



STUDENT and PARENT HANDBOOK

2022 - 2023

STUDENT NAME _____

“Your calling isn’t something that somebody can tell you about. It’s what you feel. It’s a part of your life force. It is the thing that gives you juice. The thing that you are supposed to do. And nobody can tell you what that is. You know it inside yourself.”

- Oprah Winfrey

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WELCOME FROM THE PRINCIPAL

Welcome to Diamond Ridge! The priority for every member of our staff is to help you to be successful in high school and earn the credits you need to graduate. We hope you take advantage of all the supports here to help you achieve your academic goals, identify and research potential careers, and support you to become confident in your own skills and abilities. *You were accepted to attend Diamond Ridge we saw that you already possess the ability and skills to graduate from high school.* We believe that if you are here at least 90% of the time, work hard on your assignments and turn them in on time, and follow the rules and recommendations in this handbook, you will graduate from high school!

What is different here? As a small school, you'll get to know teachers and staff better, and we'll get to know you. We have small classes, including a credit recovery lab, additional school social workers and counselors, and a Student Advocate who will help you carry out your graduation plan so you can keep up with your credit recovery. You will also investigate careers to get an idea of what your dream job might be, and will complete a career portfolio to help you start thinking about that dream job.

In return, you will be on time and in each class, turning in assignments, following the rules, and working toward your goals.

This handbook is to provide you and your family information you need to be successful at Diamond Ridge. Please use it as a guide and to learn more about us. And - especially - please ask questions about anything that is not clear, so we can help!

We look forward to supporting you with your graduation and "dream job" goals.

Amy Boettger, Principal

DIAMOND RIDGE VISION

The vision of Diamond Ridge is to teach our students to become critical thinkers, empowering all to believe in themselves and participate in their own education.

DIAMOND RIDGE MISSION STATEMENT

The mission of Diamond Ridge High School is to provide a safe, stigma-free environment, supporting the individual academic needs of students. Diamond Ridge will engage families and community to support student achievement toward graduation.

Canyons School District 2022-2023 School Calendar K-12

August							September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
November							December							January						
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		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	*11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				
February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4							1	
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	*28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						
May							June													
S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	1	2	3	4	5	6					1	2	3							
7	8	9	10	11	12	13	4	5	6	7	8	9	10							
14	15	16	17	18	19	20	11	12	13	14	15	16	17							
21	22	23	24	25	26	27	18	19	20	21	22	23	24							
28	29	30	31				25	26	27	28	29	30								

Note: School emergency closure days will be made up by scheduling remote learning day(s)

- Teachers at School
- First Day of School
- First Day of School for Kindergarten
- Labor Day Recess
- Parent/Teacher Conferences High Schools
- Parent/Teacher Conferences Middle Schools
- Parent/Teacher Conferences Elementary Schools
- Early Out Elementary
- No Student Day (Compensatory Day)
- End of 1st Quarter Grades 6-12
- Fall Recess
- End of 1st Trimester K-5
- Thanksgiving Recess
- Winter Recess
- End of 2nd Quarter Grades 6-12
- Grading Day Grades K-12
- Martin Luther King Jr. Day Recess
- Presidents' Day Recess
- Parent/Teacher Conferences Middle Schools
- End of 2nd Trimester K-5
- Parent/Teacher Conferences High Schools
- Parent/Teacher Conferences Elementary Schools
- Early Out Elementary
- No Student Day (Compensatory Day)
- End of 3rd Quarter Grades 6-12
- Spring Recess
- End of School
- Every Friday is an Early Out Day for all Schools
- Elementary early out Sept 29 and March 2
- This calendar is not for Brighton Students

