



SOUTH SUMMIT

HIGH SCHOOL

“We’re All-In!”

Student Handbook

2025-26

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Kamas, Utah
84036
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Revised August 8, 2025



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Dear Students,

Welcome to South Summit High School. Whether you are a returning or a new student, we hope that you take advantage of the opportunity to start anew after enjoying a summer reset. Now's the time to reflect on your values, your hopes and dreams for the future, and set goals for the school year—goals that will ultimately help you achieve your lifelong goals. You deserve this!

Each member of the staff at South Summit High School is committed to helping you achieve your goals. In fact, here is the vision that we, as a staff of SSHS, have for you:

Vision: South Summit High School prepares graduates to navigate and thrive in life.

This year, we are “ALL-IN” as together we strive to make South Summit a place where we are being academically challenged and growing; a place where we are taking on responsibilities and showing resilience; a place where we feel safe and supported; a place that we are proud to be a part of.

We wish you all the best for the 2025-26 school year and look forward to getting to know each of you and supporting you to achieve your goals!

With joy and gratitude for the chance to be your school leaders,

Principal Kena W. Rydalch

Assistant Principal Jeremiah Fierro

VISION, MISSION, & BELIEF STATEMENTS

Vision Statement:

At South Summit High School, we prepare graduates to thrive in life by helping them develop a strong sense of **SELF**:

- **Society:** Prepared to be productive, responsible, and contributing members of their communities
- **Emotionally Resilient:** Equipped to persevere through challenges and setbacks
- **Lifelong Learners:** Motivated to seek knowledge and grow in all areas of life
- **Future-ready:** Prepared for college, career, and postsecondary opportunities

Mission Statement:

*Scholarly Students
Supportive Staff
Heightened Learning
Succeeding today and tomorrow...*

Belief Statements:

- The primary purpose of SSHS is to allow students the opportunity to achieve academic excellence.
- The support of students, parents, teachers, administration, and the community is essential to achieve our mission.
- There is a need for appropriate application of technology to enhance learning in all subjects.
- Skills gained in high school should help students become contributing citizens, responsible employees, and life-long learners.
- Punctuality, dependability, honesty and integrity are important life skills.
- Extra-curricular activities allow students additional opportunities for growth and development.
- A safe, orderly and caring environment for faculty and students is essential for optimal learning.
- A variety of learning methods must be utilized to accommodate a variety of learning styles

BELL SCHEDULES

South Summit High School Bell Schedule 2025-26

Mon & Wed = Green Days; Tues & Thurs = White Dates, Fridays Alternate Green/White

M-TH Green/White Schedule

1st Bell	7:35 AM
1st Period	7:40 - 8:45 AM
Intervention	8:45 - 9:10 AM
2nd Period	9:14 - 10:19 AM
3rd Period	10:23 - 11:28 AM
Lunch	11:28 - 12:02 PM
4th Period	12:06 - 1:11 PM
5th Period	1:15 - 2:20 PM

Friday Schedule

1st Bell	7:35 AM
1st Period	7:40 - 8:38 AM
2nd Period	8:43 - 9:41 AM
3rd Period	9:46 - 10:45 AM
Lunch	10:45 - 11:19 AM
4th Period	11:24 - 12:22 PM
5th Period	12:27 - 1:25 PM

Extended Lunch Schedule

1st Bell	7:35 AM
1st Period	7:40 - 8:44 AM
2nd Period	8:48 - 9:52 AM
3rd Period	9:56 - 11:00 AM
Lunch	11:00 - 12:04 PM
4th Period	12:08 - 1:12 PM
5th Period	1:16 - 2:20 PM

AM Activity Schedule

1st Bell	7:35 AM
1st Period	7:40 - 8:38 AM
2nd Period w/ Activity	8:42 - 10:40 AM
3rd Period	10:44 - 11:42 AM
Lunch	11:42 - 12:16 PM
4th Period	12:20 - 1:18 PM
5th Period	1:22 - 2:20 PM

PM Activity Schedule

1st Bell	7:35 AM
1st Period	7:40 - 8:38 AM
2nd Period	8:42 - 9:40 AM
3rd Period	9:44 - 10:42 AM
4th Period	10:46 - 11:44 AM
Lunch	11:44 - 12:18 PM
5th Period w/ Activity	12:22 - 2:20 PM

Friday Green/White Days

August	22,29
September	5,12,19,26
October	3,10,31
November	7,14,21
December	5,12,19
January	9,23,30
February	6,13,20,27
March	6,13,27
April	10,17,24
May	1,8,15,22

STAFF DIRECTORY

Office Staff Member	Position
Kena Rydalch	Principal
Jeremiah Fierro	Assistant Principal
Jake Woolstenhulme	PBIS Specialist / Teacher on Special Assignment
Brian Jacketta	Athletic Director
Stephanie Clegg	CTE Director / District Student Services
Jane Herbert	Administrative/Financial Secretary
Maria Todd	Registrar/Attendance Secretary
Natasha Pearce	Administrative Assistant / Girls Volleyball
Guidance Counseling Staff Member	Position
Daniel Dahl	Counselor (Last Names: A-L)
Danielle Call	Counselor (Last Names: M-Z)
Amy Regan	College Access Coordinator
Teaching Staff Member	Position
Tera Ames	English / SBO Head Advisor / Assistant Boys Soccer
Texee Atkinson	Skills Based Learning / Special Education
Henry Beal	Band
Sydnee Bird	P.E. / Health / Dance / SBO, Drill, & Track Assistant
David Black	English / Assistant Track & Field Coach
Aspen Blazzard	Agriculture Sciences / FFA
Cody Bowen	Geography / Character Ed / Head Boys Golf & Girls Softball
Sarah Cannon	Mathematics
Jillian Carter	Vocals / Theater / CE Music Appreciation / Guitar
Neil Creer	Ag Systems / Welding / FFA
Sandi Freeman	Wildcat Academy Instructor
Keyton Gines	CTE Health Sciences / Athletic Trainer
Alyson Goodrich	Special Education
Olivia Gunnerson	Head Cheerleading

