



2011-2012
MORGAN HIGH SCHOOL STUDENT HANDBOOK
POLICIES & PROCEDURES

Morgan High School
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Founded: 1911
Mascot: Trojan
Colors: Maroon and White

Accredited by Northwest Association
of Schools and Colleges

MISSION STATEMENT

The Morgan County School District Community stands united in the pursuit of educational excellence. It is our mission to create a challenging learning environment that emphasizes literacy and numeracy. We seek to assist students as they prepare for responsible citizenship, meaningful work, advanced education, and life-long learning.

ADMINISTRATION

Principal: Wade T. Murdock
Assistant Principal: Renn Hoopes

COUNSELORS

Grades 9 & 10: Domini Sepulveda-Olson
Grades 11 & 12: Jim Wiscombe

SECRETARIES

Administrative:.....Jana Brown
Financial:Mary Jane Phillips
Registrar:Marnie Christensen
CTE:Leatha Mikesell
Attendance:Patty Romero
Athletics:.....Cheri Mathews
Lunch.....Wendy Mikesell

STUDENTBODY OFFICERS

Advisor:Wade Murdock/Jana Brown
President:Seanna Thornton
1st Vice President:Steven Dredge
VP/Secretary:Colby Skinner
VP/Business:.....Cade McGary
VP/Advertising:.....Josh Duncan
VP/Historian:Whitney Morgan
Technology Specialist:.....Gabe Davis

MORGAN HIGH CALENDAR FOR 2011-12

August 23	First Day of School/Early Release
August 24	First Day for EdNet Classes
August 26.....	Early Release
September 5.....	Labor Day - No School
September 30.....	Early Release
October 4	Mid-trimester
October 5	Parent/Teacher Conferences (3:30-7:00 p.m.) School in Session
October 6.....	Parent/Teacher Conferences (3:30-7:00 p.m.) School in Session
October 7.....	Parent/Teacher Break - No School
October 20 & 21	Fall Break - No School
November 18.....	End of 1st Trimester /Early Release Last Day for 1st Trimester EdNet Classes
November 21.....	2nd Trimester Begins 2nd Trimester EdNet Classes Begin
November 23-25	Thanksgiving Break - No School
December 22.....	Early Release - Christmas Break
December 23-January 2...	Christmas Break - No School
January 3	School Resumes
January 12	Mid-trimester
January 16.....	Martin Luther King, Jr. Day - No School
February 20	President's Day - No School
February 24.....	End of 2nd Trimester/Early Release Last Day for 2nd Trimester EdNet Classes
February 27	3rd Trimester Begins 3rd Trimester EdNet Classes Begin
April 5-9.....	Spring Break - No School
April 11	Mid-trimester
April 25	SEOP Conferences (3:30-7:00 p.m.) School in Session
April 26	SEOP Conferences (3:30-7:00 p.m.) School in Session
April 27.....	SEOP Break - No School
May 18.....	Last Day for 3rd Trimester EdNet Classes Last Day for Seniors
May 24.....	End of 3rd Trimester Last Day for Students - Early Release
May 25.....	Final Contract Day Graduation Exercises - 7:00 p.m.

STUDENT WELCOME

By Principal Wade T. Murdock

Welcome back to the home of the Morgan High School Trojans. One hundred years ago the doors opened to this great institution. It is an honor for each of us to be a part of the great traditions that have been created and sustained over the last century. Morgan High School has a rich tradition of excellence in the classroom and on the field of play. It is the responsibility of each of us to maintain and build on these expectations.

High school is one of the most exciting times of your life. I would encourage each of you to get involved in as many activities as you can. Make academics your priority, followed by participation in extracurricular activities. Join a club, act in a play, run with a team - there are many, many opportunities for everyone to get involved.

While increasing your skills and developing your knowledge, you also have a responsibility to respect your fellow students, teachers, and staff members. They, in turn, should extend the same courtesies to you. No individual has the right to infringe on or deny the rights of others. All of us should keep high standards in our actions and our dress.

The student handbook has been prepared to help you become acquainted with and accustomed to the expectations and traditions of Morgan High School. We hope you read the manual and understand the policies, rules, and expectations of the school. Keep this booklet as a future reference. Review this information with your parents.