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15px; height: 15px; background-color: red; border: 1px solid black;"></td> <td>Teachers at School</td> <td style="width: 15px; height: 15px; background-color: yellow; border: 1px solid black;"></td> <td>No Student Day</td> </tr> <tr> <td style="width: 15px; height: 15px; background-color: orange; border: 1px solid black;"></td> <td>Start and End of School Year</td> <td style="width: 15px; height: 15px; background-color: lightblue; border: 1px solid black;"></td> <td>Parent/Teacher Conferences</td> </tr> <tr> <td style="width: 15px; height: 15px; background-color: lightgrey; border: 1px solid black;"></td> <td>First Day of School for Kindergarten</td> <td></td> <td></td> </tr> <tr> <td style="width: 15px; height: 15px; background-color: white; border: 1px solid black;"></td> <td>* K-5 Trimester End</td> <td></td> <td></td> </tr> <tr> <td style="width: 15px; height: 15px; background-color: pink; border: 1px solid black;"></td> <td>6-12 Quarter End</td> <td></td> <td></td> </tr> </table>		Teachers at School		No Student Day		Start and End of School Year		Parent/Teacher Conferences		First Day of School for Kindergarten				* K-5 Trimester End				6-12 Quarter End			<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p style="margin: 0; color: red; font-weight: bold;">Red A Day</p> <p style="margin: 0; color: black; font-weight: bold;">Black B day</p> </div>
	Teachers at School		No Student Day																		
	Start and End of School Year		Parent/Teacher Conferences																		
	First Day of School for Kindergarten																				
	* K-5 Trimester End																				
	6-12 Quarter End																				

BELL/CLASS SCHEDULE

Class Period	ELA Hallstrom	ELA Sherman	Math Quigley	Math/ Science Dalling	Science Wright	Social Studies Dau	Social Studies/ ELA 10 Viny	Health/ Healthy Lifestyles Tietjen	Visual Arts Valle	Academic Supports Maycock	Credit Recovery TBA
1 8:30-9:19	Creative Writing 46551 46552	ELA11 46110	Financial Literacy 22001 22002	Secondary Math II 50350	Earth Science 31010	World Civilization 61011 ----- Geography 60232	PREP	PST 70301	Art Found I 10261	ASC READING 45180	Online Lab/CR 02091
								Lifetime Fitness 71202	Art Found II 10272		
2 9:23-10:12	ELA 12 46210	ELA READING 45180	PREP	PREP	Earth Science 31010	US History 61110	US Government 61281 61282	Weight Training 1 71301	Art Found I 10261	PREP	Online Lab/CR 02091
								Weight Training 2 71312	Art Found II 10272		
3 10:16-11:16 Advisory Tue & Thu 10:16 - 10:38	ELA 12 46210	ELA11 46110	Secondary Math I 50330	Chemistry 31210	Student Gov 02050	US History 61110	Psychology I 61331	Lifetime Fitness 71201 ----- PST 70302	3-D Design I 10421	Academic Support Classroom 05380	Online Lab/CR 02091
							Psychology I 61332		3-D Design II 10432		
4 11:20-12:09	ELA 12 46210	ELA READING 45180	MPBF 51270	Chemistry 31210	Biology 31110	PREP	US Government 61281 61282	PST 70301 70302	3-D Design I 10421	Academic Support Classroom 05380	Online Lab/CR 02091
									3-D Design II 10432		
Lunch 12:09-12:40											
5 12:40- 1:29	PREP (Until 1:00 PM)	ELA11 46110	MPBF 51270	Secondary Math II 50350	Biology 31110	US History 61110	Psychology I 61331 ----- ELA10 46010	Personal Health & Wellness .5 71001 71002	PREP	ASC READING 45180	Online Lab/CR 02091
6 1:33-2:22		ELA12 46210	MPBF 51270	Secondary Math I 50330	PREP	US History 61110	ELA10 46010	PREP	Digital Med I 81241	Co-Teach Sec Math I <u>OR</u> ELA 10	Online Lab/CR 02091
									Photography 10582		
7 2:26-3:15		PREP	Financial Literacy 22001 22002	Secondary Math II 50350	Earth Science 31010	Geography 60231 ----- World Civilization 61012	ELA10 46010	Personal Health & Wellness .5 71001 71002	Art Found I 10261 ----- Art Found II 10272		Online Lab/CR 02091

FACULTY AND STAFF

Office: 801.826.9900 | FAX: 801.826.9909
School Cell Phone: 801.520.3428 (Lacee Le Prey)

Administration

Dial 801-826 and the extension below

Amy Boettger, Principal	9901
Suzanne Hales, Lead Assistant	9902
Teresa Thomas, Attendance	9903
Hulya Kablan, Teacher Coach	6623 (CTEC)
Shay Ballard, School Resource Officer	9940

