletic events may warrant a variance from the dress code expected within the regular school day. Exceptions for these activities will be monitored by the appropriate advisors and coaches. The school administration retains the right to determine the appropriateness of school dress. Each student will be expected to know and abide by the dress code of Syracuse High School.

### **SYRACUSE HIGH SCHOOL DRESS CODE**

- Students must be fully clothed...including shoes.
- Hats and bandannas are not allowed in school.
- Shirts must have sleeves. (No tank tops, cold shoulder tops, spaghetti straps, stand-alone vests, etc.)
- Clothing must cover midriffs, buttocks, cleavage, & undergarments. Clothing allowing underwear (bras, bra straps, boxers, etc.) to be shown are not permitted at school. (This includes sheer blouses.)
- Shorts, skirts, and dresses must be mid-thigh or longer when standing, sitting, or bending over.
- Leggings cannot be transparent or show underwear.
- Sagging pants or shorts are not permitted.
- Clothing containing weapons or other disturbing graphics, obscene/sexually suggestive words or pictures, references to tobacco, alcohol or other drugs are not permitted at school or at any school sponsored activity.
- No skin should be visible through holes, rips, tears, or frayed fabric above the mid-thigh area.
- Clothing determined to be gang related in colors, graphics, or other references are not permitted.
- Hair must be kept neat and clean. Extreme or distracting styles or colors are not permitted at school.
- Piercings must not be distractive or cause a safety concern.
- School-appropriate dress code for dances, including all formal dances, is required. We recommend avoiding dresses which are low cut, extremely short or too revealing. Shirts must be worn. (Vests without a shirt are not permitted.)

\*\* Students will be subject to school discipline for non-compliance to the dress code.

(A copy of the Syracuse High School Dress Code was included in the registration policy disclosures.)

## **ELECTRONIC DEVICES**

To prevent interruption of valuable class time, the use of student cell phones, head phones, or other electronic devices may be prohibited in the classroom. **The use of devices in each class will be at the discretion of the teacher.** If a teacher has to confiscate these devices, they will be given to an administrator and a parent or guardian may be contacted.

The chain of consequences for violation of the Personal Electronic Device Policy is as follows:

- 1<sup>st</sup> offense Device is brought to the office and may be retrieved at the end of the school day by the student.
- 2<sup>nd</sup> offense Device is brought to the office and must be picked up by a parent.
- 3<sup>rd</sup> offense Device is brought to the office and must be picked up by the parent.  
Administrative "U" may be issued.
- 4<sup>th+</sup> offense Device is brought to the office and must be picked up by the parent.  
Administrative "U" may be issued.

**Device may be kept for up to 30 days.**

## **FIELD TRIPS**

Field trips are optional activities that may be arranged by classroom teachers to supplement student learning. Students must be in good citizenship standing with no 'U's to attend. An alternate assignment will be provided by the teacher for those students unable to attend a scheduled field trip. The teacher in charge of the field trip and/or the school administration reserves the right to deny field trip attendance to students exhibiting noncompliance or other behavior concerns. A \$5.00 transportation fee will be charged to each student per field trip.

## **FIGHTING**

Students fighting on school grounds, traveling to or from school, or at any school-sponsored activity, may be suspended for up to ten school days. In order to be reinstated in school, a parent conference is required. Repeat offenders may be expelled or excluded from school.

## **FINES AND FEES**

Fines and fees must be paid in order for the student to pick up his/her yearbook prior to the last day of school. Diplomas will be given to graduating seniors that did not participate in the graduation ceremony in the SHS office on the following work day after graduation.

## **HALL PASSES**

Each teacher will have a hall pass that he/she may give to a student to allow them to be in the hall during class. **Any student out of class**



without a hall pass may be considered truant. One student may use the hall pass at a time.

## LOCKER INFORMATION

The locker belongs to the school. It must be kept clean both inside and out. No obscene or offensive material is allowed. Illegal substances or dangerous articles are not allowed in lockers or at school. School Authorities have the right to search any locker at any time with or without the student present and with or without student permission. Parents may have access to lockers as well. Police dogs may be used to search for illegal substances at school. Students will be required to pay for any damage to their locker and may lose the right to use a school locker if any of the above rules are violated.