As we celebrate 100 years of traditions and success of Morgan High School, let each of us work together to make this school year one of the best in history. I am excited to work with each of you. I am proud to be your principal. If at any time you need my assistance, please let me know. My office is always open. Let's work hard, play hard, and enjoy this school year.

(Policies & Procedures are in alphabetical order by topic.)

ACADEMIC LETTERING

The criteria for earning an academic letter are as follows:

1. A student's GPA for 1st, 2nd, and 3rd mid-trimester must be 3.6 or higher.
2. A student cannot have any I's, F's, U's, or NG's during the year.
3. A student must apply after mid-trimester of the 3rd trimester.
4. A student must complete at least five (5) hours of service during the school year.
5. A student who earns four (4) academic letters (9th, 10th, 11th, and 12th grades) will be presented with a pin his/her fourth year.

Applications for an academic letter are available in the counseling center.

ACCIDENTS

When an accident occurs, the student should report it to the supervising teacher or the main office immediately. The teacher will then take the necessary steps to administer first aid and do whatever else is required to handle the situation. An accident form must be completed by the supervising teacher and returned to the counseling center as soon as possible.

ACTIVITY CARDS

Activity cards are issued to provide a free or reduced admission to school sponsored activities. It is necessary to present the activity card at most school functions, particularly if discounts are available. Students are asked to carry their card with them while at school and school activities. If students do not have their activity card with them at an activity that requires a fee, they will be charged for admission. An activity card must be used only by the person to whom it is issued. Any violation of this rule will result in forfeiture of your card.

ALCOHOL, CONTROLLED SUBSTANCES & INTOXICANTS

The use, possession, distribution, sale, or being under the influence of alcohol, controlled substances, or intoxicants of any kind is prohibited on all Morgan School District grounds, school sanctioned activities or when students are being transported in vehicles dispatched by the district. (Refer to the district's Safe Schools Policy.) Violation consequences may include, but are not limited to, an automatic law enforcement referral, suspension, mandatory parent conference, non-use agreement, activity probation, treatment program enrollment, and/or possible alternative placement.

ANNOUNCEMENTS

Announcements and notices of club meetings, athletic and social events, general information for the day, and specific instructions are printed in a daily bulletin, broadcast over Trojan TV, or announced over the intercom system. Items must be approved and put on the school calendar prior to any public announcements. Pupils responsible for putting announcements in this daily bulletin must have them approved by their advisor and in the office the day preceding the date to be announced.

General announcements may be given over the intercom from time to time. These announcements will not be given during regular class time. Special notices of school activities are posted outside the main office, guidance office, or on posters displayed in the halls. Business and personal solicitations are not allowed. Community sponsored

advertisements that conflict with school activities will not be displayed. All advertisements, posters, flyers, etc. must be approved by the administration prior to distribution.

We will not interrupt class instruction for phone messages unless it is an emergency. Please encourage family members to make arrangements for transportation, special deliveries, etc. prior to coming to school. If it does become necessary to contact a student, the student's name will be posted on the message board. Please check the message board during your lunch period, between classes, or after school in case a message has been left for you.

ASSEMBLIES

Assembly programs are for the entertainment and enjoyment of all students. All students are expected to attend the assemblies unless pre-approved by the administration. Students may be required to sit with their assigned classes. On such occasions, a student who chooses not to sit with his/her assigned class will receive a truancy for that period. A student who does not attend an assembly and does not have a verified absence will be given a truancy.

We expect students to be respectful of others by listening, showing courtesy, and being positive at all times. This includes no talking, cat calling, etc. during the program, and keeping feet off the seats. Also, no food or drink is allowed in the auditorium. Cell phones cannot be used during assemblies and must be turned off. Disorderly students will be removed from the assembly and may forfeit future assembly privileges.