Counseling

Suzy Santos, Head Counselor	9922
Savannah Robertson, Intern	9941
Lacee Le Prey, Student Advocate	9942
_____, Project Connection	_____
Doug Buerger, Psychologist	_____
Sifa Tafisi, LCSW YA	9929
Jesus Moreno, LCSW DRHS	9939
Amanda Contreras, GP Advocate	_____

Teachers

Alastair Wright, Science	9945
Angela Hallstrom, ELA	9953
Elizabeth Harrison Valle, Art	9949
Gail Maycock, ASC	9946
Heather Dalling, Math & Chem	9952
Dave Dau, Social Studies	9943
Jacque Tietjen, Health/PE	_____
Louis Sherman, ELA	9948
Noelle Viny, Social Studies/ELA	9957
Wendy Quigley, Math	9944
Peggy Biesinger, Credit Recovery Lab	9952
Commons Room	9940

Youth Academy

Lindsay Eberhardt, Teacher	9950
Tiffany Engar Smith, Teacher	9947
TBA, SPED Teacher	_____
YA Cell	(385) 302-0397

Sherrie Burt, Behavioral Health Assistant
Heather Larsen, Behavioral Health Assistant
Katie Pettipiece, Behavioral Health Assistant

ACADEMIC PROGRESS

Parent/guardian and students, go to: www.canyonsdistrict.org and log in to Skyward to check student's attendance and grades.

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. Chronic absenteeism, failure to complete assignments, and other risk indicators will negatively impact 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 and attendance progress is reviewed each week in Advisory class.

"Raptor Redemption"

Students who have attendance problems need to do one or more **Raptor Redemption(s)** to make up the time they missed. Raptor Redemption can take place on Friday or before/after school M-Th. Students get a "Raptor Redemption" card from the main office and take it to their advisory teacher, or to the teacher's class where there are missing assignments or excessive absences/tardies. Once the student works with the teacher that day, have the teacher sign it and return it to the main office. Earning enough Raptor Redemption will help students stay below the 5 unexcused absences threshold and will possibly help them earn the privilege of being excused on Friday.

ATTENDANCE

DIAMOND RIDGE ATTENDANCE RULES

The single greatest predictor of high school graduation is regular school attendance. At Diamond Ridge we expect our students to be in class, on time, and prepared for school each day. At a minimum, students are expected to attend 90% of their classes. This is the equivalent of missing three classes per week for students who have a full, seven class per day schedule, or missing only four days, for whatever reason, during an entire quarter.

Regular school attendance isn't just missing a class or an entire day: attendance includes excused and unexcused tardies and absences, as well as verified truancy. Students who fall below the 90% attendance threshold increase the likelihood that they will not complete their coursework, and therefore not meet the graduation requirements for high school. And research shows student grades significantly decline with more than a 10% absence rate.

With our updated attendance rule this year, our goals are to:

- 1) provide students with successful learning experiences in each class
- 2) teach responsible behavior by encouraging students to be accountable for their attendance
- 3) support the parent/legal guardian's efforts in promoting student's regular attendance, and
- 4) provide a safe, effective, and uninterrupted learning environment for each student.

Each student must maintain their attendance within the following limits each quarter:

1. No more than 5 unexcused absences per class period, and
2. no more than 6 tardies per class period (3 tardies = 1 unexcused absence).

School attendance is the student's responsibility. That being said, Diamond Ridge will work closely with the student and their parent/guardian to help resolve attendance problems. Students who demonstrate excessive absences and tardies will be subject to school disciplinary actions that are described below. Per Utah code, students will be held harmless for absences that are excused by a parent or guardian. This still means students must complete all work missed as a result of absences, regardless of the reason for the absence(s).

Tardies and Leaving Class Early

Being tardy is extremely disruptive to the entire class – most of the time, the interruption stops the class and takes time away from learning, leading to missed class time and additional homework for all students. A student is tardy if they are not in class when the bell rings. If a student arrives more than 20 minutes late to class it is recorded as a “W” which means “Way Late”. Since our class periods are only 50 minutes long, a Way Late counts as an absence. Similarly, if a student leaves class without permission, more than 10 minutes before the end of the class, the student will be marked absent/truant, depending on the circumstances. Students who are tardy are expected to get missing assignments from Canvas, after class from the teacher, or from another student.

