# DIAMOND RIDGE HIGH SCHOOL

# STUDENT and PARENT HANDBOOK

2019 - 2020

STUDENT NAME \_\_\_\_\_

"Sometimes it is the people no one can imagine anything of who do the things no one can imagine."

Alan Turing

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### WELCOME FROM THE PRINCIPAL

Welcome to Diamond Ridge High School! We want each student to do well in their studies and ultimately graduate from high school. With smaller class sizes, lots of credit recovery opportunities and a caring staff, student success at Diamond Ridge is our focus every day.

Diamond Ridge first opened its doors in late August 2015. Since then, we work hard to ensure we have a safe, welcoming school for all students. We hope students take advantage of the supports that are available to help them accomplish their academic goals, identify and research potential careers, and become the best members of their families and communities they possibly can.

This handbook was created to provide students and families information needed for each student to be successful at Diamond Ridge. Please use it as a guide and to learn more about Diamond Ridge. And especially feel free to ask questions about anything that is not clear!

We look forward to supporting each student to successfully complete their goals.

Amy Boettger

### DIAMOND RIDGE VISION

Our vision is that each Diamond Ridge student overcomes whatever challenges they may have to become caring, confident and educated adults.

### DIAMOND RIDGE MISSION STATEMENT

Our mission is to help remove barriers that prevent students from being successful in school, so that we can provide a personalized and relevant school experience that prepares our young adults for the world of work and learning.

# FACULTY AND STAFF

### Administration

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Suzanne Hales - Administrative Assistant suzanne.hales@canyonsdistrict.org	801-856-9900
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Teachers	
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# ACADEMIC PROGRESS

Go to: <u>www.canyonsdistrict.org</u> and log in to your Skyward family account to check student attendance and grades. You can communicate with teachers using the phone numbers and email addresses listed above for each.

### What is "Academic Progress?"

"Academic Progress" means a student has a grade of 60% or higher in each class, is meeting attendance requirements, and (if a student is credit deficient) is making satisfactory progress in earning make-up credit for any prior "F's" a student has on their transcripts. Students must make academic progress in order to remain in good standing at Diamond Ridge. Chronic absenteeism, failure to complete assignments, and other risk indicators will negatively impact student academic progress, and students who fail to make consistent progress may be put on a probationary contract, assigned a mentor, and/or engage in additional interventions as determined by the student's school team. A student's academic progress is reviewed each week or as needed.

### "Raptor Redemption" Fridays 8:30 - 10 am

Students who need help on assignments, are failing one or more class(es), and/or need to make up absences <u>must</u> attend "Raptor Redemption" Friday mornings. Students may also meet with a counselor or the student advocate during Raptor Redemption.

### **COUNSELING/STUDENT SUPPORTS**

Diamond Ridge was specifically created to help students with their non-academic and academic needs. Supports and interventions available for students include a variety of resources: academic advising, individual counseling, groups such as anger management, small group or individual tutoring, family meetings, program or schedule changes or whatever available modifications we can make to meet the individual needs of each student. Please contact teachers, our Student Advocate, the main office, our school social worker or a counselor so we can help find the best supports so each student can have the best school experience possible. "If we don't know something is broken, we can't help fix it."

### **Guidance Counselor**

Students and families can make an appointment to meet with the school counselor on an individual basis throughout the school year. The school counselor helps students in the areas of academic planning, career guidance, and personal concerns.

### School Social Worker

The school social worker to help enhance students' well-being and improve school performance. They also provide information and counseling to address barriers that may limit a student from receiving full benefit from their educational experience. Students and families can make an appointment to meet with the social worker on an individual basis throughout the school year.

### Student Advocate

The student advocate collaborates with the student, families, teachers and school staff to provide additional supports to ensure each student can meet academic and attendance requirements. Students and families can make an appointment to see the student advocate throughout the school year.

### **GRADUATION PLANNING**

During their first month at Diamond Ridge, each student will develop a Graduation Plan. The plan will be created by the student and guidance counselor with input from the student advocate and other school staff. Each plan will include, but may not be limited to:

- A credit evaluation showing the remaining credits needed for graduation
- A plan for credit recovery, if needed, to earn credit for prior incomplete or failed courses
- Academic goals and timelines for the student to graduate on time
- Career and college readiness plan to support each student's plan for work and/or training after high school
- Academic assessment data
- Behavioral assessment data
- Progress monitoring information

The Graduation Plan will be updated regularly to reflect progress/make adjustments based on student need.