MORGAN HIGH SCHOOL ATTENDANCE POLICY

**Adopted by the Morgan Board of Education
June 17, 2003
(Revised August 9, 2011)**

Purpose

The Morgan School Board recognizes that regular attendance at school greatly enhances the opportunity for student learning through instruction provided by teachers. Frequent absences from the day-to-day classroom experience disrupt the instructional process. The benefits of instruction once lost cannot entirely be regained. The entire process of education requires continuity of instruction, class participation, learning experience and study. The purpose of this policy is to help increase the academic achievements of students at Morgan High School and is not intended to be disciplinary in nature. It is the belief of the Morgan School Board that academic credentials should reflect the product of quizzes, examinations, papers, classroom participation, and regular school attendance. In order for students to achieve their highest level of academic achievement and to earn credit at Morgan High School, they should be in school at least 90% of the time each trimester. The "State Compulsory Education Requirements" (Utah Code, Section 53A-11-101) directs parents and schools as follows:

1. A person having control of a minor between 6 and 18 years of age shall send the minor to a public or regularly established private school during the school year of the district in which the minor resides.

2. It is a misdemeanor for a person having control of a minor under subsection (1) to willfully fail to comply with the requirements of this chapter.
3. A local board of education shall report cases of willful noncompliance to the appropriate juvenile court.
4. Officers of the juvenile court shall immediately take appropriate action.

The law allows parents of students enrolled in public schools to excuse their student from school, but only when the student is absent for a “legitimate or valid reason” such as illness or family emergency. The Second District Juvenile Court has jurisdiction over all juveniles residing in Morgan County. It is the expectation of the court that students within its jurisdiction will be in regular attendance at the school in which they are enrolled. The court is obligated to adjudicate truancy matters for those students who are habitually absent without allowable excuse. To accomplish this goal, the court requires that public school officials refer to above said court those students who are in violation of the compulsory education requirements. Prior to referral, the court expects parents and schools to demonstrate earnest and persistent effort to deter truant behavior. In order for the court to adjudicate truancy, the court requires that schools have attendance policies that enforce consequences for truant behavior and teach students that such behavior is illegal and unacceptable.

The Board wants to make every effort to be in compliance with state law and work together with the Second District Court to encourage the regular attendance of all Morgan High School students. It believes this to be in the best interest of the student, the school, and the community. Morgan High School is committed to work in harmony with parents and to assist them with their responsibility to have their children in attendance at school. Again, this policy focuses on the relationship between academic evaluation and attendance and is not disciplinary in nature. With this end in mind, the following attendance policy has been adopted.

Overview

- Parents must excuse all verified absences within ten days of the absence.
- All students with more than 6 verified absences, more than 4 tardies, any unverified absence, any late absence, any truancy or a suspension in any class will be required to take an end-of-trimester comprehensive final exam (competency test) in that class.
- All students with 4 or more tardies, any unverified absence, any late absence, or any truancy will be required to complete attendance restitution.
- Students who take the competency test must demonstrate competency by passing the exam with a score of 60% or higher.
 - Students who are passing the course but score below the 60% level will receive an NG (no grade) and will be required to repeat the course if necessary to meet graduation requirements.
- Students who have a cumulative course grade of “F” (failing grade) following the competency test will have that grade reported rather than an NG (no grade).
 - Students with continual attendance problems will be referred to administration for habitual truancy and will be considered for placement in the district’s alternative high school.

Competency Test

This exam will be comprehensive in nature and cover the basics of the curriculum found in the course. Students who take the competency test must demonstrate competency by passing the exam with a score of 60% or higher. Students who score below the 60% level will receive and NG (no grade) and will be required to repeat the course if necessary to meet graduation requirements.

Students must take the exam within 5 school days following the end of the previous trimester. Students may attempt the competency test twice (2) within that 5-day period in order to reach the 60% competency level. Upon request of the student, teachers may provide a study guide prior to taking the test.

Verified Absence

Each absence verified by a parent (other than those that qualify as an exempt absence) will count towards the 6 total absences a student may have during the trimester. In order for an absence to be considered a verified absence, the parent must notify the school either by phoning the attendance secretary in the counseling office, visiting the attendance secretary in the counseling office. Parents must give notification within 10 school days of the absence. After this time, the absence may not be verified and the student will be required to take the competency test and complete attendance restitution. Students with more than 6 verified absences will be required to pass the competency test. Students who do not pass the competency test will receive an NG (no grade) and may be required to repeat the course if necessary to meet graduation requirements. Parents cannot verify an absence if the student misses a class or classes but remains on campus. An example would be a student missing a social studies class and going to the media center to prepare for a test in an upcoming math class.