Checking In/Out

Students arriving to school late, returning to school from a mid-day appointment, or excusing the student to leave early must check in at the office. A student’s guardian should contact the school to excuse the student within 2 school days of the absence so it can be recorded accurately. Students who arrive late without a guardian notification will be marked as tardy as described above.

Absences Consequences and Interventions

Tier 1: Tier 1 means that the student has less than four absences and/or tardies per quarter, and is in good academic standing (no F’s or missing assignments) in all of their classes.

Tier 2: Once a student has more than four (4) absences and/or four (4) tardies in any of their classes during a school quarter, they will be referred to the school social worker. The SSW will meet with the student to review the student’s current grades and attendance, will help identify issues that are affecting their attendance, work with the student and their parent/guardian to identify potential solutions to grades/attendance issues, develop a plan for improving grades/ attendance, and check in with the student periodically.

Tier 3: If Tier 2 interventions do not help resolve attendance issues and the student continues to accumulate unexcused absences/way-lates/truancies, an attendance mediation will be scheduled with the student, their parent/guardian and the school administration. At this mediation, the student will be placed on a Provisional Enrollment status at Diamond Ridge, with a specific plan for improvement. Provisional status also means that any subsequent attendance, failing grades and or/discipline violations which are not promptly resolved by the student may result in the student’s enrollment at Diamond Ridge to be revoked. The Provisional Enrollment Status Agreement will be signed by the student, guardian and Diamond Ridge administrator, and it will include the attendance requirements the student must meet to maintain their enrollment at Diamond Ridge.

Excessive absences and/or tardies for students at Tier 2 or 3 status may include but are not limited to:

- **Raptor Redemption(s) requirements**
- **Placement on a daily attendance tracker**
- **Lunch detention**
- **Closed campus for lunch**
- **Student being escorted to each class by school staff**
- **Suspended parking privileges**
- **Suspended participation in school activities**
- **Student being escorted to and joined in each class by their parent/legal guardian**
- **Peer Court referral**
- **Other consequences developed in collaboration with parent/legal guardian**
- **Placement on Provisional Enrollment Status**
- **Withdrawal from/revocation of permission to attend Diamond Ridge**

Parent/Guardian Checking Student Attendance

Student attendance and grades can be checked online, via Skyward, at the DRHS homepage at: **drhs.canyonsdistrict.org**. To access your student’s information, you will need your Skyward login information. For log-in help on Skyward, please contact the attendance office at 801-826-9903 or main office at 801-826-9900.

Excusing/Reporting Absences

Students should be absent only if they are ill or have a valid emergency. Please do not attend school if you are ill! The student’s legal guardian may excuse absences by calling the attendance office at 801-826-9900, sending a written note or email to the school, or communicating with the school via the ParentSquare app.

Skyward Absence Codes

Description	Skyward Code	Skyward Reason	Definition
Absent	A		No Notification by Legal Guardian
	A	VT	Verified Truancy
Excused Absence	E	B	Bereavement
	E	CT	Court
	E	EL	Pre-Approved Education Release
	E	R	Religious
	E	DR	Health Care Provider
	E	FE	Family Event
	E	MH	Mental Health
Check-In	C	IN	Arrived late with excuse
Check-Out	C	O	Left early with excuse
School-Excused Absences	N	FT	Field Trip
		C	Counselor Meeting
		A	Administration Meeting
		T	Testing
		IS	In-School Suspension
		HH	Home/Hospital
	ST	Public Threat Notification	
	S		Out of School Suspension
Tardy	T		Tardy
	W		Way Late Tardy (more than 10 min late)

ATTENDANCE PROCEDURES - STUDENTS

Attendance is vital to student success at DRHS. It is essential for students and families to be familiar with the attendance policy so that the student remains on Tier 1 and in good standing with their attendance.

General Attendance Rules:

- Teachers will **take attendance immediately** at the beginning of each class period, ensuring it is recorded in Skyward.
- During the first 10 minutes of class, if a student comes in late after you take attendance, they will be marked as tardy in Skyward.
- If a student is more than ten minutes late, they should get a **blue slip** from the main office that indicates they now have a "Way Late." If a student shows up more than ten minutes late without a blue slip, they will have to go back to the main office to get one.
- Teachers will contact parents if a student is repeatedly absent or tardy.

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.
7. 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 within specific deadlines set by each teacher.