## MEDIA CENTER GUIDELINES

1. The Media Center is open from 7:00 AM to 2:40 PM.
2. NO FOOD OR DRINK ALLOWED.
3. Books are checked out for 2 weeks. Limit is five books per student (fine is .20 cents per day).
4. Internet access with student I.D. card and teacher supervision is required.
5. Learn to navigate the world. Come visit the Media Center before school, at lunch time, after school or with your class.

## PARKING

All vehicles parked on school property must be registered with the school and **must display a current permit in the front windshield**. Cost of a parking permit is \$5.00. Parking permits will be sold to Senior and Junior students only. **Students must not park in restricted areas (faculty, visitor, fire lane, diagonal line areas, etc.).** Student vehicles parked inappropriately are subject to a parking fine and/or towing.

Violations will result in the following consequences:

- **Each parking citation is a \$15 fine.**
- **On the 4<sup>th</sup> citation you will be given a \$15 fine and an Administrative "U".**
- **On the 5<sup>th</sup> citation you will be given a \$15 fine and your parking permit will be revoked to be returned only after all parking fines have been paid in full and Administrative "U"s have been cleared.**
- **On the 6<sup>th</sup> citation your vehicle may be towed at the owner's expense.**

**All parking fines are the responsibility of the student and his/her parents.**

## PROFANITY

Profanity is inappropriate and will not be tolerated at Syracuse High School. (Refer to Safe School Policy)

## PUBLIC DISPLAYS OF AFFECTION

Syracuse High School is considered a public place where standards of common decency are expected. Excessive kissing, inappropriate touching, and laying in another's lap will not be tolerated. Displays of affection, other than hand-holding, may be considered excessive on school grounds, during regular school hours and during extracurricular activities. Offenses may result in an Administrative "U" or suspension.

## RELEASE TIME/HOME RELEASE/OFF CAMPUS PROGRAMS

Students who are granted permission to participate in release-time and/or other off-campus programs are not allowed in the building or on campus during that time without special permission through the office. Students who do not follow through with their commitment to these programs, either by failing to leave campus before the tardy bell sounds, or by returning to campus **before** the designated time, **may be issued a Davis District Trespass Citation**. The first trespassing citation will be a verbal warning; subsequent citations may result in monetary fines.

*Students who do not attend their release-time classes will not be able to enter a class offered at Syracuse High after the school year begins. Any student who does not attend their release-time period and who no longer wish to be enrolled will be the responsibility of the parent(s).*

## SCHOLARSHIPS

Information on the requirements for various scholarships can be found on our school website.

## STUDENT ACTIVITY CARD

Students are required to **show** their activity card to be admitted to the following...

- Syracuse High School **dances** and/or other school sponsored activities.
- Region 1 athletic games at Syracuse High School (free of charge).
- Students will be charged a student fee for non-region and "away" athletic games.

## STUDENT ELIGIBILITY INFORMATION

1. Students wishing to participate in extracurricular activities, field trips, assemblies, and/or extended travel activities must clear all of their U's before participation. Advisors and coaches will verify eligibility. Advisors of student body and class officers, cheerleaders, and Dance Line will ensure that Syracuse High School constitutional requirements are met.
2. Student Athletes must have a 2.0 GPA and cannot have more than one F on his/her report card for the preceding term. This is a Utah High School Activities Association (UHSAA) policy. A higher standard may be established by individual groups. An administrator may deem a student ineligible at any time for extreme behavior or attendance issues.
3. An eligibility list will be provided to advisors and coaches at the end of each term. It is the responsibility of the advisor or coach to verify eligibility status for each student.
4. Athletes competing under the umbrella of the UHSAA are required to have physical examination documentation on file. Forms are available through the coaching staffs.
5. The established district participation fee must be paid before the 1<sup>st</sup> athletic event.
6. Students declared ineligible may appeal to the Syracuse High standards committee through their advisor or coach. This committee will consist of at least one administrator, one teacher, and the athletic director.
7. The Davis School Board has implemented an Athletic Transportation Fee per student per sport. The fee will help defray the rising cost of fuel and transporting student athletes to sporting events. The fee only applies to sports sanctioned by the UHSAA.
8. District Policy regarding 9<sup>th</sup> graders playing at the high school level will apply to all sports. However, 9<sup>th</sup> graders will not be allowed to attend practice until the school day at the junior high which they attend is completed. If there is a travel requirement for the 9<sup>th</sup> graders, parents will assume that responsibility.
9. All student athletes and many other extracurricular student groups are subject to participate in the Davis School District's random drug testing policy. Information is discussed/distributed in seasonal parent meetings throughout the school year.

