

**VALLEY  
HIGH SCHOOL**

**VHS Vision:  
Education today ...  
Success tomorrow**

**STUDENT HANDBOOK  
2018-2019**

**Jim Wood**  
PRINCIPAL

**Ashlynn Spencer**  
Student Body President

150 North Center  
PO Box 128  
Orderville, Utah  
84758

Phone: (435) 648-2278  
Fax: (435) 648-2366  
[www.vhs.kane.k12.ut.us](http://www.vhs.kane.k12.ut.us)

## WELCOME TO VALLEY HIGH SCHOOL

The Valley High School Handbook provides information including rules, policies, academic requirements, and student privileges and responsibilities. The more you involve yourself in school life, the more likely you will be to succeed academically and socially. Have a good year! EDUCATION makes good things happen in your life. It is the key to success with a better life and a better future. Good things happen when you: Make the best of your class work and homework, take advantage of opportunities for learning, discipline yourself to get the job done, make decisions that are the best for you, and think for yourself.

## SUPPORT AND HELP FOR VHS STUDENTS

Occasionally, every student may feel the need for extra support or help from the school staff. We have many understanding persons and available programs that can help a student get through any tough time. If a student is stressed, frightened, bored, tired, or just needs somebody to talk with about a problem or concern, please talk with someone on the staff. Teachers, counselor, principal, office secretary, or other staff members are here to help students have a positive high school experience.

## VALLEY HIGH SCHOOL SONG

### 1<sup>st</sup> Verse

Hail to our high school, the one we love so well. Down in the Valley where friendship e're shall dwell. Home of our school days by work and study won, dearest of all schools beneath the western sun.

### Chorus

At Valley High School as friends we'll ever meet. True to our friendship of days that are so fleet. Onward and upward our course we will pursue, with teachers to lead us who are valiant and true.

### 2<sup>nd</sup> Verse

Ever we're striving more knowledge to obtain. True to our motto, success shall be our fame. We're one in purpose, we're climbing round by round, rich gems of knowledge in each bright day are found.

**Words by Bessie Payne Heaton**

**Music by H. Theron Salter**

| <b>Student Body Officers</b> |                 |                   |                  |
|------------------------------|-----------------|-------------------|------------------|
| President:                   | Ashlynn Spencer | Vice President:   | Cameron Franklin |
| Secretary:                   | Alyssa Lee      | Public Relations: | Sarah Stout      |
| <b>Class Presidents</b>      |                 |                   |                  |
| 7 <sup>th</sup>              | Sarah Wood      | 8 <sup>th</sup>   | Tyler Bonham     |
| 9 <sup>th</sup>              | Zachary Burrows | 10 <sup>th</sup>  | Bethany Stout    |
| 11 <sup>th</sup>             | Keziah Palmer   | 12 <sup>th</sup>  | Rebekah Esplin   |
| <b>Misc. Leaders</b>         |                 |                   |                  |
| FCCLA:                       | Savannah Wood   | FFA:              | Whitley Cox      |
| FBLA:                        | Logan Dean      | Drama:            |                  |
| Cheer:                       | McKinlee Hoyt   |                   |                  |

**VHS MISSION STATEMENT:**  
**Commitment to life-long learning and accountability to self and society**

**FACULTY/STAFF**  
 Jim Wood, Principal

Ashley Chamberlain, Counselor

Jeanette Esplin, Secretary

|                 |                 |                    |                           |
|-----------------|-----------------|--------------------|---------------------------|
| <b>Faculty:</b> | Robert Lacey    | <b>Custodians:</b> | <b>Teacher Aides:</b>     |
| Bryce Adair     | Brianna Larmore | Wayne Cox          | Shana Sawyer              |
| Jeff Cox        | Jana Maxwell    | Sheldon Roundy     | Melanie Spencer           |
| Cassie Franklin | Lance Peterson  | <b>Librarian:</b>  | Brenda Summers            |
| Russell Gerard  | Emily Roundy    | Jeanie Goulding    | <b>Athletic Director:</b> |
| Connie Goulding | Joseph Sorensen | <b>EDNET:</b>      | Ferril Heaton             |
| Wanda Heaton    | Micah Young     | Arlene Sorensen    | <b>ETS:</b> L. Livingston |
| Julie Ingersoll |                 |                    |                           |

**Bell Schedule**

|                              | <b>Monday – Thursday</b> | <b>Friday &amp; ½ Day</b>           |
|------------------------------|--------------------------|-------------------------------------|
| <b>1<sup>st</sup> Period</b> | 8:00 - 9:12              | 8:00- 8:53                          |
| <b>2<sup>nd</sup> Period</b> | 9:16- 10:28              | 8:57- 9:50                          |
| <b>3<sup>rd</sup> Period</b> | 10:32- 11:44             | 9:54- 10:47                         |
| <b>Lunch</b>                 | 11:44- 12:12             | 10:51- 11:44 (4 <sup>th</sup> Hour) |
| <b>4<sup>th</sup> Period</b> | 12:16- 1:28              | 11:44- 12:04 (Lunch)                |
| <b>5<sup>th</sup> Period</b> | 1:32- 2:44               | 12:08- 1:00                         |