### **GRADUATION CREDIT TRACKING SHEET**

Subject	Credit Required	Quarter
Language Arts 9	1	1234
Language Arts 10	1	1234
Language Arts 11	1	1234
Language Arts 12	1	1234
Geography	.5	1 2
World Civilization	.5	1 2
US History	1	1234
US Gov & Citizenship	.5	1 2
Social Studies Elective	.5	1 2
Secondary Math 1	1	1234
Secondary Math 2	1	1234
Secondary Math 3 or 3rd Year Math	1	1234
Science: Bio Chem Physics Earth	1	1234
Bio Chem Physics Earth	1	1234
Other:	1	1234
Consumer Health	.5	1 2
Lifetime Fitness	.5	1 2
PST-P.E.	.5	1 2
Elective P.E.	.5	1 2
Art	1.5	
CTE Career/Technical	1	
Computer Technology	.5	1 2
Financial Literacy	.5	1 2
Electives	5.5	

A minimum of 24 credits are required. Students must also pass a statewide civics test to graduate.

# CAREER AND TECHNICAL PROGRAMS

CANYONS TECHNOLOGY EDUCATION CENTER (CTEC) is located on our campus and offers many technical and career programs. We encourage Diamond Ridge students to attend CTEC's high quality classes that provide skills training and employment readiness. Most CTEC courses offer concurrent college credit. Students may enroll in CTEC classes through the Diamond Ridge guidance counselor or directly with the CTEC office, located in Building 1 (801) 826-6600. Registration deadlines are posted on the CTEC website. See your DRHS counselor for more information.

### ATTENDANCE

Students should be absent only if they are ill or have a valid emergency. <u>Please</u> contact Diamond Ridge prior to any expected or planned student absences. Excessive absences may result in loss of credit and reassignment to the student's boundary.

### Student Absences

Absences are recorded by class period, not by entire school day. A student missing more than eight (8) classes in one or more classes per quarter may result in loss of credit. Chronic truancy may result in reassignment to the student's boundary school. Students may makeup absences on Friday mornings or as pre-approved by the student's teacher.

### Excused Absences

Absences will only be excused by a doctor's note provided to the school within three (3) days of the student's absences.

### Prearranged Absences/Vacation

Parent/guardian requests for extended student absence because of travel should be referred to the main office. The dates to be missed and the nature of the absence must be included in the requests. Vacations and appointments should be scheduled outside of class time unless absolutely unavoidable. It is the student's responsibility to get all assignments from each teacher and arrange to make up missed work. Prearranged absences are considered class absences and may count toward the absence limits discussed above.

### Absence Make-Up: Raptor Redemption

Students who need help on assignments, are failing one or more class(es), and/or have excessive absences must attend "Raptor Redemption" Friday mornings 8:30 – 10:00 am to make up absences.

### School-Related Absences

School related absences DO NOT count toward the attendance policy:

- 1. Field trips, sport activities, and absences approved by the principal as school related absences;
- 2. Guidance/Administrative/Group Meetings;
- 3. Late bus;
- 4. Prearranged college visits or job interviews for seniors only; (limit 2 per semester)

5. Participation in regional, state, and/or national competition of a non-school organization that fosters development of a student's physical, academic, performing, or exhibition of arts/talents which are/is the culmination of a year's participation and which would reflect favorably on the school and community. Absences under this guideline must be preapproved by the principal.

6. Preapproved observance of religious holidays as requested in writing by parent/guardian.

### Arriving Early/ Staying After School

Students may not come more than 15 minutes early to school or remain more than 15 minutes after

school unless they are participating in club, academic support activities, or are otherwise under the supervision of a staff member.

### **Checking In and Out of School**

Students are required to check in and out through the main office when arriving late for school, or leaving school before the end of the school day.

- Parent permission is required for all students checking out. Parents may only excuse their own student.
- Students are encouraged to take responsibility and work with parents and the school to account for all absences.