Brian Jacketta	Mathematics
Lloyd Kinderknecht	Special Education
Paul Larson	English Language Arts
Tina Lewis	Mathematics
Heather LuBean	Mathematics
Ryan McArthur	DLI Spanish / Spanish / ESL
Paige Mitchell	Head Drill / Dance
Angela Molen	Mathematics
Craig Morris	Weights / P.E. / Bus. / Head Basketball / Assistant Football
Monica Orton	Biology / Earth Systems / Forensics
Frances Phillips	Yearbook / CTE Photo and CTE Art
Jenny Polleczech	Mathematics / National Honor Society Advisor
Sue Shuppy	Visual Arts / Ceramics
Blithe Small	CTE Foods, Culinary, Sewing / FCCLA Advisor
Laird Small	Economics / History / Psychology
Jenn Smith	Wildcat Academy Instructor
Kenneth Stuart	Chemistry / Physics / Earth Science / Wildcat TV
Aaron Tillett	History / Government
Abelardo (RB) Vazquez	GFL / ESL / LIA Advisor / Head Girls Soccer
Elizabeth Wallace	CTE Computer Science / Business Skills USA, E-Sports
Jake Woolstenhulme	Agriculture Sciences / FFA Advisor
Support Staff Member	Position
Michelle Braun	Special Education Paraeducator
Paula Carlson	Instructional Coach
Shayla Clegg	Special Education Paraeducator
Heather Deffendol	Special Education Paraeducator
Stephanie Fillmore	Special Education Paraeducator
Alyson Gowdy	CTE / Internships
Jennifer King	Instructional Coach
Jamie Knapus	Special Education Paraeducator

Melinda Lee	Live Interactive Coordinator / Administrative Assistant
Danielle Louder	Special Education Paraeducator
Matt Mapstone	Students At-Risk Paraeducator / Head Girls Basketball Coach
Lisa Mitchell	Head Food Services
Amanda Monaco	District School Nurse
Tawna Padfield	Special Education Paraeducator
Sheri Pappas	Food Services
Officer Wes Stewart	School Resource Officer
Custodial Staff Member	Position
David Butterfield	District Maintenance
Skyler Page	Head Custodian
Mark Eckert	Custodian
Sandra Garcia	Custodian
Bart Lambert	Custodian
Adjunct Head Coaches	Sport
Chris Acton	Track & Field
Byron Ames	Boys Soccer
Leigh Anderson	Swimming
Bryan Bowers	Cross Country
Chris Burton	Girls Golf / Assistant Girls Soccer
Brenda Bushell	Girls Wrestling
Jacki Cuartas	Girls Tennis
George Fauci	Baseball
Brach Pulver	Boys Wrestling
Mike Shearer	Girls Volleyball

STUDENT CLUBS

Club	Advisor(s)
E-Sports	Elizabeth Wallace
FCCLA	Blithe Small
FFA	Jake Woolstenhulme, Aspen Blazzard, Neil Creer
Game Club	Kenn Stuart
GSA	Frances Phillips
Interact Club	David Black
Latinos in Action	RB Vazquez
Mountain Biking	David Scott (801-885-2008) d-scott@indsupply.com
National Honor Society	Jenny Polleczech
Rodeo Club	Crystal Williams (435-901-9396)
Trap Shooting Club	Neil Creer

STUDENT GOVERNMENT

Student Body Officer	Position
Joey Harris	President
Tess Edmunds	Vice President
Thomas Miner	Secretary
Aaron Chandler	Historian
Finn Russell	Activities
Regan Cox	Communications
Senior Class Officer	Position
Keaton Anderson	President
Sydnee Maxfield	Vice President
Megan Miner	Secretary
Ellery Snegirev	Activities
Kylee Schweitzer	Communications

Junior Class Officer	Position
Ireland Ellis	President
Eastin King	Vice President
Riggin Crittenden	Secretary
Zoe Monniger	Activities
Marshall Dillman	Activities
Emilee McNulty	Communications
Ian Mair	Representative
Sophomore Class Officer	Position
Brian Freeman	Co-President
Bowen Cummings	Co-President
Gage Woolstenhulme	Vice President
Tuff Thornton	Secretary
Cannon Bowen	Activities
Barrett Schweitzer	Communications
Freshman Class Officer	Position
Kate Smith	President
Lucy Russell	Vice President
Kiley Gee	Secretary
Brinley Teeple	Activities
Samuel Miner	Communications

IMPORTANT DATES

August 15,18,19: Pre-Service for Teachers
August 20: First Day of School
Sept 1: Labor Day (No School)
Sept 15,17: Parent Teacher Conferences (3-7)
Sept 29-Oct 4: Homecoming Week
Oct 16: PTC Comp Day (No School)