**Assembly Schedule**

|                              |              |                                     |
|------------------------------|--------------|-------------------------------------|
| <b>1<sup>st</sup> Period</b> | 8:00- 9:03   | 8:00- 8:48                          |
| <b>Assembly</b>              | 9:03- 9:48   | 8:52- 9:40 (2 <sup>nd</sup> Hour)   |
| <b>2<sup>nd</sup> Period</b> | 9:52- 10:55  | 9:40- 10:05 (Assembly)              |
| <b>3<sup>rd</sup> Period</b> | 10:59- 12:02 | 10:09- 10:57 (3 <sup>rd</sup> Hour) |
| <b>Lunch</b>                 | 12:02- 12:30 | 11:01- 11:49 (4 <sup>th</sup> Hour) |
| <b>4<sup>th</sup> Period</b> | 12:34- 1:37  | 11:49- 12:09 (Lunch)                |
| <b>5<sup>th</sup> Period</b> | 1:41- 2:44   | 12:13- 1:00 (5 <sup>th</sup> Hour)  |

## 2018-2019 CALENDAR

|                  |                                      |
|------------------|--------------------------------------|
| August 15        | Opening Institute                    |
| August 16-17     | Teacher Preparation Days             |
| August 20        | Teacher Preparation Day              |
| August 21        | First Day of School – Full Day       |
| August 29        | School Pictures                      |
| September 3      | Labor Day Holiday                    |
| September 19     | Mid-Term                             |
| September 24     | Teacher Work Day                     |
| October 19       | End 1 <sup>st</sup> Quarter          |
| October 22-23    | Fall Break                           |
| November 7       | Parent Teacher Conf. / PCCR          |
| November 20      | Mid-Term                             |
| November 21      | ½ Day                                |
| November 22-23   | Thanksgiving Holiday                 |
| November 26      | Teacher Professional Development Day |
| December 21      | End 2 <sup>nd</sup> Quarter          |
| Dec. 24 – Jan. 2 | Christmas Break                      |
| January 2        | Teacher Work Day                     |
| January 3        | School Resumes                       |
| January 21       | Martin Luther King Holiday           |
| February 7       | Mid-Term                             |
| February 18      | Presidents' Day Holiday              |
| March 6          | Parent Teacher Conf. / PCCR          |
| March 15         | End 3 <sup>rd</sup> Quarter          |
| April 17         | ½ Day – Mid-Term                     |
| April 18-22      | Spring Break                         |
| May 23           | ½ Day                                |
| May 24           | Last Day of School – VHS Graduation  |

## **HIGH STUDENT ACHIEVEMENT**

During this time of student life, EDUCATION is a student's career. Coming to this school is a student's job. A student's job expectations and responsibilities include:

1. Be responsible for **LEARNING** at school. Learning is a student's first responsibility. It is great to have friends, but students should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.
2. Put forth your best **EFFORT** at all times.
3. Take **PAPER AND PENCIL** to each class daily.
4. Take needed **TEXTBOOKS** to each class daily.
5. Know which classes require **SPECIAL MATERIALS**. Be responsible for taking those materials to each appropriate class.
6. Be prepared, complete and submit all homework assignments.

## **HOME/SCHOOL COMMUNICATION**

Clear and accurate communication is important to students and their families. Texts will be sent out periodically. A mid-term report will be sent to parents by mail. Sometimes students will be responsible for taking messages home. Please make sure that parents receive the information from school. During school remember to listen to the announcements on the PA and messages from teachers.

## **RIGHTS AND RESPONSIBILITIES**

**EVERY PERSON** has the right to be treated as an exceptional human being. By being a student at Valley High School, a student can expect:

1. The right to an education. (Teachers should be free to teach and students free to learn without being interrupted by inconsiderate or disruptive students.)
2. The right to be safe in school and to have personal and school property respected.
3. Freedom from physical abuse and/or mental abuse including name calling, intimidation, harassment, or vulgar language. Swearing and use of inappropriate language are not acceptable. Discipline will be in compliance with school and district policy.
4. Freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.

It is the policy of the Kane County School District to provide all students a learning environment free from sexual harassment. This means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, whether initiated by students, school employees, or visitors. This policy is available in the Principal's Office.

## **VHS LIBRARY**

The library media center is open to students from 7:30 a.m. to 3:30 p.m. Monday through Thursday and 7:30 a.m. to 1:00 p.m. on Friday. Students are expected to show consideration for others by moving and reading quietly. Students may check out two books at a time for a two-week period. Books may also be renewed for an additional two weeks if needed. Students that have their name listed on the over-due book list may not check out any additional books or materials until the late books are returned or paid for. There is a five cent per day fine for overdue books, and a replacement fee must be paid for lost or damaged books.