### <u>Truancy</u>

A student is truant when their absence is not authorized by a legal guardian or without official permission from school staff. A student's truancy count remains in effect throughout the school year. Truancy citations may also be given for:

- not being in their assigned class during school hours
- leaving class without permission
- being out of class without a hall pass
- not properly checking in or out through the main office

Chronic absenteeism/truancy may lead to reassignment to the student's boundary school.

### Homebound Services

Home-hospital services are available for absences due to illness that lasts longer than two weeks. An application with the legal guardian's signature and doctor's note is required for short or long-term Homebound Services to be approved. Students may continue earning credit while on Homebound Services. Lengthy illness may require a student's placement on long term Homebound Services. Please contact the office for more information.

### Homework Make-Up Policy

- If a student has an excused absence, they will, by policy, be given an opportunity to make up missed work or assignments.
- Students/parents are to contact the DRHS main office to request homework/assignments. Makeup work/assignments must be completed and turned in to the teacher on or before the deadline set by the teacher.
- Absences should be reported to the DRHS main office (801-826-9900) the day of the absence.
- Students are expected to make up all work, as determined by the teacher, in order to receive a passing grade and credit at the end of the term.

### **STUDENT BEHAVIOR**

### Language

Informal language is how we talk with friends and in casual settings, while academic/ professional language, is how we speak to one another at school, work, and other more formal settings. Diamond Ridge students are expected to use academic language while at school, treat others professionally, and be supportive and respectful of each other.

### Conduct and Consequences: Student Behavior

High academic and behavioral expectations support learning and are essential for student success. DRHS promotes a comfortable and welcoming environment so that each student, teacher, visitor and staff member feels physically and emotionally safe and are free from distracting behaviors. A

student may be dismissed from school for the day any time the student engages in unacceptable behavior. Such dismissal may result in:

- the student being marked absent for the remainder of the day, and
- notification of the parent/guardian, with the parent/guardian being responsible to provide transportation home.

### **Bullying/Harassment**

Diamond Ridge High does not tolerate bullying or harassing behavior of any kind. Bullying and harassment is defined as any physical or verbal aggression, intimidation, initiation, or discrimination of any student, school employee, or visitor. Bullying and/or harassment also includes, but is not limited to any sexual, racial, religious, or disability related communications, whether verbal, physical, in writing or in pictures or drawings, or via any other method of communication. Name calling, belittling of others, use of sexual language or words, and purposeful exclusion of others at school or school-related activities will not be tolerated. Bullying/harassing behavior away from school or via electronic means, including but not limited to Facebook, Twitter, and any other form of communications, may also result in legal and disciplinary actions taken by DHRS. DRHS will involve a law enforcement agency in any reported case of bullying and harassment impacting school.

Students are encouraged to be civil and courteous when interacting with others at school, whether in person or via electronic means. Monitoring use of social media is the responsibility of the students AND their parents/guardians.

### Phones and Electronic Devices

Phones, iPods, and other electronic devices can be distracting and disruptive. Students may use cell phones before school begins in the morning, after school ends for the day, and at lunch. <u>At all other times</u>, cell phones/devices must be turned off completely and kept out of sight.

Here are the details:

1. Phones/devices must be turned off and put away in the student's backpack, purse, or the classroom storage box/wall organizer.

2. If student has a phone or device <u>without explicit teacher permission</u>, the student must stow the phone in the classroom storage box/wall organizer for remainder of class period.

 Students who refuse to stow the device must take it to the main office, where phone will remain for the rest of the day. The student may pick up the device from the office after school.
 Students who refuse to take their device to office when asked will receive a written referral to the principal for follow-up with the student's parent/guardian.

5. Multiple violations of this policy will result in consequences ranging from a ban on the possession of a device to the student's reassignment back to their boundary school.

### Canyons Responsible Access and Use Conduct Policy

The Internet, Canyons Network, and software and computers are for school educational purposes only. All students and parents/guardians must review and sign a Canyons District "Responsible Access and Use Conduct Guideline" agreement each school year. Violation of the use provisions stated in the policy may result in limitation, suspension or revocation of computer and network privileges, and/or other disciplinary action by the school, by Canyons School District, or by legal authorities. Computers are only to be used under a teacher or staff member's supervision.

### **Copyright Rules**

Federal copyright law protects authors of "original works of authorship." Documents, images, software, music, applications and other internet content are considered to be copyrighted unless permission to use it is clearly specified. It is the student's responsibility to (1) obtain written permission from the owner of the content, (2) obtain approval from the classroom teacher prior to

using any copyrighted material and (3) properly cite all materials used in student work.