Oct 17: Fall Break (No School)
Oct 23: Last Day of Term 1
Oct 24: Professional Learning Day (No School for Students)
Oct 27: First Day of Term 2
Nov 26-28: Thanksgiving Break (No School)
Dec 22-Jan 2: Christmas Break (No School)
Jan 9: Last Day Term 2
Jan 12: First Day Term 3
Jan 16: Professional Learning Day
Jan 19: Martin Luther King Jr. Day (No School)
Feb 9,11: Parent Teacher Conferences (3-7)
Feb 16: President's Day (No School)
Mar 19: Last Day of Term 3
Mar 20: Professional Learning Day (No School for Students)
Mar 23: First Day of Term 4
Mar 30: PTC Comp Day (No School)
Mar 31-April 3: Spring Break (No School)
April 14 - ACT Day for Juniors (Online for the rest)
April 20: ASPIRE Science Test (Adjusted Schedule with Test in Morning)
April 27: ASPIRE Reading Test (Adjusted Schedule with Test in Morning)
May 4: ASPIRE Math Test (Adjusted Schedule with Test in Morning)
May 6: English Literature and Composition AP Exam (8AM)
May 6: Physics 1 Algebra Based AP Exam (Noon)
May 8: United States History AP Exam (8AM)
May 11: Calculus AB AP Exam (8AM)
May 13: English Language and Composition (8AM)
May 14: Spanish Language and Composition (8AM)
May 14,15: Senior - Last Green & White Days
May 21: Graduation
May 25: Memorial Day (No School)
May 26,27: Underclassman - Last Green & White Days
May 28: Last Day of School
May 29: Professional Learning Day (Last Contract Day for Teachers)

SCHOOL SONG

Hail to our school, all hail
Let the glorious banners fly
Marching to victory
With the motto do or die
All foes will bow before
Our ever-fighting team
So sing your praises
Shout them to the sky
Fight on for S.S. High
Fight, fight for victory
And for the glory of our name
Cheer, for we'll always be
Proud of our fighting team
March, march in loyalty
To gain the victory that is nigh
Fight when you're fighting for the right
Fight on for S.S. High
FIGHT! FIGHT!



South Summit Wildcat Code of Conduct

At South Summit High School, we have a long tradition of excellence in academics, arts, athletics, and community. As Wildcats, we...

- Learn from our experiences and apply new knowledge
- Recognize that our actions affect others and our environment
- Represent our community values through service and respect
- Empower others through confidence, integrity, honesty, responsibility, and compassion

We live this code through PRIDE:

- P - Personal Responsibility
- R - Respect
- I - Integrity
- D - Discipline
- E - Engagement

WILDCAT PRIDE EXPECTATIONS

	Learning Areas	Public Area Hallways, Commons, Restrooms, Auditorium, Public Grounds	Outdoor Areas	School Activities Any Event involving SSHS
Personal Responsibility Take accountability for your actions	* Be on time, prepared & on task * Be responsible for your own learning	* Clean up after yourself * Report problems * Be patient	* Obey laws and safety rules * Park in designated areas only * Place trash in receptacles	* Follow SSHS policies for all on and off campus activities
Respect Treat others the way you would like to be treated	* Help create a safe learning environment * Use appropriate language	* Treat other people and property with respect * Use appropriate language	* Follow directions * Respect property and people * Use appropriate language	* Respecting opposing team, fans and referees * Use appropriate language * Show good sportsmanship
Integrity Act with honesty in all you say and do	* Be honest & do your own work * Be helpful and kind	* Be honest * If you see something, say something	* Park in designated areas * Report suspicious or dangerous behavior	* Represent SSHS in a positive manner * Do Rowdy Right!
Discipline Use self control to be your best	* Honor deadlines * Manage your time * Own your choices and consequences	* Be collective and calm * Use positive language * Manage your time wisely * Respect others space	* Follow directions & safety guidelines * Use caution when driving on school grounds	* Follow rules of event * Demonstrate appropriate behavior * Respond appropriately
Engagement Be an active participant in school life	* Participate fully * Be physically and mentally present	* Welcome everyone * Be a friend	* Make SSHS a positive place for everyone * Drive safely and be aware of your surroundings	* Get involved * Show SSHS PRIDE * Do Rowdy Right!

Positive Behavioral Interventions and Supports (PBIS) is a school-wide approach that helps create a safe, respectful, and supportive learning environment. Our purpose is to clearly teach and recognize positive behaviors so students know exactly what is expected in classrooms, hallways, and beyond.

PBIS focuses on encouragement over punishment, helping students to:

- Build responsibility
- Make positive choices
- Develop social and emotional skills
- Succeed both in school and life

(For more information about PBIS, see the Parent/Student PBIS Handbook.)

SSHS Behavioral Expectations Through Citizenship Grades

Purpose: Citizenship grades are the accountability and communication tool for classroom behavior between teachers, parents, and administrators. They are evaluated every quarter and are part of the Wildcat Reward System.

Code	Label	Description
H	Honors	Students are on task and complete all assigned work, contribute to a positive learning environment and set a positive example for their peers. Always follows classroom rules and procedures.
S	Satisfactory	Students are usually on task and complete most of the assigned work, contributing to a positive learning environment. Almost always follows classroom rules and procedures.
N	Needs Improvement	Students may display off-task behaviors and/or work ethic needs improvement. Can be disruptive to the learning environment. Has required at least one student teacher interaction for improving behaviors.
U	Unsatisfactory Behavior	Students may struggle to remain engaged. They are off-task and/or disrupting the classroom learning environment. They have shown disrespect to the teacher or other students and have required at least one parental contact and/or admin referral.

All students start each quarter with an “S.” A “U” at the end of a quarter results in ineligibility for school activities (including graduation ceremony) until 3 hours of admin-approved service are complete.

Academic Integrity: Plagiarism, Cheating, and AI Use

Overview

Teachers will monitor plagiarism, cheating, and inappropriate AI use through our plagiarism detection software. Academic integrity is essential to your success and to maintaining a fair learning environment.

Plagiarism

Plagiarism is a form of cheating that occurs when you copy someone else’s work—whether from a book, the internet, another student, or any other source—without giving proper credit.