Unverified Absence

An unverified absence is any absence not excused in accordance with the definition for a verified absence. Students with any unverified absences will be required to pass the competency test and complete attendance restitution. Students who do not pass the final exam will receive NG (no grade) and may be required to repeat the course if necessary to meet graduation requirements.

Truancy

Truancy is when a student leaves home for school but does not arrive, comes to school but does not attend class, leaves school without checking out properly, or obtains permission to go a certain place but does not report there. A truancy is also when a student chooses not to attend an assembly or advisory without prior permission from a parent or school official. A truancy mark will be assessed to the class prior to the assembly. Students with any truancy will be required to pass the competency test and complete attendance restitution. Students who do not pass the competency test will receive an NG (no grade) and may be required to repeat the course if necessary for graduation requirements. Work missed on the day of the truancy cannot be made up and may impact the student's academic grade as well. Students not in their assigned areas during class time may receive a truancy. Students who are signed up for Release Time must exit the building during that class period.

Students found on school premises during such time may be given a trespassing ticket and issued a fine of \$10.00.

Suspension

Students suspended from school will be required to pass the competency test. If students do not pass the competency test, they will receive an NG (no grade) and may be required to repeat the course if necessary to meet graduation requirements. Absences occurring from suspension will not require attendance restitution. Students will be required to make up class work missed during the suspension.

Administrative Excused Absences

Absences that qualify as administrative excused are listed below. These are not counted as an absence if the school receives the required notification. Students who are given exempt absence status are responsible for completion of the missed work. All exempt absences must be approved by the high school administration.

- **School Sponsored** – absences resulting from participation with a school class, school team, school group, or school club.
- **Homebound or Chronic Illness** – illness or injury that causes absences to exceed 6 days. Chronic health problems may or may not interfere with attendance at school and learning in the classroom. It is extremely important that parents notify the school concerning health-related problems that their student may have. If chronic illness hinders a student's attendance and academic learning, the parent is invited to contact a school administrator or counselor to formulate an individual academic and attendance plan that will meet the student's needs. It is the responsibility of the parent to make the contact and to provide verification of the illness from a medical doctor or practitioner.
- **Funeral** – absences due to attending the funeral service of a family member. Each absence will be considered on an individual basis by the administration.
 - **Vacation** – students must complete a pre-approval form prior to missing school. This cannot be done after returning to school. Forms are available in the counseling center.

Tardy

A tardy is defined as reporting to class any time after the bell to start class has sounded. Tardies can be excused for doctor and dental appointments and official school related reasons only. On the 4th tardy in any class, students will be required to pass a competency test and complete attendance restitution for each tardy thereon. Students who do not pass the competency test will receive an NG (no grade) and may be required to repeat the course if necessary to meet graduation requirements.

Late Absence

Students who arrive to class more than 10 minutes late without an admit slip will receive an unverified absence that cannot be parent excused. Students will be required to pass the competency test and complete restitution. Students who do not pass the competency test will receive an NG (no grade) and may be required to repeat the course if necessary to meet graduation requirements.

Checkout

It is required that a student check out through the counseling center with the attendance secretary before leaving during the school day. A student who becomes ill or needs to leave campus other than for lunch, cooperative learning, or early college must report to the attendance secretary in the counseling center to receive a street pass. Failure to check out with the attendance secretary may result in a truancy. In case of an emergency, the student's parents will be notified. Parents are requested to arrange transportation to the doctor or home as soon as possible. If a parent cannot be reached, emergency transportation must be cleared through an administrator before transporting the student. A student who has checked out of school must leave campus.

Check-in

Any student who arrives at school after the beginning of the school day must check in with the attendance secretary in the counseling center. Students must report to class with a check-in form and will receive a tardy or absence accordingly.

Falsification of Parental Excuse or other Excuse

Students found falsifying excuses will be given a U (unsatisfactory) citizenship grade in each class for which they are absent under that falsified excuse.

Attendance Restitution

Unexcused absence, late absence and truancy restitution can be completed in one of the following ways:

- Serving one hour in an attendance restitution session for each absence or truancy.
 - Paying \$5.00 for each absence or truancy

Tardy restitution can be completed by doing one of the following:

- Attend class for 10 consecutive days for each tardy without any attendance mark other than school excused absences (S). This must be done in the same class as the tardy and must be completed in the same trimester.
- Make up time with the teacher. Student must have prior approval from the teacher of the class with the tardy and pick up a form in the counseling center for the teacher to sign after the work has been completed. Time and task for the make-up will be determined by each individual teacher. Make-up time cannot be done for a previous trimester.
 - Paying \$3.00 for every tardy over 3 in each class.