## **SCHOOLWORK**

Learning and teaching are established on the premise that all students can and do learn. Students are required to complete ALL assignments in ALL classes and submit them to the teacher. Schoolwork and homework should be completed as soon as possible after being assigned rather than being put off until the last minute. We encourage all students to do quality work on every assignment. All work must meet the school guidelines of acceptability including honesty in all areas. Falsified information (written or verbal), cheating, and plagiarism will not be tolerated. Absent/late work will be accepted at each teacher's discretion.

## **REPORT CARDS**

Students receive grades of A, B, C, D, F, P (passing), I (Incomplete), or NG (no grade). An "NG" grade is given to students who have not attended class long enough to receive a grade. For the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters, a student who receives an "I" grade must complete work to get a passing grade within two weeks following parent notification. It is the responsibility of the student to work with individual teachers.

## **BUS CONDUCT & REGULATIONS**

The students on the bus are under the immediate supervision of the bus driver and are thus subject to the following rules set by the School Board and the State.

1. Stand in an orderly single file line at pick-up points until the bus comes to a complete halt.
2. Enter the bus in an orderly fashion.
3. All passengers must be seated while the bus is in motion.
4. At your stop, remain in your seat until the bus has fully stopped. Then enter the aisle and go directly to the front exit door.

Loud talking, use of profanity, fighting, throwing things, smoking, damaging the bus or bus seats, standing, eating or drinking, are examples of activities that draw attention of the bus driver from his/her main task of safe operation of the bus. Such actions, or any other distracting action by the riders, create a safety hazard by demanding unnecessary attention of the driver and are forms of misconduct. Misconduct at bus stops is also considered a violation and shall be cause for disciplinary action.

When a rider is guilty of misconduct on the bus or at the bus stop, it will be reported to the principal of his/her school. Parents will be held responsible for any bus damage that may result from the student's misconduct. Misconduct may be cause to deny the privilege of transportation to the student. The following procedures will be taken by school administration. Misconduct citations will be issued as follows:

- |                          |  |
|--------------------------|--|
| 1 <sup>st</sup> Offense: | Student given an oral warning. (Bus Driver)  |
| 2 <sup>nd</sup> Offense: | Student/Parent given a written warning. (Bus Driver, School Administration and parents)  |
| 3 <sup>rd</sup> Offense: | Student/Parent given a written warning   |
| 4 <sup>th</sup> Offense: | Student given a written warning. Bus privileges denied for 10 days. A parent conference is required before student can return to bus |
| 5 <sup>th</sup> Offense: | Transportation privilege denied for the remainder of the school year. (School Admin. And School Board)                               |

Offenses such as smoking, drugs, weapons, damaging the bus, or harming another student will be handled as 3<sup>rd</sup> citation level on the 1<sup>st</sup> offense. Violation of the law will be reported to the Sheriff's Office for investigation and prosecution.

## ILLNESS

If a student becomes ill at school, the classroom teacher will send student to the school office. Students should not use the classroom phones to call home.

1. Students must report to the secretary in the office.
2. Students will be allowed to go home ONLY if parents or guardians are contacted and approve of student going home.
3. If a student's parent cannot be reached, and the student is not in an emergency situation, the student will return to class. If the student is too ill to return to class, provisions will be made for the student to rest at school.

## PROCEDURES FOR ABSENCES

Utah State Laws requires all students to attend school up to the age of 18. While students are required to be in school every day, there may be illness or special emergencies that will require absence from school. Parents must contact the school office and report the reason for their student's absence. Parents are encouraged not to keep students home to baby-sit, run errands, or for any non-emergency family business. Parents who willfully allow or keep their students out of school for an inappropriate reason are guilty of educational neglect. Students with excessive absences (10 or more per quarter) will not receive credit for classes. An appeals process is available.

## TARDY POLICY

Students are expected to arrive at school on time. If a student is late to school, he/she should bring a note from a parent that explains the tardy.

Students are also expected to be in class when the tardy bell rings for each class. Students are required to be prepared and seated quietly. Tardiness disrupts the class and will not be tolerated. Due to the instruction time that is missed if a student is late, 1% will be deducted from the student's current grade for each tardy over 3 received in an individual class.

## STUDENT GUEST / VISITORS

Guests of students are NOT PERMITTED on campus or in classes because of the liability to the school district. ALL visitors are to report to the school office upon entering the school. Parents are always welcome but must check in with the office.