Cheating

Cheating includes any dishonest act intended to gain an unfair advantage on assignments, projects, quizzes, or tests. This includes sharing or receiving answers, using unauthorized materials, or misrepresenting someone else’s work as your own.

AI Use

There are times when AI tools may be used appropriately in class. However, unless a teacher specifically directs otherwise, the use of AI-generated work will be considered a form of cheating.

Possible Consequences

- Zero for the assignment (both parties, if applicable)
- Permanent record in your academic file
- Phone call to parents/guardians

Bullying, Cyber-Bullying, Hazing, and Abusive Conduct

Our Commitment

South Summit High School is committed to providing a safe, respectful, and supportive learning environment. Bullying, hazing, abusive conduct, retaliation, and false reporting are strictly prohibited. These rules apply to all students, staff, and volunteers, on school property, at school activities, on buses or at bus stops, while traveling to and from school events, and online if it disrupts the school environment.

Bullying, Cyber-Bullying, Hazing & Abusive Conduct – Quick Reference

Type	Examples	Not Allowed Where	Report To	Possible Consequences
Student Bullying	Name-calling, threats, exclusion, property damage	School, events, buses/bus stops, online (if disruptive)	Teacher, counselor, admin, tip line	Warning, loss of privileges, restorative justice, suspension, expulsion
Staff Bullying	Hostile, threatening, humiliating behavior	Any time, any place related to school	Administrator	Discipline under policy, possible termination
Cyber-Bullying	Harmful posts, texts, images, fake accounts	Anywhere if impacts school	Save evidence, report immediately	Same as bullying, may include tech restrictions
Hazing	Forced activity, humiliation, dangerous stunts	Any time, any location	Coach, teacher, admin	Removal from activity, suspension, expulsion
Abusive Conduct	Yelling, threats, aggressive gestures	Any time, any location	Administrator	Suspension, expulsion, law enforcement
Retaliation	Threats, exclusion, spreading rumors	Any time	Teacher, admin	Suspension, expulsion
False Reports	Lying about incidents	Any time	Admin	Same as above
Improper Recording Sharing	Posting fight videos to promote more	Any time	Admin	Suspension, expulsion

Report Immediately:

- Talk to a staff member or use the anonymous tip line SAFEUT app.

After Reporting:

- Investigation → Parental notification → Action plan → Consequences/support.

Note: For full SSSD Policy & Procedure, see 6065 and 6065-A

School Safety and Discipline

Overview

South Summit High School is committed to creating a safe and orderly environment for students, staff, and patrons at school and school-sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated. Individuals engaging in such conduct may face school disciplinary action, prosecution, or both.

The school follows Positive Behavioral Interventions & Supports (PBIS) guidelines to outline expectations and consequences for infractions. See the PBIS Handbook for more information.

Minor Infractions

Minor infractions are violations of school rules typically addressed by teachers and/or administration through restorative practices.

Examples: Classroom disruptions, inappropriate language, or failure to follow school procedures

Possible Consequences: Restorative conversations, loss of privileges, phone calls home, or suspension from certain activities

Note: Chronic or excessive minor infractions may be treated as major infractions.

Major Infractions

Major infractions occur when a student violates a school rule, board policy, or district administrative procedure, resulting in referral to a school administrator. The administrator determines disciplinary action based on factors such as prior violations, severity of the conduct, and other relevant considerations.

Possible Consequences: Suspension, expulsion, loss of extracurricular privileges, or other appropriate actions

Drug, Alcohol, Tobacco, and Vaping Violations

Law Enforcement Reporting

All drug and alcohol violations must be reported to law enforcement.

Tobacco and vaping violations may be handled by a school administrator without law enforcement referral.

Prohibited Conduct

Students will be suspended or expelled for any of the following:

- Using, controlling, possessing, distributing, selling, or arranging to sell an illegal drug, controlled substance (including alcohol, tobacco, and vapes), imitation controlled substance, or drug paraphernalia on school property, in a school vehicle, or during any school activity
- Misusing, abusing, distributing, selling, or arranging to sell prescription medication at school or a school function

- Misusing or abusing over-the-counter medication, or sharing, distributing, selling, or arranging to sell over-the-counter remedies

Note: For full SSSD Policy & Procedure, see 6029 and 6029-A, 6029-H

Sexual Harassment – Student Policy

Our Commitment

South Summit School District is committed to providing a safe learning environment where all students are treated with dignity and respect. Sexual harassment of any kind is not tolerated. We take all reports seriously and respond quickly and fairly.

What is Sexual Harassment?

Sexual harassment is unwelcome conduct based on sex that:

- Is so serious, repeated, and offensive that it denies a person equal access to school activities,
OR
- Includes sexual assault, dating violence, domestic violence, or stalking,
OR
- Happens when someone in authority offers help or benefits in exchange for sexual conduct.

Examples include:

- Unwanted touching, sexual comments, jokes, or gestures
- Sharing sexual images without consent
- Threats or intimidation based on sex
- Any sexual activity without consent

If You Experience or Witness Sexual Harassment

- Tell someone right away — you can report it to:
 - A teacher or school staff member
 - The school principal
 - The Title IX Coordinator:
Stephanie Clegg, Student Services Director
Address: 45 S 300 E, Kamas, UT 84036
Email: sc1@ssummit.org
Phone: 435-783-4313 x3300
- You can report verbally or in writing. You do not have to use a special form.
- You can report for yourself or for someone else.

What Happens After You Report

1. Immediate Support

- The Title IX Coordinator will contact you to explain your options, offer supportive measures (like counseling, schedule changes, or help avoiding contact with the other person), and explain how to file a formal complaint.