Tardy restitution that is completed prior to the end of the trimester will exempt the student from taking the competency test. This applies to tardies only.

Students are given two weeks following the end of the trimester to complete the restitution or pay the fee. Restitution not completed during that time will result in a \$25.00 fee per class that must be paid prior to checking out at the end of the year.

Fines collected from attendance restitution and truancy tickets will be used to pay personnel costs for supervising the sessions. The balance of the funds will

be placed in a high school account for textbooks and technology purchases. Fines are subject to change. Payment of fines is not required for a student to receive their earned grades, but must be paid prior to the final check out at the end of the school year.

Morgan High School will withhold Official Transcripts until all fines are paid in full.

Assignments and Tests

Students are expected to complete assignments and tests missed during absences. Contact will be made with individual teachers regarding missed assignments, tests, etc., and the deadlines for completion. It is the responsibility of the student and/or parent to make contact with each teacher.

Failing Grades

Students who have a cumulative course grade of "F" (failing grade) following the competency test will have that grade reported rather than an NG (no grade).

Eligibility

Students have 10 school days following the end of the trimester to complete all attendance restitution and pass all competency tests. If these are not completed within this time period, the student will remain ineligible until the following trimester concludes.

Attendance Postings

Students may check their previous day attendance record by viewing the attendance report at the counseling center. The report will be updated daily.

Parent Notification

Parents are encouraged to monitor their student's attendance on a regular basis. Student attendance information is available by contacting the attendance secretary in the counseling center or by using the PowerSchool computer system. Parents may also be notified through an automated email or phone voice system. It is the responsibility of the parent to make contact with the counseling office once the notification is received for information regarding absences, tardiness, and restitution requirements.

A parent, teacher, counselor, or administrator may request a conference to discuss the attendance for a student whom they deem to have an excessive number of absences. At the conference, consideration will be given to steps needed to improve attendance. A request for such a conference would precede a referral to juvenile court for truancy.

Attendance codes will be marked on the records as follows:

A = Absences that have not been verified by parents or the school

T = Tardy

E = Excused tardy

P = Parent verified absence

L = Late absence

W = Principal approved absence

- S = School excused activity
- X = Truancy
- C = Court detention
- H = Holiday
- O = Out-of-school suspension
- OS = Out-of-school suspension w/services
- I = In-school suspension
- B = Homebound
- R = Restitution
- M = Made-up tardy

**Morgan High School
Policy for Dealing With Truant Behavior**

Utah State Law requires that every individual under the age of 18 be enrolled in and attending school. Truancy is against the law and is an offense that is prosecuted in Second District Juvenile Court. The administration of Morgan High School is accountable to the court to uphold the law. The following policy established by Morgan High School is considered by the court to demonstrate earnest and persistent effort on behalf of the school to deter truant behavior.

When a student has demonstrated truant behavior, the following steps will be taken in order to attempt to correct the truant behavior and provide the student with the most effective education possible:

Step 1 - Counselor Meeting

1. Confidential meeting between student and counselor.
2. Truancy policy will be explained to the student.
3. The student will be given the opportunity to solve the problem on his or her own.
4. The student will meet with a counselor and a notification will be sent home.

Step 2 - Continual Absences – Parental Notification

1. The attendance secretary will notify parent and student.
2. Truancy policy explained to student by counselor.
3. The student will be placed on an attendance contract.
4. Parental support will be encouraged.

Step 3 - Continual Absences – Administrative Contract

1. Parent will received certified letter requesting conference with administrator.
2. Consequences from attendance contract previously signed will be enforced to full extent.
3. Student attendance record will be forwarded to the superintendent for consideration of further actions.

Step 4 - Continual Absences – Court Referral

1. The court will notify parent and student.
2. Student will be referred to Second District Juvenile Court for truant behavior.