## VHS LOCKERS

Hall lockers and P.E. lockers will be provided to students. The administration and/or a designee may search all lockers and/or backpacks if there is a reasonable cause. (UCA 78-3E-4)

## ITEMS NOT ALLOWED IN SCHOOL

The following items are disruptive and may interfere with the learning climate at our school. Please do not bring such items to school. Exceptions may be arranged with teacher or school principal:

1. Dangerous objects such as knives, spike wristbands, spike necklaces, sharp objects, lighters, matches, or any device which can hurt people.
2. Items of distraction such as toys, water guns, whistles, balloons, stink bombs, confetti, offensive spray, laser lights, etc.

*Items taken from a student may be returned to a parent. Items that are considered harmful or extremely dangerous will be given to the local police department.*

## CELL PHONES/MP3/MUSIC DEVICES

Cell phones and music devices will be allowed before school, during lunch, and after school. They will NOT be allowed in classrooms.

*Cell phones will be confiscated for 7 days on the first offence, 14 days on the second offence, with continuing increments of time for each offence and then returned only to a parent.*

## VHS DISCIPLINE

(Student Council will be involved in appropriate disciplinary decisions)

### Teacher Individual Discipline Plan

#### Level 1

1. Warning
2. Teacher's individual discipline plan
3. Detention issued and parent contact

#### Level 2

1. Removal from classroom to Principal's Office.

#### Level 3

1. Severe level

### Principal Plan

#### Level 2

1. Detention and/or 1 day ISS with work packet
2. Parent contact
3. Conference with student

#### Level 3 (Severe)

1. Detention and/or 2 days ISS with work packet
2. Parent contact
3. Conference with parents
4. Counseling

#### ISS (In School Suspension)

1. Student starts school 5 minutes earlier
2. Student may be held up to 5 minutes after last bell
3. Student will raise hand for help
4. Two set times for restroom break (escorted by teacher)

### ABIDE BY THE "BIG SIX" RULES OF VHS

We at VHS believe that our students are very responsible and disciplined. Procedures are in place when students fail to comply with school expectations and management procedures. If these rules are violated, consequences will follow. Parents are contacted and if needed, the local police and/or other district and community resources will become involved.

**1. Fighting, harassment, bullying and intimidation** are strictly forbidden. These acts will result in a detention and may include one to five days of placement in either in-school or out-of-school suspension.

**2. Disrespect, insubordination and lack of diligence** to an administrator, teacher, staff member, other student(s) or guest are not acceptable. These acts will result in out-of-school or in-school suspension and/or detention and a parent conference.

**3. Attendance** is very important. An un-excused absence is a violation of state laws. Students who are chronically absent from school will, with their parents, be referred to the Juvenile Court System and/or the Division of Family Services for educational neglect. Students that sluff a class will receive a 20% deduction on their current grade in their class for each class sluffed as well as one to three days in ISS.

**4. Theft** is a crime against both individuals and society. Acts of theft will be referred to the school principal, local law enforcement, and juvenile court authorities. The school may assign the violator in-school or out-of-school suspension and/or detention.



**5. Possession, use, and/or distribution of illegal drugs, substances, tobacco, or alcohol** are strictly forbidden at VHS and its surrounding premises. Parents will be notified, and violators will immediately be referred to the school principal. The school will strictly adhere to the district drug, alcohol, and illegal substance policy.

**6. Vandalizing school property** is not acceptable and will not be tolerated. Full restitution will be required of those students who commit this offense. Parents will be contacted and possible referral to the local police department will be made. In-school or out-of-school suspension may also be used. Rewards may be offered to those who can assist in identifying those students who have vandalized the school in any way.

### **ELIGIBILITY**

The Kane School District Activity Agreement states: "Participation in activities is a privilege. Students who represent their school through student government, sports contests, and other extracurricular activities accept a special obligation in terms of behavior, academic performance and example. To be eligible to participate in any activity, a student must maintain a GPA of at least 2.0 and have no failing grades in the previous quarter. To help students maintain a minimum GPA of 2.0 and have no failing grades at the end of the quarter, eligibility will be checked every 2 weeks. Students who do not meet the eligibility criteria when mid-terms come out will be given two days to bring their grades to the eligibility level. Those still ineligible after two days will not be allowed to participate in activities until eligibility criteria are met.

### **HALLWAY EXPECTATIONS**

The faculty and administration believe that every student is capable of having respectful and acceptable behavior at all times. Students should: Follow directions; Walk; Keep voice and noise level down; Keep feet, hands, and mouth to self; Get to destination in a safe, quiet, and orderly manner.

### **HALL PASSES**

During class time, students in the halls must have a hall pass.

### **LUNCH ROOM**

Students may choose to buy school lunch or bring their own lunch. School lunches are to be prepaid in the school office. **STUDENTS WILL NOT BE ALLOWED TO CHARGE SCHOOL LUNCHESES.** Lunches may be purchased by the year, month, week or day. The school district offers free and reduced price lunch programs. Applications may be picked up from the school or district office.