2. Investigation

- If a formal complaint is filed, an investigator will gather evidence by talking to you, the other person, and any witnesses, and reviewing documents or messages.
- Both you and the other person will have a chance to share your side and provide evidence.

3. Decision

- A trained decision maker will review the evidence and decide if the policy was violated.
- You will get a written decision, usually within a set number of school days.

4. Appeal

- If you disagree with the outcome, you may file an appeal within 14 school days.

Your Rights

- To have a trusted adult or advisor (including an attorney) with you during any meeting
- To receive supportive measures whether or not you file a formal complaint
- To be treated respectfully and fairly throughout the process
- To be free from retaliation for reporting or participating in an investigation

Prohibited Retaliation

It is against the rules to intimidate, threaten, or harm anyone for reporting sexual harassment or participating in an investigation. Report retaliation right away to the principal or the Title IX Coordinator.

Confidentiality

Your privacy will be respected as much as possible. Information is shared only with people who need to know to investigate and resolve the complaint.

Possible Outcomes if Policy is Violated

- Disciplinary action for the offender, which could include:
 - Required counseling
 - Loss of privileges
 - Suspension or expulsion (for students)
 - Termination of employment (for staff)

Important Notes

- You can also report to law enforcement at any time.
- You may choose informal resolution (like mediation) if both sides agree, except in cases where an employee is accused of harassing a student.
- Support is available even if the incident happened off-campus, as long as it impacts your education.

Note: For full SSSD Policy & Procedure, see 6067 and 6067-A

Student Attendance

Why Attendance Matters

Regular attendance is a key factor in your success at South Summit High School. When you miss class, you miss valuable instruction, discussions, and activities that cannot always be made up. Our goal is to support students and families in building good attendance habits that help every student achieve.

Key Definitions

- Absence – Not being in a scheduled class or class period.
- Excused Absence (Valid Excuse) – Time missed from school for an accepted reason, such as:
 1. Illness (mental or physical)
 2. Mental or behavioral health needs
 3. Death of a family member or close friend
 4. Approved school activity
 5. Medical or dental appointment
 6. Family emergency or family event
 7. Absences covered by an IEP, 504 Plan, or other approved accommodation plan
 8. Rodeo competition meeting state criteria
- Unexcused Absence (Truancy) – Missing at least half the school day without an approved reason.
- Tardy – Arriving after the bell. If more than half the class period is missed, it counts as an absence.
- Chronic Absenteeism – Missing 10% or more of school days for any reason.
- Habitual Truant – Missing 20 or more school days without valid excuse or not cooperating with attendance interventions.

Attendance Rules

- You must attend every class you are scheduled for and arrive on time.
- You must stay until class ends unless excused.
- Violating the attendance policy may result in school interventions, parent meetings, and in some cases legal action.

How to Excuse an Absence

1. A parent/guardian must contact the school with the reason for the absence within 2 school days.
2. Only the approved reasons listed under Excused Absence will be accepted.
3. After 5 consecutive days absent for illness, a doctor's note may be required.
4. For family trips or events lasting 4–10 days, notify the principal ahead of time. (Form required and is available through the attendance secretary.)
5. You are responsible for making up any missed work.

Checking Out During the Day

- Students must check out through the attendance office before leaving campus.
- A parent note or phone call is required for the absence to be excused.
- Students must also check back in if they return later that day.

- Leaving without checking out will result in an unexcused absence.

School Responsibilities

- We notify parents daily if a student is absent.
- Attendance is tracked in our Student Information System (SIS).
- We send an Attendance Concern Letter after 5 unexcused absences in a year.

What Happens if Attendance Problems Continue?

- Notice of Truancy – Sent after 10 unexcused absences in a year (may also be sent after 5).
- Meeting with parents and school staff to create a plan, which may include:
 - Counseling or mentorship
 - Adjusting schedule or classes
 - Attendance included in grades
 - Referral to support services

If attendance still does not improve, the school may:

- Refer to law enforcement or youth court
- Continue working with the family through the legal process

Ten-Day Drop Rule

If you have 10 consecutive unexcused absences and we cannot reach your family, the school may withdraw you from enrollment. Special rules apply for students receiving special education services.

Extended Travel or Family Activities

- Trips of 4–10 days require prior approval from the principal.
- If an excused absence exceeds 10 days, the student may be withdrawn and re-enrolled upon return.

Your Right to Appeal

Parents may appeal:

- An unexcused absence
- A Notice of Truancy
- A Notice of Compulsory Education Violation

Appeals must be made in writing within 10 school days and will go through a school review process, then to the superintendent if needed.

Note: For full SSSD Policy & Procedure, see 6005 and 6005-A

✓ Remember: We want to work with families to solve attendance problems early. Communication is key—please reach out if challenges come up so we can find solutions together.

South Summit High School Tardy Policy & Procedures

Being on time is a critical part of demonstrating Wildcat PRIDE—Personal Responsibility, Respect, Integrity, Discipline, and Engagement. **Students are expected to be in their assigned classrooms and ready to learn when the bell rings.**

Expectations

- All students are expected to arrive at class on time each day.
- A tardy is defined as not being in the classroom when the bell rings.
- Repeated tardiness disrupts the learning environment and will be treated as a disciplinary issue.

Parent Excusals

Parents or guardians may excuse a tardy by contacting the school when extenuating circumstances occur (such as medical appointments, severe weather, or family emergencies).

- Please note that only tardies at the beginning of the school day may be excused. Tardies between classes or after lunch cannot be excused.