### Academic Honesty/Plagiarism

Diamond Ridge teachers and administrators understand students are under pressure to earn passing grades. But cheating damages students' integrity, and prevents teachers from knowing how to help students understand the subject they are learning. Plagiarism is using the work of another person and representing it as your own. It is considered academic cheating. Diamond Ridge students are expected to demonstrate academic and personal integrity. Suspected incidents of cheating or plagiarism will be investigated, with appropriate disciplinary action taken if a student is found to have cheated or plagiarized the work of another.

### **Discipline**

School discipline will be followed according to Canyons School District Policy and Diamond Ridge High School guidelines. In the event these two appear to be in conflict, Canyons School District Policy will prevail.

### Dress Code

Students must conform to the Canyons School District Dress Code. This list includes examples of clothing inappropriate for school or school activities. Dress code violations are not limited to the examples below. The following is <u>not allowed</u>:

- Low cut or see-through shirts and blouses.
- Bare midriffs exposing skin in the front or back.
- Clothing exposing one or both shoulders, cleavage, or any part of the student's upper thigh or buttocks.
- Spaghetti straps, "tube" tops, "Daisy Dukes," short shorts and/or mini-skirts which do not cover the leg from the middle of the thigh and higher while the student is seated.
- Clothing not fully covering the student's underwear/undergarments.
- Clothing that promotes or reference tobacco, drugs, alcohol, or illegal substances.
- Gang related attire, including bandanas, hanging belts, jewelry and emblems, and/or clothes with specific numbers and/or colors.
- Overly baggy or "sagging" pants or shorts, oversized jackets or coats.
- Pajamas, bare feet, stocking feet, or slippers.
- Any clothes or attire with words or images conveying an obscene, defamatory, profane, and/or vulgar theme or message, or that promotes drugs, alcohol, or other banned substances.
- Unnaturally colored eye contacts.

A student's dress code may be restricted beyond what is listed above, depending on a student's individual circumstances. Please visit the front office or a counselor with any questions about whether or not your clothing choices may violate this dress code.

### Dress Code Violation Disciplinary Action by Semester:

First Offense - Student will be warned, reminded of the dress code, and will be asked to change the non-compliant clothing to appropriate clothing.

Second Offense - Student will be warned, reminded of the dress code, and will be asked to change the non-compliant clothing to appropriate clothing. A written discipline referral will be sent to the parent/guardian.

Third Offense - Student will be warned, reminded of the dress code, and will be asked to change the non-compliant clothing to appropriate clothing. The parent/guardian will be required to meet with the principal, and the student's continued enrollment at Diamond Ridge may be in jeopardy.

### Smoking and Tobacco

DRHS promotes a smoke-free lifestyle and environment. Smoking, possession of and/or use of tobacco by anyone under the age of 19 is against the law. **This includes electronic cigarettes, according to state law and district/school policy**. Smoking is prohibited on school property. Students smoking, found in possession of or distributing tobacco, on or off campus, will be cited by the police. **This includes electronic cigarettes**. Court citations are issued to all underage smokers and **anyone** smoking on or within 100 feet of school campus.

### Visitor Policy

- All visitors must report to the school office and request a visitor's pass.
- All visitors must be pre-approved by the principal or DRHS main office.
- "Visitors" includes friends, relatives, and anyone not enrolled at or employed by DRHS.
- Visitors may not be present in the school or on campus unless permission is given and a DRHS visitor's pass is worn.
- Unauthorized visitors will be considered to be trespassers, and may be cited by Sandy City Police.
- The counseling department will arrange visits for students interested in attending DRHS. The visiting student's parent/guardian should contact the counselor to set up an appointment.

### **Trespassing**

DRHS students are not allowed on other Canyons School District property without official authorization. "Other" includes any part of the CTEC campus in which a student does not have a scheduled class at the time of trespass.