Students will: quietly walk to lunch, stand in line in an orderly fashion, not save seats, and pick up litter in your eating area.

Running, shoving, pushing, or any other impolite actions may result in a student being refused the use of this convenience. Throwing food of any kind will not be tolerated and may bring suspension or expulsion from eating in the lunch room and/or extended cleaning duties.

### **HONOR ROLLS**

VHS will recognize all honor roll students with a 3.5 GPA or better. Honor Roll lists will be displayed at VHS and published in local newspapers. These students will also participate in the end of quarter incentive activity. Students that are on the honor roll all year will have a special incentive activity.

## DRESS STANDARDS

Valley High School students are expected to dress in a clean, neat, and modest manner that will not take attention away from the learning process during school hours and while attending and participating in school activities. While we want our students to be comfortable, confident and able to express themselves, VHS has a proud tradition of excellence, and we desire to represent our community and school in a manner that is exemplary. These are guidelines all students are expected to follow:

- Appearance should not disrupt classroom activity or bring undue attention to the students.
- Students must wear clothing that is appropriate for a school setting. Students are expected to **dress as if school is their job.**
- Clothing should fit students' bodies nicely without being too tight or too loose. Leggings, jeggings, or any other spandex-type material are not appropriate for school due to their tight fit. However, leggings worn under skirts or tunics that are mid-thigh length are acceptable.
- Standards of decency dictate that students should dress modestly. Shoulders must be covered (no sleeveless clothing or tank tops) and shorts/skirts should be modest in length – close to the knees or longer.
- If the outside covering is sheer or see-through, what can be seen underneath must meet dress code.
- Gang related styles are not allowed.

### Head covering and hair

- No hats, hoods, helmets, scarves, kerchiefs or head coverings are permitted unless prescribed by a medical physician.
- No unnatural (pink, purple, blue, green, etc.) hair coloring or sculpting.

### Shoes

- Shoes are required at all times.
- No house slippers.
- Shoes designed to be worn with laces must have laces tied at all times.
- Footwear (roller shoes, etc.) that may damage the floor, walls or furniture is not allowed.

### Shirts, blouses and tops

- Must cover the shoulder, under the arm and the belly.
- No low cut neckline, bare back or bare midriff. This means that no skin around the waistline or chest, nor underwear is revealed when bending, reaching or sitting.
- No muscle shirts, tube tops, halter tops or sleeveless blouses (cap sleeves are OK).
- No slogans or pictures, which are crude, vulgar, sexist, satanic, offensive or promoting, controlled substances.
- No top made of sheer (see-through) or spandex (skin hugging) fabrics.

### Pants, skirts and shorts

- No sleepwear, such as pajama bottoms or robes.
- No swimwear or dancewear. Leggings worn under skirts or tunics that are mid-thigh length are acceptable.
- No holes, intentional or unintentional. Neatly patched holes are acceptable.
- No skin or underwear should be exposed at the waist, hip or buttocks when bending, reaching or sitting.
- Shorts, skirts and slits that part the skirt or pant should not extend more than 3 inches above the knee.

### Accessories and coats

- No chains that hang from the waist, wallet or pocket.
- All jackets, coats and outdoor attire should be placed in lockers before school. They are not to be worn in the building during the day.
- Body piercing cannot be displayed during the school day (ear piercing is permitted).
- Our school prohibits the wearing or displaying of any gang symbols, badges, signs, lettering or adornments.

Athletic and team attire is selected and monitored by the coach and should not be worn outside the gymnasium or exercise area. Hats may be worn in the gymnasium during extra-curricular activities.

1<sup>st</sup> violation: Warning issued and parents contacted. Students will change into school-issued clothing. Students' personal clothing will be returned when the school owned clothing is laundered and returned to the school.

2<sup>nd</sup> violation: Parents contacted and student sent home to change into appropriate clothing. If parents are not available, students will change into school-issued clothing and be placed in ISS (in-school suspension) until parents are contacted.

3<sup>rd</sup> and subsequent violation(s): Parents are contacted, and student will be suspended until parents meet with the school administrator.

We thank you for your support in your student's educational career.

### **DRIVING PRIVILEGES**

Students are permitted to drive themselves and others to school and park in approved parking areas provided for by the school. All laws of the State of Utah pertaining to safe driving and transportation of passengers will be observed at all times. The speed limit on school roads and parking lots is 10 MPH. Infractions will result in the driver's loss of his/her driving privileges at school or at school functions and possible referral to the local law enforcement. Students are not permitted to drive themselves or others to or from school sponsored activity trips in which they or their passengers are participants in the activity. School personnel are not to send students on errands for the school or the district which requires them to drive a vehicle. Students may not be excused from school early to attend activities except to travel by school bus or other approved transportation unless the school has written permission from a parent prior to the student leaving for the activity.