Consequences and Accountability

- **Unexcused tardies are deemed a minor infraction** and must be worked off through the Tuesday After School Program or Saturday School.
- Tardies that are not made up will result in disciplinary action, which may include detention, loss of privileges, or suspension of extracurricular eligibility.

Habitual Lunchtime Tardies

South Summit High School operates as an open campus during lunch; however, students are expected to return to class on time following lunch. Students who accumulate **four or more lunchtime tardies** will be considered **habitually tardy** and will lose open-campus privileges. These students will be required to remain on campus during lunch and attend **Lunch and Learn** until the privilege is reinstated.

Athletic and Activity Eligibility

To maintain eligibility, **student-athletes must have no more than four (4) unexcused tardies** in a quarter.

Working Off Tardies

Students may make up tardies by attending one of the following:

- Tuesday After School Program: 2:30–3:30 p.m.
- Saturday School: 9:00–12:00 p.m. (on scheduled dates)
- Approved Lunch Detention

Each session clears a designated number of tardies, as communicated by administration, and tardies reset each quarter.

SSHS Personal Electronic Devices / Cell Phones Policy

Purpose

To ensure safe and responsible use of personal electronic devices while keeping classrooms free from distractions. This policy follows SSSD Policy 6051-A, Utah Code §53G-7-227, and Utah Admin. Rule R277-495.

During Class Time

- **Devices must be silenced and put away before entering the classroom.**
 - Teachers may require devices in holders or storage areas.

Before/After Class

- Use is allowed:
 - Before school
 - During passing periods
 - At lunch
 - After school

Confiscation & Discipline Procedures

Infraction	What Happens	Notes
Warning	All students will be warned universally in the Back to School assemblies and teacher disclosures.	
1st Minor	Confiscated by staff, returned end of day	Logged in PowerSchool by administration
2nd Minor	Confiscated, returned end of day; must check in phone to office each morning for 5 days (can reduce to 3 if turned in voluntarily)	Parents may hold device instead; logged in PowerSchool by administration
3rd (Major)	Confiscated; parent may need to pick up; may result in detention, loss of privileges, suspension	Considered a major infraction and will follow the Administration Major Infraction Guide

Note: The school will store devices securely but is not responsible for loss, theft, or damage. Confiscated devices may be searched under certain conditions.

Search and Privacy

- Confiscated devices may be searched only under **reasonable suspicion** of a policy or legal violation.
- Search scope may include **texts, call logs, photos, and apps**, depending on the suspected violation.
- Students have **no expectation of privacy** when using **District-owned devices**.
- If circumstances warrant it, law enforcement may be contacted.

Prohibited Conduct Students may not use any device to:

- Access **inappropriate matter**;
- **Hack** school or district networks or devices;
- **Threaten, bully, harass, or intimidate** others;
- Take or transmit **photos/videos in private areas** (e.g., locker rooms, bathrooms, counseling rooms, dressing areas, etc.);
- **Disrupt** school activities or the educational process.

Parental Notification & Retrieval

- Parents are notified for major infractions or repeated misuse.
- Devices returned according to timelines in this policy.

Ownership and Responsibility

- Students bring personal devices at their **own risk**.
- The school is **not responsible** for lost, damaged, or stolen devices.
- Students are **responsible for all activity** on their device, even if used by someone else.

SSHS Hall Pass Procedures

Students are required to be in the classroom on time and remain in class until excused by the teacher in order to benefit from instructional activities. If students need to leave class, they must take a hall pass or admin pass with them. In the event that students are required to leave the room during class, the following procedures shall be enforced:

- Hall passes will not be issued during the first ten minutes or last ten minutes of class unless an office request occurs.
- Students must have permission from the teacher before they leave the room for any reason, or it can become a truancy.
- Students' cellular devices must be left in the classroom before entering the hall, and will be confiscated if being used in the hallway during class time.
- Students who take an excessive amount of time will be addressed.
- Take the pass and keep it visible while in the hall.
- Students are expected to use bathrooms and water fountains closest to the room
- Only one student is allowed to leave at a time.
- Students are only permitted to be in the classroom listed on their schedule during the regular school day unless they have teacher prior authorization.
- Any student leaving class without a pass will be asked to return to class

SSSD Dress & Groom Standards

Our Goal

We want every student to feel safe, comfortable, and ready to learn. Your clothing choices should support a positive, distraction-free learning environment and respect the safety, dignity, and rights of others.

Basic Dress Requirements

Students must wear:

- **Tops** – Fabric covering the chest, abdomen, and underarms; straps over both shoulders; coverage on both sides and the back (upper and lower back).
- **Bottoms** – Clothing that covers the buttocks when standing, sitting, or bending over.
- **Footwear** – Shoes or sandals that protect feet from injury.

Clothing & Items Not Allowed

- Clothing that **shows private parts** (nipples, genitals, buttocks) or undergarments. Fabric must be opaque (not see-through).
- Clothing, jewelry, or items with **obscene, vulgar, lewd, or pornographic** words, images, or messages.
- Items that could be used as **weapons** (e.g., chains, spiked collars, spurs) or that contain threats or promote violence.
- Clothing, jewelry, or items that **advertise or promote** drugs, alcohol, tobacco, or related paraphernalia.
- Clothing that **covers the face** so the student is not identifiable (except for religious, medical, or approved health purposes).
- **Sunglasses** worn indoors unless prescribed by a physician.
- Clothing, jewelry, or items showing **hate speech or hate group affiliation** targeting any protected group (race, ethnicity, gender, sexual orientation, gender identity, religion, etc.).
- Any clothing or grooming that causes **disruption**, creates a **safety risk**, or is **disrespectful** toward others' religious or cultural beliefs.
- Clothing, jewelry, or items with **gang symbols, names, or insignias**, or styles identified by school officials (in consultation with law enforcement) as gang-related.
- **Costumes or costume accessories** except during school-approved events or activities.