Arriving Early/ Staying After School

Students may not arrive 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.

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 attendance office (801) 826-9903 or 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 SUPPORTS and COUNSELING SERVICES

Diamond Ridge was specifically created to help students with their non-academic as well as their academic needs. Student Support Interventions include a variety of resources available to each Diamond Ridge student: academic advising, individual counseling, groups such as anger management, small group or individual tutoring, family meetings, program or schedule changes, or whatever accommodations we can reasonably make to meet the individual needs of each student while remaining within Canyons District policy. If a student is in need of an intervention, or if the student's current placement isn't working, please contact the student's teacher, Student Advocate, main office, counselor, school social worker, or the principal as soon as possible so we can help.

Comprehensive Counseling

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

Plan for College and Career Readiness

Each year students and parents/guardians meet with a school counselor to discuss the student's college/career readiness. During this meeting the following items will be covered:

- Review educational assessments (ACT, SAGE, etc)
- Career field selection - what is the student's dream job
- Progress toward graduation
- Review of 4-year plan and confirmation of course selection for the following year as it relates to career field selection.

School Social Worker

Students and families can call or make an appointment to meet with school social worker to discuss attendance, or family or personal concerns. The school social worker will help identify issues and work with the student and family to help find possible solutions and supports.

Student Advocate

Students and families can call or make an appointment to see the student advocate throughout the school year. The student advocate works with students and families to remove barriers to student success, develop a credit recovery schedule, work on Raptor Redemption, and can give the student support to help with attendance and credit recovery.

STUDENT GRADUATION PLANNING

During their first month at Diamond Ridge, each student will develop a Graduation Plan with the 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, college or training
- Academic assessment data
- Behavioral assessment data
- Progress monitoring information

The student's learning plan will be updated periodically to reflect progress and add adjustments based on student needs.

High School Graduation Requirements

4.0 English Language Arts

3.0 Math (minimum of Secondary Math I and Secondary Math II)

3.0 Science (two of three must be from: Earth Science, Biology, Chemistry, Physics)

3.5 Social Studies (.5 Geography, .5 World Civilizations, 1 US History, .5 US Gov., .5 Social Studies Elective)

2.0 P.E./Health

1.5 Fine Arts

1.0 Career & Technical Education

.5 Computer Technology

.5 Financial Literacy

5.5 Electives

24 Total Credits

**** Diploma:** 24 required credits. Students must also pass a statewide civics test to graduate.

Credit Recovery at Diamond Ridge

Diamond Ridge will create a credit recovery program for each student who is deficient in credits needed for graduation. Packets are available for most of the high school graduation requirements, and Canyons Online and other online programs are supported. Please note: students enrolled and in good standing at Diamond Ridge do not pay for packets. However, students who fail one or more Diamond Ridge classes may be required to pay \$35 for a credit recovery packet. Please see your counselor immediately if you are at risk of failing a class.

Students will also work with their counselor and the Student Advocate on a credit recovery schedule. Most packets can be completed in 1-2 weeks, and students can receive tutoring assistance in the Credit Recovery Lab.

Career and Technical Programs

CANYONS TECHNOLOGY EDUCATION CENTER (CTEC) is only one mile from our campus and offers many technical and career classes. We encourage Diamond Ridge students to attend CTEC's high quality classes which provide skills training and employment readiness. Most CTEC courses also offer concurrent college credit. Students can enroll in classes online or directly at CTEC office (801) 826-6600. Some CTEC classes fill quickly, so check for registration deadlines on the CTEC website. See your DRHS Counselor for more information.

STUDENT BEHAVIOR

High academic and behavioral expectations support learning and are essential for student success. DRHS promotes a safe and welcoming environment so each student, teacher, visitor and staff member feel physically and emotionally comfortable and are free from distracting behaviors. A student may be referred for disciplinary action if they violate school or district rules or engage in unacceptable behavior.

Appropriate Language

Diamond Ridge students are expected to use appropriate or academic language while at school, treat others professionally, and be supportive and respectful of other students, staff and visitors. Using inappropriate language, including obscene, profane, and/or vulgar language, can result in disciplinary action. The determination of whether language violates this guideline will be reviewed and made by DRHS and Canyons School District administration. By way of definition, informal language is how we speak with friends and in casual settings.