# SAFE SCHOOL PROCEDURES

### Drugs and Controlled Substances

Every Diamond Ridge student and staff member deserves a safe, positive and productive learning and working atmosphere. "Drug talk" – conversations, comments, and messages about drugs, alcohol, parties, and similar activities - makes quitting and abstinence difficult for students who may struggle with addiction. DON'T TALK ABOUT IT. Students who engage in drug talk are subject to school disciplinary actions. Students entering Diamond Ridge High School and completing an orientation process will receive information concerning drug and alcohol use prevention. The use and misuse of drugs on or near the DRHS campus is specifically prohibited.

A student shall be suspended, have a change of placement or be expelled from DHRS for any of the following reasons:

- Use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance, including alcohol.
- Use, control, possession, distribution, sale, or arranging for the sale of an imitation controlled substance or drug paraphernalia in a school building, in a vehicle on school grounds, on District property, or in conjunction with any school activity.
- Misuse or abuse, distribution, sale or arranging for the sale of prescription medication at school or a school function.
- Misuse or abuse of over-the counter remedies, or sharing, distribution, sale or arranging for sale of over-the-counter remedies.
- A student may possess and use over-the-counter remedies at school only in amounts not to exceed the recommended daily dose for the intended person.
- Students take prescribed medication during school hours must contact the administrator and school nurse to ensure proper protocol is followed.
- If a student is suspected to be under the influence of drugs or alcohol while at school, an

intervention protocol will be followed.

### **Criminal Acts on Campus**

To provide a safe school environment for EVERYONE, the Canyons District School Board wants you to know that committing any crime may result in your exclusion from school, including but not limited to the following:

### Arson/Graffiti/Vandalism

The willful and/or negligent burning, defacing, or destruction of school district, student, or staff property.

### Assault/Bullying/Hazing/Bullying/Intimidation

Physical aggression, intimidation or initiation of a school district employee, student or volunteer, at school, a school related activity, or on any District property.

### **Controlled Substances**

Selling, possessing, and/or using a controlled substance, or a substance represented to be a controlled substance.

### Theft

Taking anything of value from another.

### Weapons

Possession, use, transmittal or concealment of ANY weapon or facsimile of a weapon is a crime. Weapons are defined as firearms, mace, knives, explosives, inflammable materials or any item that may cause bodily injury, death or intimidation.

### **Incident Investigation Protocol**

1. The student will be given an opportunity to tell his or her version of the incident.

2. If the incident is not immediately resolved, the student's parent/guardian may be called to inform them their student was involved in an incident.

3. Following a parent/guardian conference, one or more of the following disciplinary actions may be taken with respect to the student:

- Referral to anger management classes, court/law enforcement agencies, Canyons Family Education Center, or other appropriate programs.
- Placement on a behavioral contract.
- Assignment to school or community service.
- In-school suspension or detention.
- Payment of restitution for damages or harm.
- Agreement by parent to attend classes with the student.
- Suspension for up to ten days.
- Return of the student to their boundary school for the remainder of the school year.
- Suspension to a District-Level hearing and possible expulsion from Canyons School District.

### Right of Appeal

Parents have the right to appeal a student suspension of more than ten (10) days by contacting the Compliance and Civil Rights office at the Canyons School District Office at (801) 826-5351.

### **MISCELLANEOUS**

### **Transportation**

A student parking a vehicle on school property must register for a parking pass in the Diamond Ridge office. Parking passes must be visibly displayed in the vehicle. Bus transportation is provided to regular day school students by Canyons School District, and schedules can be found online or in the main office. Riding the bus is a privilege which can be revoked from the student for inappropriate behavior, language or for safety concerns. Students attending school outside of regular school hours are responsible for their own transportation.

### Illness/Accidents (on campus)

All illness and accidents at school will be referred to the office immediately. The school nurse or office staff will assist students. For accidents, a district incident report must be completed and will be sent to district offices.

### **Assemblies and Activities**

Diamond Ridge High has a tradition of holding meaningful student activities and assemblies.

### **Needs Assessments**

Legal guardian permission is obtained at enrollment to assess the student's reading, writing, and overall needs. This will assist in student guidance, service referrals, and class placement.

### Library Books

Books may be checked out for a period of up to 2 weeks, with one additional week as a "grace" period. Fines will be imposed after the third week. Students will be required to replace lost or damaged books.

### **Breakfast and Lunch**

Breakfast costs \$1.10 and lunch is \$2 per meal. Meals are provided through Canyons Nutrition Services. Families are encouraged to apply for free or reduced lunch when they register or at any time during the school year.