Step 5 - Continual Absences – Alternative Educational Placement

- 1. Parent and student will be notified.**
- 2. Student will be referred for alternative educational placement.**

Due Process Request Form

This form is for parents and students who feel there are mitigating circumstances that should be considered as to why they should not comply with the standing Morgan High School policy. Policies may include (but are not limited to) attendance, citizenship, and eligibility policies.

A Due Process Board consisting of the vice principal, a counselor, parent member of the Community Council, and one student body officer will consider this form.

State which policy applies to your request, i.e. attendance, citizenship, eligibility, etc.

Please write in your own words the circumstances that merit this request for a hearing.

Please attach any other documentation that would support your case, i.e. medical documentation, doctor requests, appointment schedules, etc.

AWARDS

Currently the following awards are given throughout the year at Morgan High School. Eligibility and application information is available through the counseling center or main office.

- | | |
|---------------------------------|--------------------|
| Academic Honor Roll Recognition | Principal's Award |
| Academic Letter | Scholarship Awards |
| Athletic Recognition | Senior Awards |
| Club & Organizational Awards | |

BELL SCHEDULES

	<u>Regular</u>	<u>Advisory</u>	<u>AM Assembly</u>	<u>PM Assembly</u>
1st Hour	7:45-8:50	7:45-8:39	7:45-8:33	7:45-8:36
			Assembly 8:38-9:38	
2nd Hour	8:55-9:50	8:44-9:36	9:43-10:28	8:41-9:31
		Advisory 9:41-10:01		

3rd Hour	9:55-10:50	10:06-10:58	10:33-11:18	9:36-10:26
1st Lunch &	10:50-11:25	10:58-11:33	11:18-11:53	10:26-11:01
4th Hour	11:30-12:25	11:38-12:30	11:58-12:44	11:06-11:56
4th Hour &	10:55-11:50	11:03-11:55	11:23-12:09	10:31-11:21
2nd Lunch	11:50-12:25	11:55-12:30	12:09-12:44	11:21-11:56
5th Hour	12:30-1:25	12:35-1:27	12:49-1:34	12:01-12:51
6th Hour	1:30-2:25	1:32-2:25	1:39-2:25	12:56-1:45
				Assembly 1:50-2:25

Announcements will be made during the first hour of school.

BOOK RENTAL

School district policy requires a book rental fee to be paid at the time of registration. Loss or damage of a textbook or library book will result in a monetary replacement fine in addition to the regularly required book rental fee.

BREAKING AND ENTERING

Morgan High School is a publicly owned facility. Students who willfully break and enter into the facility are violating the law, regardless of their intent for entering. Incidents will be reported to the school resource officer and the Morgan County Sheriff's Department. Students guilty of such an infraction will also receive a school suspension and have their student body card revoked. Dependent upon the seriousness of the infraction, a student's name may also be forwarded to the Morgan School District Board of Education for possible expulsion.

BULLYING

Morgan County School District
Board Policy with Guidelines
Effective Date: January 9, 2007

The Morgan School District is committed to the establishment and maintenance of a safe environment where students and staff members are protected from various forms of harassment that fall under the definition of "bullying."

For the purpose of this policy, bullying is defined as intentional harm that is repeated over a period of time by one person(s) over another person(s) where the individual(s) initiating the behavior has a position of advantage or power over the victim. To be considered bullying, there must be evidence of purpose, imbalance, and continual activity.

Purpose - There must be evidence that the perpetrator has/had intent to harm the victim physically, psychologically, or socially. It is not an accidental event.

Imbalance - There must be evidence that the perpetrator has physical, social, or psychological power, strength, or influence over the victim.

Continual - There must be evidence that the perpetrator has developed a pattern of abuse over a period of time.

Bullying may be physical (examples: pushing, hitting, kicking, etc.), verbal (examples: rumors, name calling, making fun of someone, telling lies, etc.), written (examples: notes, text messages, etc.), or social (examples: isolation, exclusion, teasing, manipulating friendships, etc.).

Bullying may occur at any time and in any place, but it comes under the jurisdiction of the school district when it occurs at the bus stop, on the bus, during the school day, at school activities, when school equipment such as a school computer is being used, or when it affects the learning environment in school.

If unaccepted behavior occurs that does not fit the definition of bullying, the incident should be reviewed under the provisions of the Safe Schools Policy or the district's Harassment Policy.

