

# Hillcrest High School

2020-2021

## SCHOOL-WIDE DISCLOSURE DOCUMENT

Welcome to Hillcrest High School!

**OUR VISION IS EVERY HUSKY, EVERY DAY, FOCUSING ON RELATIONSHIPS, RELEVANCE, AND RIGOR.**

We look forward to working with our school community to prepare students to be college and career ready by ensuring our students receive a quality and equitable education.

### CONTACT INFORMATION

School Address: 7350 S. 900 East  
Midvale, Ut. 84047

Main Office: 801-826-6000  
Counseling: 801-826-6020

Attendance: 801-826-6010  
School website: [hhs.canyonsdistrict.org](http://hhs.canyonsdistrict.org)



### ADMINISTRATION TEAM

Principal: Gregory Leavitt

Assistant Principals:  
Quinn Linde (A-Ele)  
Jan Hansen (Eli-Lau)  
Brenda McCann (Lav-Rh)  
Matt Schelble (Ri-Z)

Admin. Assistant:  
Ari Tavo (Habla español)



### ACADEMICS

The primary goal of grading is to provide high quality feedback to parent/guardians and students; enabling them to clearly understand a student's progress, appropriately support the learning process and encourage student success.

Student's grades will demonstrate what a student knows, and performs within the current quarter. In order to earn credit student's must pass their class with a D- or higher.

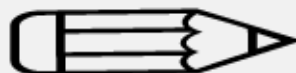
Teachers will be given the flexibility to evaluate students with a grade that reflects their engagement, regular attendance, and grit. This includes students with IEPs and/or 504s, English Language Learners, and refugees.

### HOW ARE GRADES WEIGHTED?

Grades will be weighted at a minimum:  
70% formal assessments  
30% daily instruction and practice work

Teachers will give a minimum of four formal assessments per quarter, three of which can be retaken during APP (see test retake policy).

All students will receive equitable treatment.



### TRADITIONAL GRADING SCALE

Percentage	Grade	GPA
100-92.50	A	4.00
92.49-89.50	A-	3.66
89.49-86.50	B+	3.33
86.49-82.50	B	3.00
82.49-79.50	B-	2.66
79.49-76.50	C+	2.33
76.49-72.50	C	2.00
72.49-69.50	C-	1.66
69.49-66.50	D+	1.33
66.49-62.50	D	1.00
62.49-55.00	D-	0.67
Below 55%	F	0.00

### TEST RETAKE & LATE WORK POLICY

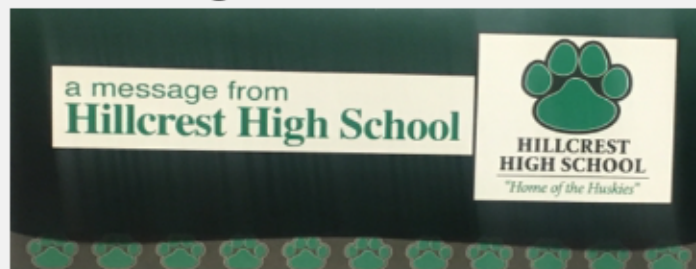
Departments will be responsible to publish their own retake exam criteria.HHS minimum retake criteria includes APP attendance, no missing daily practice work, and first test must be taken.

Daily practice work will only be accepted when turned in during the current unit. Remember 70% of your grades are based on formal assessments. Turning daily practice work in late or incomplete will not produce effective grades. (refer to individual department disclosures for deadlines).



# Positive Behavior Intervention System (PBIS)

## Husky Grams



Husky-Grams are postcards that teachers send home to acknowledge the good things students are doing. Weekly Husky-Gram winners are selected and announced on Wednesdays. These students will receive Husky swag.

## HUSKY CARDS



Husky cards are given to any student who demonstrates our school motto; Be responsible, be respectful, be safe. Husky cards can be used at the Husky Hut and will enter students in drawings for gift cards, free dance passes, and other prizes.

**TEACHERS ARE ENCOURAGED TO USE HUSKY CARDS AS A REWARD IN THEIR CLASS.**

## SCHOOL SPIRIT

Students who attend school events and check in on NOTIS can receive food, prizes, and HHS swag.



## TACO VIERNES



Students who can show perfect attendance for the week can come to the taco truck on Friday and get a free taco (only offered during the first quarter).

## International Baccalaureate Treat

At the end of each term, all HHS students who achieve an average of 3.0 GPA or higher during the term are celebrated with a treat provided by the HHS IB program.