Bullying/Harassment

Diamond Ridge High does not tolerate bullying or harassing behavior of any kind. 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.

Bullying and harassment are defined as 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 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, and students are encouraged to report bullying and harassment to the administration, counselor, social worker, Student Advocate or main office. Bullying/harassing behavior away from school or via electronic means, including but not limited to Facebook, Twitter, and any other form of communications, may be investigated and also may result in disciplinary action as provided in Canyons District policies. DRHS may involve law enforcement in cases of bullying and harassment impacting students, staff, and or the school.

Phones and Electronic Devices

At all times during class, cell phones and/or electronic devices must be turned off completely and kept out of sight. Teachers should not see or hear a student’s phone, a “borrowed” phone, or other personal electronic device. Phones, iPods, and other electronic device usage during class time can be distracting and disruptive. Students are allowed to use cell phones before school begins, during breaks, at lunch and after school ends. Specifically:

1. Phones/devices should be turned off or put on silent mode and put away in the student’s backpack, purse, or in a classroom storage box/wall organizer (if one is present in the classroom).
2. If student has a phone or device out without explicit teacher permission, whether or not they are actively using it, the student will be asked to put the phone/device away. The student should immediately put it away.
3. Students who refuse to put away the device will then be asked to take it to the main office, where it will remain for the rest of the day. The student may pick up the phone from the office after school.
4. Students who refuse to take their phone to office when asked will be referred to school administration and may be subject to disciplinary action.

Repeated violations of the cell phone policy may result in the student’s parent/legal guardian being required to meet with an administrator to discuss solutions, including whether the student should no longer bring a device to school, and/or whether Diamond Ridge is the best placement for the student.

Students are personally responsible for the security of anything in their possession, including electronic devices, regardless of ownership. Diamond Ridge assumes no responsibility for theft, loss or damage of electronic devices, nor of any unauthorized calls or communications made by students. Device owners are jointly responsible for misuse and policy violation(s). Don’t “hold” someone else’s phone or property unless you are prepared to accept the consequences of doing so.

Canyons Responsible Access and Use Conduct Policy

The Internet, Canyons Network, software and computers are for CSD educational purposes only. All students and parents/guardians must review and sign a CSD “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 CSD, or by legal authorities.

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 Integrity/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 Rules and District Policy

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

Dress Code

Recently, Canyons District has updated and streamlined the student dress code to make it gender neutral and easier to understand. Schools may have additional rules specific to the school. See Canyons Administrative Regulation 500.02-11 (4):

3. *Clothing must cover the body as outlined in the figure with a fabric that is not see through, with no viewable undergarments (waistbands and bra straps excluded)."*
 1. *In addition, clothing:*
 2. *Shall be free from writing, images or symbols that:*
 1. *are lewd, vulgar, profane, obscene, violent, or sexually suggestive.*
 2. *advocate, represent, or promote racism, discrimination, violence or hate in any form.*
 3. *Signifies or depicts gangs or illegal or criminal activities.*
 1. *School officials will determine what constitutes "gang" clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed. [Diamond Ridge has determined that this currently includes, but is not limited to, gang symbols or visible tattoos, bandanas, hair nets, Nike Cortez shoes, or belts hanging more than 2" below or beyond the belt loop.]*
4. *The student dress code standards include, but are not limited to the following:*
 1. *All students shall wear clean clothing.*
 2. *Shoes shall be worn at all times to ensure personal safety and hygiene.*
 3. *Items that disrupt the educational mission shall not be allowed.*
 4. *Clothing that may draw undue attention, disrupt, or pose a health or safety issue, or interfere with the learning atmosphere, shall not be allowed.*
 5. *Items which bear advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.*
 6. *Personal items such as clothing, paraphernalia, jewelry, backpacks, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.*
 7. *Students shall comply with the laws that govern wearing military uniforms and insignias (Title 10) USC § 771-772, and Army Regulations 670 1 §29-4.*
5. *Accommodations must be made for students whose religious beliefs are substantially affected by dress code requirements.*
6. *School officials may require students to wear certain types of clothing for health and safety reasons in connection with certain specialized activities.*
7. *Students who violate dress code provisions may be subject to student discipline and due process procedures must be followed.*

Disciplinary Action:

First Offense - Student will be reminded of the dress code and will be asked to change the non-compliant clothing to appropriate clothing and/or cover any tattoos which would violate the dress code.