Student eligibility standards for all Syracuse High School extracurricular activities are subject to review by the administration and include compliance with all school rules. Attendance issues, smoking, drinking, drug use, sexting, poor behavior, insubordination or disrespect of coaches, advisors, teachers, and administrative personnel could result in suspension from extracurricular activities and may result in loss of eligibility.

## TRUANCY CITATIONS

Daily attendance at school is required by state law. We encourage all students to be responsible and recognize the importance of being in class each day and on time. Students who miss school, or are not making an attempt to be in class on time, may be considered truant and may be subject to a truancy citation with fines that range from \$10.00 to \$25.00.

## VISITORS

All visitors must check in at the front office. Unauthorized persons are not permitted on our campus during school hours, before or after school, or during lunch. Violators will be subject to criminal trespassing charges by the Syracuse City Police Department. **Visitors may not attend school with our students...no "day passes"**.

**DAVIS SCHOOL DISTRICT  
MEMORANDUM**

**DATE:** April 10, 2017

**TO:** ALL PRINCIPALS AND HEAD SECRETARIES

**FROM:** REID NEWHEY, SUPERINTENDENT OF SCHOOLS  
BEN ONOFRIO, LEGAL COUNSEL

**RE:** ADMINISTRATIVE MEMO #28/04:10:17 – STATEMENT OF NONDISCRIMINATION AND NOTICE OF POLICIES TO BE PUBLISHED IN STUDENT AND EMPLOYEE HANDBOOKS, FOLDERS, AND REGISTRATION MATERIALS FOR THE 2017-2018 SCHOOL YEAR

As a recipient of Federal financial assistance, the District is required to notify students, staff, and the public on a regular basis of its commitment to prohibit discrimination and ensure equal educational and employment opportunity. In addition, to satisfy due process requirements, the District and schools need to publish notice of important policies that affect the rights of students and parents. **Please review this information and make the necessary updates to your school's student and employee handbooks, folders, and registration materials for the 2017-2018 school year.**

**NOTICE OF NON-DISCRIMINATION**

Davis School District and Syracuse High School do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquires or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources  
**ADA (Employment Issues) Coordinator**  
Davis School District  
45 East State Street  
P.O. Box 588  
Farmington, Utah 84025  
tel: (801) 402-5315

Adam King, District 504 Coordinator  
**504 (Student Issues) Coordinator**  
Davis School District  
P.O. Box 588  
70 East 100 North  
Farmington, Utah 84025  
tel: (801) 402-5180

Jackie Thompson, Director of Equity  
**Title IX Compliance Coordinator**  
**Race, Color, National Origin, Religion, or Gender in other than Athletic Programs**  
Davis School District  
P.O. Box 588  
70 East 100 North  
Farmington, Utah 84025  
tel: (801) 402-5319

Tim Best, Health Lifestyles Coordinator  
**Title IX Compliance Coordinator**  
**Gender Based Discrimination in Athletic Programing**  
Davis School District  
P.O. Box 588  
20 North Main Street  
Farmington, Utah 84025  
tel: (801) 402-7850

Scott Zigich, Director of Risk Management  
**Physical Facilities Compliance Coordinator**  
P.O. Box 588  
20 North Main Street

Farmington, Utah 84025  
tel: (801) 402-5307

TDD (hearing impaired): (801) 492-5358

### **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Syracuse High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator, their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired ((801) 402-5358)

### **SAFE & ORDERLY SCHOOLS**

It is the policy of the Davis School District and Syracuse High School to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student and Family Resources Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

### **WEAPONS AND EXPLOSIVES-AUTOMATIC ONE YEAR EXPULSION**

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

### **DRUGS/CONTROLLED SUBSTANCES**

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

### **SERIOUS VIOLATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

### **DISRUPTION OF SCHOOL OPERATIONS**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

### **DUE PROCESS**

When a student is suspected of violating Syracuse High School or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for

which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

### **AUTHORITY TO SUSPEND OR EXPEL**

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student the school administrator shall make a referral to the District's Case Management Team.