Initial Report of Offenses

All reports of bullying must be investigated. Signs of bullying observed by staff members (classified or certificated) should be addressed immediately and then communicated to the assigned individual in each building. If the school has not assigned a specific person, communication should be directed to the principal. The objective is to correct the misconduct and modify behavior to prevent future misbehavior. The administrator has both the authority and responsibility to accomplish this in a way that is reasonable based upon the age and maturity of the individuals involved and the nature of the specific incidents.

If the initial report of bullying warrants it, the consequences for the behavior are to be classified as either a Level II or Level III offense in the Safe Schools Policy based upon the age and maturity of the individuals involved and the nature of the specific incidents.

Subsequent Offenses

Subsequent offenses of bullying are to be handled as a Level II offense. For secondary students (grades 6-12), a "subsequent offense" includes a mandatory referral to youth court, juvenile court, and/or suspension. Multiple offenses of bullying (more than two) in the same year are considered as a Level III offense, which includes an automatic referral to the appropriate law enforcement agency and an automatic suspension for a minimum of five days with a referral to the superintendent for possible expulsion.

CHEATING

Cheating of any kind is unacceptable. Any student caught participating in this type of behavior may receive a zero for that test or assignment. Any student using a cell

phone during a test or quiz will not receive credit for that test or quiz. Cheating hurts everyone, but most of all it hurts you.

CITIZENSHIP POLICY

Adopted by the Morgan Board of Education-June 17, 2003
Revised June 21, 2005

Introduction

The citizenship policy is directed toward maintaining appropriate individual and group behavior while creating and maintaining an atmosphere conducive to learning. All students are required to earn citizenship credit. Students must earn 30.0 citizenship credits in order to qualify for participation in graduation exercises. Students may earn .5 credits of citizenship per trimester course. Citizenship credits allowed for transfer students will be prorated based on the number of trimesters of total enrollment at Morgan High School. To assure qualification for participation in graduation exercises, students are encouraged to earn a minimum of 7.5 credits per school year. Credit will be given for S (satisfactory) and N (needs improvement). Credit will not be given for U (unsatisfactory).

Implementation of the Policy

The policy became effective August 20, 2003. The following credit totals will be required:

Class	Citizenship Credit Required	Make-up Credit Allowed
2006-07 & beyond	30.0	2.0

Citizenship Grades

Grades will be marked on records as follows:

Citizenship Grade	Credit per Class
S-Satisfactory	.5
N-Needs Improvement	.5
U-Unsatisfactory	0.0

Make-Up Credit

The Morgan School Board will allow students who fail to meet the citizenship requirements to enroll in a state approved adult education program and/or other certified high school programs outside of the regular Morgan High School schedule. A student may make up no more than .5 credits for each year of enrollment at Morgan High School commencing August 2003. Credit may be earned from these sources:

- A. Adult Education
- B. Summer School
- C. Utah Electronic High School
- D. Other certified high school programs

As a general rule, these sources will require the student to pay an enrollment or access fee. Contact the source of your choice for details.

Citizenship Rubric

Citizenship grades will be based on behavior, preparedness, and adherence to the rules and policies of the school and district. Student expectations are outlined in the following citizenship rubric:

Area	Satisfactory	Needs Improvement	Unsatisfactory
Classroom Citizenship – Awarded by Classroom Teacher			
Respect	I am respectful to everyone.	I am sometimes disrespectful to others.	I am often disrespectful to others.
Rules	I follow the rules of the class and school.	I have to be reminded to follow the rules of the class and school.	I willfully disobey the rules of the class and school.
Honesty	No matter what the circumstances, I am honest with others.	I am sometimes dishonest with my teachers, administrators, and others.	I am often dishonest with my teachers, administrators, and others.
Preparedness	I come prepared to class with textbook, pencil, paper, etc.	I generally come prepared to class with textbook, pencil, paper, etc.	I seldom come prepared to class with textbook, pencil, paper, etc.

General School Citizenship – Awarded by Administration or Counselors

Falsification of Excuses*	I have not falsified excuses.	N/A	I have falsified an excuse.
Suspension**	I have not been suspended.	I have once been suspended.	I have been suspended more than once.

*Students found falsifying excuses will be given a U (unsatisfactory) citizenship grade in each class for which they are *absent under that falsified excuse*.