### **DISRUPTIVE BEHAVIOR**

Students are not to engage in fights, throw snowballs, engage in water fights, or involve themselves or others in any activity that may possess the potential of harm or harassment to students, school personnel, school patrons, or school property. Kane County School District endorses a Safe School Policy (copies available on the District Web Site). Students are not to visit other classrooms or get other students out of any class without permission of the principal. Such permission must be given in writing.

### **ASSEMBLIES**

All assemblies should be placed on a schedule calendar in the principal's office. Assemblies should be approved by the student council and faculty one week in advance, and two weeks in advance is recommended. Assembly scripts must be presented to the principal and the assembly chairman at least one week in advance. Any changes to the script must be submitted as soon as they are known. Assembly scripts must not contain anything that is embarrassing, degrading, derogatory, or that cast any question of character onto any member of the school community. The goal of assemblies will be to demonstrate talent in reading, instrumental music, vocal music, etc. The emphasis must be on quality. Assemblies may be up to 40 minutes in duration (other than pep assemblies, which may be up to 20 minutes). The use of auxiliary lights and speaking system will be under the direction of the advisor and the principal. An advisor or approved substitute must be present at all rehearsals. Excessive boisterousness is not acceptable conduct in assemblies. All assembly changes other than those specified above require the approval of the administration.

## **ABSENCES**

When a student knows he/she is going to be absent from school for several days, he/she should make arrangements to do studies or to have work assigned before leaving. Students who leave school must check out with the principal or the front desk before leaving and check out with parent's permission. If a student's absence may be prolonged, a parent should contact the school for assignments that could be done at home. When a student is absent, it is the responsibility of the parent to contact the school by phone or in person prior to the absence or on the day of the absence, and notify the school that the child will be absent.

## **TRAVEL ON ACTIVITY TRIPS**

Buses and other district vehicles will be provided for all students participating in interscholastic activities held away from home. There will be few exceptions. It is expected that all students ride the transportation provided by the school unless emergency circumstances require other arrangements. When parents request and proper arrangements are made with the activity sponsor and the principal, students will be permitted to ride home with parents or an approved adult. Students will be released to other responsible adults as designated by parents and approved by the principal and advisor with a signed note only. At no time will clearance be given for a student to drive himself/herself to an activity, ride with another student, ride with a person under 21, or ride with an adult deemed irresponsible (example: an adult with the obvious smell of liquor on his/her breath) by those in charge of an activity.

## **CLUBS AND ORGANIZATIONS**

All clubs and organizations must have the approval of the principal, faculty and student council. Clubs must be open to all members of the student body who meet the qualifications and standards as specified by the constitution. All clubs must submit a regular constitution to be filed in the office before they will be recognized at Valley High School. All constitutions must be compatible with the VHS Constitution.

## **INITIATIONS**

There will be no initiation or hazing of students. Installation ceremonies of clubs must be submitted to and approved by the administration and student council.

## **MARRIED STUDENTS**

Valley High School recognizes that marriage entails responsibilities and obligations of an adult nature that are above and beyond those of high school students. Therefore, be it resolved that a married student, over the age of 18, may not participate in Valley high School contests that are won or lost by reason of ability or merit and will not be permitted to hold any office. We suggest alternate means of obtaining a diploma for people eighteen years old and older.

## **SCHOOL DANCES**

It is recommended that school dances be held on Friday nights. All dances close at 11:30 p.m. unless permission is given to go longer.

## **PERSONAL PROPERTY**

Each student is responsible for his/her own personal property. The school will rent locks to individual students upon request for \$1.00. Only school locks are allowed on lockers. The school encourages proper care and placement of supplies and equipment owned by students. The school cannot and does not assume responsibility for any personal property lost or stolen.

## CONSTITUTION

### Preamble

This Constitution has been created to explain the rights and responsibilities of students at Valley High School in relationship to the school administration, the teachers, the parents, the superintendent, and the Kane County School Board. In order to better define and understand the forms and functions of the organization, we established this constitution.

### Article I. Name

The name of this organization shall be Valley High School.

Section I. This organization shall comprise all students of Valley High School who are registered attendants of one of the following grades: Seventh, Eighth, Ninth, Tenth, Eleventh, and Twelfth.

Section II. The colors of Valley High School are Black and Orange.

Section III. The symbol or mascot of Valley High School is the Buffalo.

Section IV. The school song is "Hail to our High School."

Section V. Names of School Publications

1. The name of the school paper is the Stampede.
2. The name of the yearbook is the Valonian.

### Article II. Officers

Section I. The elective officers of this organization shall be as follows:

President, Vice President, Secretary/Treasurer, Public Relations, Senior Class President, Junior Class President, Sophomore Class President, Freshman Class President, Eight Grade Class President, Seventh Grade Class President.

Section II. The Student Council may also appoint club presidents or other officers to the Student Council as the need arises.