## HUSKY HEROES

HHS PTSA (Student Parent Teacher Association) recognizes 8 students each month with a gift bag. Students can be nominated by teachers, administrators, parents, or other students. Nomination forms can be found in the main office and in the attendance office.



State program that enters students in drawings for college scholarships, a car, gift cards, and many other prizes.



# STUDENT SOCIAL EMOTIONAL SUPPORT

## Restitution Under Facilitation

RUF is a program for students who are at risk due to academics and behavior. It encompasses a restorative justice framework that empowers students to resolve conflict and repair damage.

CONTACT ARI TAVO FOR MORE INFORMATION:  
ARI.TAVO@CANYONSDISTRICT.ORG

## STUDENT SUPPORT STAFF

HHS mentors make it easy for students to advocate for themselves through responsibility and positive relationship building.

## SAFE UT APP



Students can use this app to report concerns anonymously to school administrators.

APP can be downloaded on any smartphone.

## SOCIAL WORKER

Works directly with students who need support with depression, anxiety, suicidal thoughts, and other mental concerns.

TO MAKE AN APPOINTMENT, CONTACT BREMEN ACCORD:  
BREMEN.ACCORD@CANYONSDISTRICT.ORG

## PHYSICOLOGIST

Works with students who need social emotional support. The psychologist also works directly with students, parents, and administrators to develop academic accommodations for students (504s).

TO MAKE AN APPOINTMENT, CONTACT CHASE BURNSIDE:  
CHASE.BURNSIDE@CANYONSDISTRICT.ORG

## 9th Graders

Freshmen are invited to communicate with counselors, teachers, student support staff, and administrators. This is a great opportunity for ninth graders to get helpful tips on how to navigate their first year at HHS.

## HOPE SQUAD

The members of Hope Squad are the eyes and ears of a school. They are made up of students who are trained to keep an eye on at-risk students, provide friendship, identify warning signs, and seek help from adults.

FOR MORE INFORMATION, CONTACT THE COUNSELORS:  
LISA GARDNER, OR TORI ROMERO

## HOPEFUL BEGINNINGS

This is an outside counseling service for students who need an individual therapy plan, medication management, skills development, and crisis services.

CONTACT THE ASSISTANT PRINCIPAL FOR  
INFORMATION AND REFERRAL PROCESS.

## ADDITIONAL STUDENT SUPPORT SERVICES

### *Academic Preparation Period (APP)*

Each day students are given 36 minutes to receive additional academic support (see school wide rules and expectations for details).



## LIBRARY

HOURS: 7:00am-3:00pm

### Services include:

- Research instruction and project guidance
- Reading recommendations and book club
- Extensive database resources for school or home
- Print and ebook collections (over 19,000 volumes)
- Computer and printer access
- Long-term Chromebook and Hot Spot check-outs

For additional information visit:  
hhs-library.weebly.com or call 801-826-6051

## MAKE-UP CREDITS/ONLINE CREDIT

Students who fail courses needed for graduation must make-up those credits. They may not retake the same course as part of their regular day program. Options for make-up credits include:

1. Student Support Lab class (contact your counselor)
2. After School credit recovery sessions (contact your counselor)
3. HHS Summer School (\$35 for all you can complete, refundable)
4. Hillcrest High School make-up packet (\$35 per quarter)
5. Summer School at Valley High School (contact your counselor or Valley High at 801-572-7035)
6. Canyons Virtual High School (\$35 per quarter)
7. Course work at other institutions accredited by the Utah State Board of Education, including BYU Independent Study courses
8. For grade replacement and test-out options contact your counselor

# SCHOOL-WIDE RULES & EXPECTATIONS

Hillcrest High School is a place of respect, responsibility and safety. We strive to maintain a positive environment where students and staff enjoy school and treat each other with mutual respect. All consequences received by students are a by product of respect, responsibility and safety.

## Attendance

Hillcrest High School teachers are expected to take accurate attendance daily. The expectation is that students will follow HHS's attendance policy, and understand how attendance impacts their academic progress. Students will not receive credit if they exceed HHS attendance limits outlined in HHS attendance policy (see HHS website for full policy).



## Attendance Codes:

A	Unexcused Absence
T	Tardy
W	Way Late Tardy- Entered class 10 minutes late
A-VT	Verified Truancy (student came to class and left or was seen wandering the halls)
E	Excused (parents must provide documentation of event to the attendance office for this mark to occur)
N	School Excused Event
Z	Absent to APP class

## FOOD POLICY



Food may be allowed outside of the cafeteria and courtyard areas (signs will be posted of these designated areas). Students who bring food back from restaurants will not be allowed to consume that food in the classroom or hallways (due COVID-19 this policy will be modified throughout the year).