Special Notes

- **Religious or medical attire** is always permitted.
- School administrators have the authority to determine if clothing meets these standards, considering the safety and well-being of all students.

Note: For full SSSD Policy & Procedure, see 6010 and 6010-A

Grading Policies

General Statement: Class-specific grading policies will be communicated in class disclosure statements.

Incompletes at End of Quarter

- Students have up to 2 weeks to make up an 'Incomplete' for the previous quarter, or the grade will automatically convert to an "F" grade. Teachers must sign off on the grade change with the

counselor.

Eligibility

Eligibility:

- UHSAA Guidelines:
 - South Summit High School will follow eligibility guidelines as established by [UHSAA](#) per Article 1: Eligibility of Players.
- LEA Specific Guidelines:
 - Coaches/Advisors have the right to implement higher expectations for participation in their specific sport or activity.
 - Juniors must be passing all classes with a GPA of 2.0 or higher to be eligible for promenade.
 - To be eligible to walk at graduation, graduates must make up all unexcused absences and tardies.

Student Services

Guidance and Counseling

Please refer to the High School/Counseling web pages for more information including, but not limited to:

- Earning College Credit in High School through AP, live interaction, or concurrent enrollment
- Career and College Readiness Conferences
- Credit Recovery
- Graduation Requirements
- Graduating with Honors
- CTE Classes

Live Interactive

Students have the option to take live interactive courses through secondary institutions to earn college credit. The times of these classes sometimes conflict with your regularly scheduled high school classes. All students who have this conflict must understand that the high school class has first priority. You as the student must find a way to work it out with both your teachers if you want to be successful in classes with conflicting times.

Requests for Schedule Changes during the School Year:

Once students have completed their online registration, their schedule will be viewable on PowerSchool. Students' schedules will reflect the requests they made last spring. Because all students have had the opportunity to set their schedules exactly as they chose during the previous spring, we anticipate that there should be extremely limited need for any changes. If students need a change, they will need to do the following:

1. Fill out the schedule change form from the front office
2. Set an appointment up through Maria in the front office
3. Bring the signed form to the appointment with the counselor

Please understand that there are very limited options for schedule changes due to class caps, teachers' schedules, and general schedule limitations.

Social and Emotional Support

South Summit High School understands that your social/emotional well-being is an important factor that determines your success in school. The school district now has a credentialed school psychologist and experienced social workers to help support your social/emotional needs. Meet with your assigned counselor for more information.

GENERAL INFORMATION

Acceptable Use Policy (AUP)

It is important to understand that when you registered for school you were required to sign an acceptable use policy to be allowed to use SSSD owned computers. As a student, you will be expected to follow this policy, knowing that you will be held responsible for violations of this policy. You are required to use school-owned laptops rather than personal devices while in class. *Note: According to Policy and Procedures 6051A-D, when students violate the AUP, devices may be confiscated, “which may result in missed assignments, inability to complete required assessments, and possible loss of credit or academic grade consequences, in addition to any other appropriate disciplinary sanctions.”*

Student ID Card

All students (who have a school picture taken) are provided a Student ID Card, which provides free admission to all regular season home athletic contests. Replacement cards are not an option.

Assemblies

Assembly programs are planned for the education and entertainment of the student body. All school rules apply to assemblies, including the expectations governing the use of cellular devices. Auditorium decorum is relative to the presentation.

Bus Privileges

While riding the bus, students are expected to obey all school policies and act in a mature and appropriate manner. Students who misbehave on buses may lose bus-riding privileges. Administration, Drivers, and the District Transportation Supervisor, working together, will handle all bus infractions.

Trips

Students are expected to abide by all school rules while representing South Summit High School. Failure to do so may result in loss of eligibility for attending future trips, detention and/or suspension.

- ▶ Classes or organizations sponsoring activities that require transportation will use school buses rather than private cars unless approved by the principal.
- ▶ Students who ride to any activity on a school bus will be expected to return with the group.
- ▶ Exceptions:
 - o Coaches/sponsors may release a student only to his/her parents with signed waivers after the activity.
 - o All other requests must be handled through the administration BEFORE the group leaves.

Student Parking

Licensed students may obtain a parking pass from the front office, which must be visible through the front windshield. All vehicles without passes will be ticketed and assessed a \$20 fee, repeat offenders may lose parking privileges in the school lots. The north parking lot is designated for seniors. **The large parking lot on the south side of the bus garage is designated for students with parking passes. Students MAY NOT park on any green painted curbs during the hours of 6am to 3pm.** These areas

are designated for faculty, staff, bus drivers, and visitors.

Lockers

Lockers will be assigned by student request.

Fee Schedule

The fees are located on the [South Summit High School website](#) for the current school year.

Administering Medications at School

Our Goal

The health and safety of our students is our top priority. If your child needs medication during the school day, we will follow safe and clear procedures to make sure it is handled correctly.

When School Staff Can Give Medication

- Both prescription and non-prescription medication can be given at school only if:
 - A Medication Authorization Form is completed each school year.
 - The form is signed by both the prescribing health care provider and the parent/guardian.
- The form includes:
- Student's name
 - Medication name, dose, route (how it's taken), and time
 - Reason for medication
 - Statement from the provider that it is necessary during school hours
 - Possible side effects

Stock Medications

The school keeps a limited supply of:

- Acetaminophen (Tylenol)
 - Ibuprofen
 - Benadryl
 - Naloxone (Narcan) and Epinephrine for emergencies
- These may be given only with parent/guardian permission at the time of need — no year-long permission allowed.