### Article III. Qualifications for Officers

Section I. The President, Vice President, Secretary, and Public Relations shall be regular attendants who have completed at least 12 units of credit by the time they take office.

Section II. The Senior Class President shall have completed at least 18 units of credit.

Section III. The Junior Class President shall have completed at least 12 units of high school credit.

Section IV. The Sophomore President shall have completed at least 6 units of credit.

Section V. The Freshman President shall have completed the Eighth Grade.

Section VI. The Eight Grade President shall have completed the Seventh Grade.

Section VII. The Seventh Grade President shall have completed the Sixth Grade.

Section VIII. The officers listed in Section I shall be elected by the student body (or class) as outlined in Article VII.

Section IX. Representatives named in Section II through VII of this article shall be elected by their respective classes.

### Article IV. Duties of Officers

Section I. All officers enumerated in Article II, Section I and II shall be formed into a student council, the duties of which are to be as follows:

1. To make all rules (subject to faculty approval) for the governing of the organization.
2. To attend all regular meetings and special meetings of the Student Council or to furnish an excuse to the President for absence.
3. To remove appointed officers as they see fit.
4. To have combined meetings of old and new council members after the spring election at which, if a budget is used, the Secretary/Treasurer's account shall be reviewed, explained, and transferred to the new council. Any other necessary matters, involving decisions that affect both the old and new members should be discussed at this time.

Section II. The Student Council shall hold regular meetings once a week if needed. The day shall be determined by the Student Council and Faculty.

Section III. The Student Council meetings shall be open to all interested persons after permission is granted by the President and Advisor of Student Council. All visitors shall have the privilege of entering into discussions, but only specified council members may have a vote.

Section IV. In Student Council meetings each elective member shall have one vote, except that the presiding member shall not vote except to break a tie. Each duly elected or appointed Student Council member has the right to vote on every issue brought before the council.

Section V. The duties of the President shall be:

1. To preside over all council meetings, except if he/she is absent, in which event the officers shall preside in the order in which they were listed in Article II, Section I.
2. To lead in the responsibility for Student Body programs and to take charge in assemblies.
3. To assume whatever responsibility is necessary in order to direct Student Body affairs and functions properly.
4. To bring to faculty meeting the council's approvals.

Section VI. The duties of the Vice President shall be:

1. To take responsibilities of the President in case of absence as enumerated in Section V.
2. To be an assistant to the President in carrying out the activities for which the President is responsible.
3. To take the responsibility of raising and lowering the flag each school day.
4. To serve as Chairperson of the Assembly Committee to evaluate assembly scripts.
5. To serve as Chairperson of the Homecoming Committee.
6. To serve on the school Safety Committee.

Section VII. The duties of the Secretary-Treasurer shall be:

1. To keep minutes of all Student Council meetings.
2. To carry on all Student Council Correspondence.
3. To work with the Principal in record keeping.
4. To make financial reports to the Student Council when asked.

Section VIII. The duties of the Public Relations Officer shall be:

1. To be the newspaper correspondent for school activities.
2. To make weekly changes and updates to the school marquee.
3. To foster a good public image of Valley High School.
4. To sponsor efforts to improve the looks and care of the building.

Section IX. Duties of the Class Presidents shall be:

1. To preside over home room class meetings.
2. To find out the wants and needs of the class and present them to the Student Council.
3. To foster a good public image of Valley High School.
4. To keep classes informed of happenings that take place in Student Council.
5. To see that class committees are organized and serve as a member of each committee to see that the duties of each committee are carried out.
6. To work closely with the advisor and to approve meetings and activities with the advisor before they are presented to Student Council.
7. To assume responsibility for class action when school personnel (teacher, advisor) are not present.

Section X. Elected student body officers, class officers, and club officers shall take an oath of office. The oath required is: "I, \_\_\_\_\_, do solemnly affirm that I will uphold the constitution and standards of Valley High School, the State of Utah, and the Constitution of the United States of America to the best of my ability and will perform the duties of my office with fidelity."

Section XI. Duties of an advisor shall be:

1. To attend all class functions, activities, meetings, etc., or have an adult supervisor approved in his/her place.
2. To work closely with class officers and committee members in scheduling and presenting activities.
3. To bring to faculty meeting the planned activities of the class.

#### **Article V. Departments and Clubs**

Section I. Each department and club composed of students must file a copy of its constitution with the Student Council.

Section II. All departments and clubs which are composed of students must have a faculty advisor or instructor and are responsible to the Student Council for action taken by them.

Section III. They shall be responsible for keeping a list of all their equipment and keeping it in repair.

Section IV. They are responsible for all correspondence with other schools regarding competition or activities in which they will participate.

Section V. They are responsible for electing their own officers under the plan outlined in their constitutions.

Section VI. They shall be responsible for carrying on their own activities in the school.