Second Offense - Student will be warned, reminded of the dress code, and will be asked to change the non-compliant clothing to appropriate clothing. An office discipline referral (ODR) also may be generated, with the student required to attend the Raptor Prevention Class.

Students who habitually violate the dress code will be required to meet with the principal and the student's parent/guardian to discuss penalties up to and including termination of the student's continued enrollment at Diamond Ridge.

Smoking and E-Cigarettes

DRHS promotes a smoke-free lifestyle and environment. Smoking, possession of and/or use of tobacco, electronic cigarettes, “vapes” and vape cartridges, and similar items by anyone under the age of 19 is against the law. **This includes electronic cigarettes, according to state law and district/school policy.** Smoking and/or vaping are prohibited on school property. Students smoking or vaping, or 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.
- Students may not bring any non-DRHS students or relatives to school or class. 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. This includes Entrada Adult High and Youth Academy parts of the Diamond Ridge campus in which a DRHS student does not have a scheduled class at the time of trespass.

SAFE SCHOOL PROCEDURES

Campus Safety

ALL exterior doors will remain locked during regular school hours, and students and visitors must enter through the Diamond Ridge office entrance. Please note: the “B” hall doors to the student parking lot will be unlocked before school until the bell rings, after which time will be locked for the remainder of the day. **Students who open exterior doors or prop them open to let others in will face an immediate office discipline referral.** Staff may badge in through locked exterior doors.

Drugs and Controlled Substances

DON’T BRING DRUGS, ALCOHOL OR PARAPHERNALIA TO SCHOOL, including in vehicles. The use and misuse of drugs on or near the DRHS campus is specifically prohibited. Please don’t talk about drug or alcohol use: 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. Students who engage in drug talk are subject to school disciplinary actions.

A student may be suspended, have a change of placement or be expelled from Diamond Ridge or any CSD school 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 crime on campus or related to a school activity may result in your exclusion from school and referral to law enforcement for investigation, including but not limited to the following:

Weapons

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

Sexual Misconduct and Sexual Harassment – CSD Policy 500.021

These offenses include sexual assault, dating violence, domestic violence, stalking and quid pro quo harassment and are a violation of criminal law. If these offenses also rise to the level of sexual harassment, an additional federal Title IX civil rights investigation may be initiated against the alleged perpetrator.

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.

Arson/Graffiti/Vandalism

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

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.
 - Revocation of permission to attend Diamond Ridge High School.
 - 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 please respect the school cell phone policy and not attempt to contact (call or text) their student during school hours.

“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 www.actstudent.org

Entrance exam required by some colleges and universities

Given at DRHS the first Tuesday in March at no cost to students

Canyons Applied Technology Center (CTEC) www.ctec.canyonsdistrict.org

CTE and technology courses for Canyons high school student

801-826-6600 Open Mon - Fri 7 am to 3 pm

Crossroads Urban Center www.crossroadsurbancenter.org

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

The **Free Application for Federal Student Aid** 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. Most colleges require students to apply for FAFSA, even if the student and family don't think they qualify for financial aid.

Mental Health National Helpline

This national helpline is free, confidential, 24/7 365 day a year treatment referral and information service in English and Espanol for individuals and families facing mental and/or substance use disorders.

Call 1-800-662- HELP (4357)

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) www.slcc.edu

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)

Admissions 801-626-6743

Recruitment 801-626-8775

3750 Harrison Blvd, Ogden, UT

Open Mon - Fri 8 am to 5 pm



SAFE
UT

24/7 Chat- Crisisline

Call 1.800.273.8255



UNIVERSITY OF UTAH
HEALTH CARE

University Neuropsychiatric Institute

DOWNLOAD THE APP
Google Play or App Store

“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

“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”

- Thomas Edison



STUDENT HANDBOOK SIGN-OFF

Student Name _____

Student # _____

Current Grade _____

The Student Handbook is intended to serve as a reference for students regarding policies and procedures here at Diamond Ridge High School.

By signing below , you are acknowledging that you have received, reviewed, and understand the content of the 2022-2023 Diamond Ridge High School Handbook and that you agree to the terms.

Once you have signed, please return this page to Diamond Ridge at your earliest convenience.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____