## DRESS CODE

Hillcrest High School observes and follows the Canyon's School District Dress Code Policy (500.2-8). Teachers and/or administrators will have authority to enforce the dress code policy. Please note the following are highlights of the District's Dress Code Policy.

- Hats of any kind are not allowed
- Gang related clothing or paraphernalia are not allowed
- Dress must be clean and modest
- Clothing shall not distract from the educational mission



## ACADEMIC PREPARATION PERIOD (APP)

APP is a school-wide intervention that is offered to all students at Hillcrest High School.

- APP built into student's schedules both on A and B day (8:56am-9:32am).
- APP is considered a class period, students will receive either a pass or fail grade.
- Regular attendance is required to receive a passing grade.
- If students do not attend APP they will receive a failing grade.

*It will be left up to teacher's discretion on the grade a student receives in APP.*

### HOW TO REQUEST AN APP HALL PASS:

Students are encouraged to request additional help from their respective teacher during APP. They must request a Hall Pass to visit a teacher that is not their APP teacher.

1. Download myHomework app
2. Log-in using HHS student CSD docs account
3. Request APP pass
4. Teacher will accept or deny request



# HILLCREST TECHNOLOGY GUIDELINES

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## District Policy



Allows:

Use of cell phones and other technology during non-academic time. During academic time students are asked to follow reasonable classroom rules that require distracting devices to stay unmonitored and out of sight.

## HHS CLASSROOM



Students will receive direct instructions from teachers on appropriate technology use during class time.

Students will be allowed to ask questions and check their understanding of the classroom rules.

## Interventions

1. Electronic device classroom rules will be explained.
2. Student distracted by device will be given a warning to put device away and out of sight.
3. If the warning is not heeded, students will be given a Vaultz 5x8 lockable pouch in which to place their device.
4. The pouch will be unlocked by the teacher at the end of the class.
5. Students who do not comply may be referred to administration for disrupting class.

## Vaultz 5x8



The pouch with the device locked inside will remain always with the student for the remainder of the class period. Upon the second offense the teacher may opt to lock the pouch for the remainder of the school day.

Phone may not be available for emergencies once it is in the pouch.

## Emergencies



HHS understands emergencies happen and students at times need to contact parents. In those cases students should ask the teacher for permission to contact a parent or guardian.



# Hillcrest High School

## COVID-19 Protocol

Fall 2020

Hillcrest High School is dedicated to provide a safe learning environment to students, faculty, and staff. Starting in the first term, August 17, 2020 HHS administration will support all state mandates and district requirements to provide a safe learning environment from COVID-19. As policy and mandates change updates will be provided.

### State of Utah Mandate



Governor Herbert:  
"All students, staff, faculty,  
and visitors at all K-12  
schools in Utah are required  
to wear a mask fall semester."

### Enhanced Environment Hygiene & Safety

Hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant will be readily available to staff/students/visitors in controlled environments to ensure safe use. Each staff member will be provided two cloth face coverings. Adult and child sized disposable face coverings will also be available in each classroom for those who do not bring their own. Students are expected to practice social distancing in the lunchroom and hallways.

All chemical agents utilized for sanitizing and disinfecting are approved and maintained through CSD material data sheet.

### Containing Potential Outbreaks

- Teachers will take attendance daily and have assigned seating charts to assist with contact tracing.
- Positive cases will be reported to the Principal.
- HHS administration will follow district guidelines and health department guidelines when to contact students/parents who have been in direct contact with a positive COVID-19 case.

Identity of positive COVID-19 cases will be protected and kept private.

### HHS CLASSROOM

Teachers, students, staff, and visitors must wear a mask in school throughout the day.

Students will be expected to assist in sanitizing their work area(s). Parents need to notify an assistant principal if their student can not participate.



### Quarantine Students

Students who are quarantined or who contract COVID-19 will be able to continue access learning from home through Canvas.

### Transportation

Face coverings for students, staff, and other passengers is required. Students will have assigned seats to support contact tracing.



### Temporarily Closure (if necessary)

School Administration will follow all recommendations of the Salt Lake County Board of Health in conjunction with the School Board and the Office of School Performance to determine logistics regarding school dismissal and protocols that must be in place to return to school.