Note: Narcotic pain medications are not allowed at school and will not be administered

Self-Administration (Grades 5–12)

Students in grades 5–12 may carry and take their own medication if:

- It is medically necessary during school hours
- Medication is in the original pharmacy or manufacturer's container
- Only one day's dose is brought to school
- Medication is taken exactly as prescribed or as directed on the label

Important:

- Students may not share, sell, or give medication to anyone else.
- Misuse will be treated as a substance abuse violation and may result in disciplinary action.

Note: For full SSSD Policy & Procedure, see 6024 and 6024-A

Emergency/Safety Procedures

Evacuation

In the event of an emergency that requires evacuation, you will be notified by an **alarm, staff** or through the **Aegix AIM app**. All students must follow staff directions and move calmly and quickly to the **Bus Garage Lot**, which is South Summit High School's primary evacuation site.

If You Are in Class:

- Immediately follow your teacher's instructions.
- Stay in a **single-file line** and **remain quiet** so you can hear directions.
- Use **caution when crossing the street**.
- Go directly to your teacher's **designated area** in the Bus Garage Lot.
- **Do not leave your group** for any reason unless directed by a teacher or administrator.

If You Are Not in Class (e.g., during lunch, passing time, assemblies, or online class periods):

- **Exit the building immediately** through the nearest safe exit.
- **Report directly to your Intervention teacher's station in the Bus Garage Lot.**
- Students without Intervention class, report to the Counselors by Bus Garage #1.
- If you don't know where your station is, ask any staff member for assistance.

Student Expectations During Evacuation

- Stay calm, quiet, and alert.
- Follow all staff instructions without hesitation.
- Do not use phones unless it's an emergency.

Remain at your assigned area until given permission to return to the building or leave.

Intruder Alert Procedures

Your safety is our top priority. In the event that an intruder is on campus, please follow these directions immediately:

- **Stay calm** and **listen carefully** to any announcements made over the intercom or by a staff member.
- **Follow your teacher's instructions** right away.
- If you are not in a classroom (e.g., during lunch or in the hallway), go immediately to the **nearest safe location**—this may be a classroom, office, or secure area.
- If a **lockdown** is announced:
 - **Do not leave your location.**
 - **Silence your phone** and stay as quiet as possible.
 - Stay out of sight and away from doors and windows until the "all clear" is given by school officials or law enforcement.

What NOT to Do:

- Do **not try to confront** or approach the intruder.
- Do **not use your phone to text or call** unless it's an emergency or you are reporting critical information.

Earthquake Procedures

If an earthquake occurs while you are at school:

1. **Listen for Instructions**
 - You may hear a **PA announcement**, a **DIR-S alert**, or need to respond based on **self-awareness** of shaking.
2. **Drop, Cover, and Hold On**
 - **Get under a desk or table** to protect yourself from falling objects.
 - **Face away from windows.**
 - Stay low and protect your head and neck.
3. **Stay Calm and Quiet**
 - Remain silent so you can hear directions from teachers or school staff.
4. **After the Earthquake**
 - If it was a drill, a signal will be given to exit the building safely.
 - If it was a real earthquake, **wait for instructions** from staff or emergency personnel.
5. **Evacuation**
 - If evacuation is needed, **follow your teacher** to your designated area.
 - **Stay with your class** and do not leave the area unless instructed.
6. **Communication with Families**
 - The school will make every effort to contact your parents or guardians as soon as it is safe to do so.

Medical Emergency Procedures

If you or another student experiences a medical emergency at school:

1. **Stay Calm**
 - Do your best to remain calm and avoid crowding the student.
2. **Get Help Immediately**
 - Tell the nearest **teacher or staff member** right away.
 - If no adult is nearby, go quickly to the **main office** or send another student for help.
3. **Listen and Follow Directions**
 - A staff member will take charge and notify the office.
 - Do not leave the area unless directed.
4. **Respect Privacy**
 - Avoid filming or sharing the incident on social media.
 - Be supportive and respectful of the student involved.

Student Fights and Confrontation with Weapons

If a Fight Breaks Out

- Stay **calm** and do **not get involved**.
- Move away from the area and go to a **safe location**.
- **Do not record or post videos** of the fight. This is a serious violation of school rules.
- If you're safe to do so, **notify a teacher, staff member, or go to the office** immediately.

If a Weapon Is Involved

- **Get away from the situation** as calmly and quickly as possible.
- Do **not attempt to stop the person** or confront them.
- **Find an adult immediately** and report what you saw or heard.
- If you're in a classroom or area that is safe, **stay there and follow lockdown procedures**.

Important Reminders

- Your job is to **stay safe**, not to stop a fight.

Respect and safety are our top priorities. If you know something that may help prevent violence, tell a trusted adult or use the school's anonymous tip system, SafeUT.

AIM

Emergency Reference Guide



EVACUATE - Used to move people to a safe location

- Lead students to primary or secondary evacuation locations
- Account for students and adults
- Notify if missing, extra or injured students or adults



HOLD - Hold is followed by the Directive: "In your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.

- Close and lock the door
- Account for students and adults
- Do business as usual



LOCKDOWN - Secure individual rooms and keep occupants quiet and in place.

- Lockdown notification will be announced over the PA system "Locks, Lights and out of sight".
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door

- Prepare to evade or defend



SECURE - Safeguard people within the building. Get inside & lock outside doors.

- Bring everyone indoors
- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



SHELTER

Hazard and safety strategy for group and self protection

- Lead safety strategy.
- Account for students and adults
- Notify if missing, extra or injured students or adults

South Summit High School Classroom Map