### **BULLYING/CYBER-BULLYING/HARASSMENT/HAZING**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Syracuse High School policy may be found at <https://www.davis.k12.ut.us/cms/lib/UT01001306/Centricity/Domain/363/SHS%20Handbook%202017-18.pdf> or a copy may be obtained in the school office.

### **SEARCH AND SEIZURE**

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Syracuse High School. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

### **EXTRACURRICULAR ACTIVITIES**

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

### **COMPULSORY EDUCATION REQUIREMENT**

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

#### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights are:

*Inspect and review* all of their student's education records maintained by the school within 45 days of a request for access.

*Request* that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

*Provide consent* before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system;

[f]a State agency or organization that is legally responsible for the care and protection of the student;

[g]specified officials for audit or evaluation purposes; or

[h]organizations conducting studies for or on behalf of the District.

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 as a volunteer; a person serving on the District 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 to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

### **Student Directory Information**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees, honors, and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Syracuse High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: FERPA@ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

### **RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

*Consent* before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

[a] Political affiliations or beliefs;

[b] Mental or psychological problems;

[c] Sexual behavior, orientation or attitudes;

[d] Illegal, anti-social, self-incriminating, or demeaning behavior;

[e] Critical appraisals of others with whom the student or family have close family relationships;

[f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

[g] Religious practices, affiliations, or beliefs; or

[h] Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out* of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

*Inspect*, upon request and before administration or use of:

[a] Protected information surveys designed to be administered to students; and

[b] Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Syracuse High School will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
1-800-872-5327

Informal inquiries may be sent to FPCO via the following email address: [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

### **RELIGIOUS EXPRESSION IN PUBLIC SCHOOLS**

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

### **PARENTAL RIGHTS IN PUBLIC EDUCATION**

The Davis School District and **Syracuse H** shall reasonably accommodate\*\* a parent's or guardian's:

- written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- written request to place a student in a specialized class, a specialized program, or an advanced course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- initial selection of a teacher or request for a change of teacher.
- request to visit and observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

*Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.*

\*\*Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

### Syracuse High Fight Song

We hail the blue and green of Syracuse.  
To best our foes our fans will ever choose  
Our teams will always strive to reach the best inside,  
On to Victory!  
We know our teams they will fight valiantly  
With sword and shield we will make history  
We look to glory days, as Titan banners wave,  
All hail Syracuse!



### Syracuse Alma Mater

Within these walls we Titans strong  
Learn wisdom, knowledge, truth.  
Of Syracuse we proudly sing,  
The high school of our youth.  
These years we'll long remember.  
Our friendships will endure.  
With courage, strength and loyalty  
We're Titans strong and sure,  
With courage, strength and loyalty  
We're Titans strong and sure!

As Titans in the world we go  
To build and work and live.  
Through trials is our patience forged,  
We now go forth to give.  
We're marching toward the future,  
Our sword and shield we bare!  
Now arm in arm we proudly go,  
Our Titan strength we'll share,  
Now arm in arm we proudly go,  
Our Titan strength we'll share!

### BELL SCHEDULES

Regular Schedule Mon, Thurs, Fri			Late Start Schedule TUESDAYS			Tutorial Schedule WEDNESDAYS		
Period	Begin Time	End Time	Period	Begin Time	End Time	Period	Begin Time	End Time
1/5	7:30	8:58	1/5	8:30	9:45	1/5	7:30	8:45
2/6	9:04	10:31	2/6	9:51	11:05	<b>Tutorial</b>	8:50	9:45
3/7	10:37	12:04	3/7	11:11	12:24	2/6	9:51	11:05
Lunch	12:04	12:45	LUNCH	12:24	1:00	3/7	11:11	12:24
4/8	12:52	2:20	4/8	1:05	2:20	LUNCH	12:24	1:00
						4/8	1:05	2:20

Double Assembly 1 <sup>st</sup> Assembly			Double Assembly 2 <sup>nd</sup> Assembly		
Period	Begin	End	Period	Begin	End
1/5	7:30	8:42	1/5	7:30	8:42
<b>1<sup>st</sup> Assembly</b>	8:48	9:38	2/6	8:48	10:00
2/6	9:44	10:56	<b>2<sup>nd</sup> Assembly</b>	10:08	10:58
3/7	11:03	12:1	3/7	11:03	12:18
Lunch	12:18	1:03	Lunch	12:18	1:03
4/8	1:08	2:20	4/8	1:08	2:20