### **Military**

The "Armed Forces Recruiter Access to Students and Student Information Act" requires that schools make student names, addresses, and telephone numbers available to military recruiters.

### **Scholarships**

Seniors are encouraged apply for general scholarships and federal grants. Interested students should meet with their school counselor for assistance with the application.

### **Apprenticeships**

Seniors interested in learning more about paid professional apprenticeships, including but not limited to automotive technician and other middle skills professions.

### **Insurance**

Student insurance is available to all members of the student body at a minimal cost. CHIP information is located in the main office. It is recommended all students have some type of health and accident insurance. Neither the school nor the Canyons School District Board of Education is an insurance agent nor does the school or the district carry insurance on individual students.

### Telephone Use

Office phones are available for student use during class breaks. Emergency calls for students during school hours can be made to the main office. Parents and guardians are asked to <u>please</u> respect the school cell phone policy and not attempt to contact (call or text) their student during school hours.

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"You never know how strong you are, until being strong is your only choice."

Bob Marley

### STUDENT AND FAMILY RESOURCES

### 24 Hour Crisis Hotline

### 801-587-3000

Emotional and supportive services for people in crisis, 24-hours a day/seven-days/week staffed by mental health professionals. Based at the University of Utah, support is available to anyone in Salt Lake County.

### ACT Test <u>www.actstudent.org</u>

Entrance exam required by <u>some</u> colleges and universities Given at DRHS the first Tuesday in March at no cost to students

### Canyons Applied Technology Center (CTEC) <u>www.ctec.canyonsdistrict.org</u>

CTE and technology courses for Canyons high school student 801-826-6600 Open Mon - Fri 7 am to 3 pm

### Crossroads Urban Center <u>www.crossroadsurbancenter.org</u>

Emergency food pantry and free/low-cost thrift store 801- 364-7765 347 South 400 East, Salt Lake City UT Open Mon - Fri 9 am to 5 pm

### Davis Applied Technology College www.datc.edu

Public technical training institution (801) 593-2500 550 East 300 South, Kaysville, UT Open Mon - Fri 8 am to 5 pm

### Division of Workforce Services (DWS) https://jobs.utah.gov

Provides job placement assistance and training services 801-526-0950 7292 State Street, Midvale, UT Open Mon - Fri 8 am to 5 pm FAFSA www.fasfa.ed.gov

**FAFSA** is a federal agency that provides grants (free) and student loans (must be paid back) to help students pay for college and approved training programs.

### SLCO Heath Department – Southeast Public Health Center

Provides immunizations, WIC clinics, and Vital Records 385-468-4100 9340 South 700 East, Sandy, UT 84070

### Suicide Prevention Lifeline 800-273-TALK (8255)

If you or a friend are thinking or talking about suicide, please call and talk to a caring person who can help.

### Salt Lake Community College (SLCC) <u>www.slcc.edu</u>

Two-year Associates degrees and certificate programs in Sandy, Taylorsville, South Jordan, Salt Lake City 4600 South Redwood Rd, SLC, UT 801-957-7522 **University of Utah** www.utah.edu Flagship public university in the state of Utah 201 Presidents Circle (1350 East) Salt Lake City Utah Open Mon - Fri 8 am to 5 pm 801-581-7200

### Utah Valley University www.uvu.edu

Public university in Orem (30 minutes from DRHS) 800 W. University Pkwy, Orem, UT Open Mon - Fri 8 am to 5 pm 801-863-4636

### Valley Behavioral Health www.valleycares.com

Emotional and mental health assistance provider VBH provides a wide variety of services, from anger management, treatments for substance abuse, depression and anxiety. "Whatever you are dealing with, just call us." 1141 East 3900 South, Salt Lake City 888-949-4864 6856 South 700 East, Midvale 888-949-4864

### Weber State University www.weber.edu

Public university in Ogden (45 miles from DRHS)Admissions801-626-6743Recruitment801-626-87753750 Harrison Blvd, Ogden, UTOpen Mon - Fri 8 am to 5 pm



"You gain strength, courage and confidence by every experience in which you really stop to look fear in the face. You are able to say to yourself, 'I have lived through this horror. I can take the next thing that comes along.' **You must do the thing you think you cannot do**."

Eleanor Roosevelt