#### **Article VI. Elections**

Section I. No other club, class, department, etc., elections can be held until after student body elections are held.

Section II. Any sophomore or junior who wishes to run for President, Vice President, Secretary, or Public Relations of the Student Body will submit his or her name and the office he or she plans to run for to the principal's office two weeks prior to primary elections.

Section III. For any office with three or more candidates there will be a primary election held. If there are fewer than three candidates for any office, there will be a black party and an orange party in the general election, and there will not be a primary election for that office. Parties will be chosen by drawing lots.

Section IV. Any candidate is expected to choose his/her campaign committee. The candidate will also be expected to give a speech to the Student Body at a campaign assembly.

Section V. Names of candidates must be approved for eligibility prior to running for Student Body office.

Section VI. Primary elections will be held during the week before general elections.

Section VII. General Student Body elections will be held by the 3<sup>rd</sup> week of April.

Section VIII. Voting will be by secret ballot at a place designated by the Student council.

#### **Article VII. Eligibility**

Section I. To be eligible a student must have a GPA of 2.0 or better during the previous quarter (not rounded off and with no F or I). Incompletes will count as a zero in figuring GPA for participation in interscholastic competition or participation in a (any) Region or State sponsored activity, either as a participant or as a supplement to the activity, such as Cheerleading or Pep Band.

Section II. To hold a major office, a student must have and maintain a B- (2.667) cumulative grade point average. This shall be determined on a quarterly basis. Major offices are: Student Body President, Vice President, Secretary/Treasurer, Public Relations, all Class Presidents, FFA President, FCCLA President, Skills USA President, Honor Society President, and Cheerleader President. No student may hold more than one major office at the same time. A student holding a major office in the school shall be removed for the duration of the year if it is determined that he/she is ineligible. (He/she shall be succeeded in office by the Vice President, if eligible, of the respective organization, if he/she is President.) A vacancy in any office but President shall be filled by appointment by the appropriate organization's leadership.

Section III. To hold a minor office, a student must have a C (2.0) average. Minor offices are those not listed above and may be held within an organization including those not held throughout the year such as a party, bake sale, senior trip, advertising and dance committees. A student holding a minor office in the school shall be removed for the duration of the year if it is determined that he/she is ineligible.

Section IV. To determine honor students and grade point average for eligibility, the averages shall be figured from the previous quarter.

Section V. In determining honor students for graduation, the grade point average will be figured on the quarter marks in the ninth, tenth, eleventh, and the first three quarters of the twelfth grade, unless the student opted for the early graduation policy in which case the last quarter to count is the last quarter in residence. Honor students must have a 3.67 grade point average or better, and grade points are not to be rounded off to the next higher number.

Section VI. All school sponsored activities must be presented to the student council and the faculty for approval.

Section VII. To represent the student body of this school in any capacity, certain conditions must be met. Among these are the following:

1. Students participating must be registered and attending Valley High School.
2. Students taking part in any evening event or after school activity must attend all classes the day of the even or must have prior approval from the principal.
3. Poor citizenship in either interschool or intra school activities may constitute cause for removal from competition or participation.
4. Students in interschool competition will adhere to such rules of conduct or training as the participating group or advisor itself shall make.
  - a. Known infraction of these rules will be evaluated by the faculty and student council and may result in the student's being suspended from competition permanently or temporarily.
  - b. The faculty and student council will consider individual cases as referred to them.
5. If a student is eligible at the time he/she starts an FFA project involving money, he/she can exhibit the project for sale if he/she is ineligible. But if he/she is ineligible at the time he/she begins a project, he/she must be eligible before he/she can exhibit the project.
6. Valley High School eligibility and participation rules may be stricter than state or district regulations but may not, in any case, be more lenient. Some district or state policies may not be covered in the Valley High School constitution but must be followed.

#### **Article VIII. Activity Cards**

Section I. All students who are members of Valley High School, to be able to attend Student Body sponsored functions and extracurricular activities, must have and pay for an activity card according to the fee schedule set by the school district. If they do not hold an activity card, they must pay their fair share of expense at activities sponsored by Valley High School. A student's "fair share" shall basically mean the price of adult admittance for activities where tickets are charged.

#### **Article IX. Miscellaneous**

Section I. The Constitution may be amended, in addition to changes made by the faculty and the administration, by the Student Council with two-thirds vote of the student body and approval of the faculty and administration. To be considered, proposed amendments should be submitted to the Student Council with the signatures of one-third of the student body.

#### **Kane School District: Attention Child Find**

In accordance with part B requirements of IDEA, Kane School District offers free assessments and evaluation for children aged birth through 21 who parents, teachers, or others suspect of having a disability. If you suspect that a child who is not receiving special education services is in need of an evaluation to determine if that need exists, please contact Valley High School or Kane District Special Education Director, Chris Kupfer, at 435-590-8144.