* *Administrators have the right to give an Administrative U at their discretion for any inappropriate behavior on school premises.*

** *Students who are suspended for infractions outside of the classroom will have the appropriate citizenship grade attached to their advisory class.*

Eligibility

Students who receive a U (unsatisfactory) citizenship grade will be ineligible to compete until the following trimester concludes.

Students not Meeting the Citizenship Requirements

Students not meeting the requirements for participation in regularly scheduled graduation exercises may receive their diploma following the scheduled graduation exercises. Students not meeting the citizenship requirements are allowed to participate in other scheduled graduation events such as senior sluff and whitewashing the "M".

Parent Notification

Parents are encouraged to monitor their student's citizenship on a regular basis. Student citizenship information is available by contacting the counseling office or by using the PowerSchool computer system. Parents will also be notified through mid-trimester progress reports and end-of-trimester report cards when their student receives a U (unsatisfactory) citizenship grade. Individual classroom teachers or the administration may also contact parents. Once the notification is received, it becomes the responsibility of the parent to make contact with the counseling office for information regarding the citizenship grade.

A parent, teacher, counselor, or administrator may request a conference to discuss the citizenship for a student whom they deem to have an excessive number of "U's". The conference would consider steps that might be taken to improve citizenship.

Due Process Hearings

Students who have received a U (unsatisfactory citizenship grade) and feel there were mitigating circumstances that should be considered are invited to complete a Due Process Request Form and submit it to the Due Process Board for consideration. The board will consist of the vice principal, counselor, parent member of the Community Council, and one student body officer. The board will consider such request and notify the parent and student in writing of its decision as to whether or not it will convene a hearing.

The hearing process will then continue as follows:

1. The hearing must be conducted within one week of the determination of the board to convene a hearing.
2. The hearing board will review all hearing forms and listen to testimony of concerned parties. A recommendation will be forwarded to the principal by the hearing board. The final decision on the recommendation will be made by the principal.
3. The parents and the student will be notified of the decision no later than one week following the hearing.
4. The Morgan School District will also participate in the due process. If the student or parent disagrees with the decision, they may appeal to the superintendent.

CLASS CHANGES/SCHEDULE CORRECTIONS
Morgan High School Schedule Change Policy
Effective January 27, 2006

(Revised April 29, 2009)

Morgan High School believes every student has the right and responsibility to learn and be held accountable for his/her academic progress and attendance in each scheduled class. On occasion the student will fail (F) a course, receive a "no grade" (NG), or receive an unsatisfactory (U) citizenship grade. This experience is an important element in the learning process. Students should begin each school year with the intent of demonstrating the effort and skills necessary to successfully complete each course. They should also display appropriate citizenship and attendance behaviors. Students who choose not to succeed in class and who do not attend class regularly and on time will have to face the consequences of their actions.

Morgan High School students are expected to follow the outlined schedule that has been approved by the student, parents/guardians, and school personnel. This schedule was designed in consideration of the best interest of the student. The development of this outline was achieved after careful consideration and advisement in cooperation with the student, parents/guardians, and counselor. Changes to this schedule are vigorously discouraged. Often, a student will request a schedule change for inappropriate reasons. Changing so that one might have a lunch period with other students, or changing in order to have classes with a best friend are unacceptable. Such changes are cumbersome for school personnel and disrupt the classroom setting and planning processes of the teachers. Again, adhering to an assigned schedule and cooperation with the teacher and students within a particular classroom are part of the learning process.

Schedule changes initiated by a counselor **or** administrator for such reasons as an error in the original schedule created by school personnel, the need for class load adjustments, and pre-approved alterations to the student's SEOP plan will not be assessed a change fee. All other changes must adhere to the following procedures:

1. Online schedule changes for the 1st trimester will be available the day of registration and will be open for seven (7) consecutive days. Online schedule changes for the second and third trimesters will begin 14 days prior to the new trimester and will be accessible for 7 days. Students will be charged a \$10 processing fee for all online schedule changes. A \$10 processing fee will be charged for each schedule change. For example, if a student logs in and makes changes on Monday, he/she will be charged \$10. If the student logs in again on Tuesday and makes changes, he/she will be charged another \$10.
2. After the online schedule change period has closed, students must use a schedule change form and complete the following. A \$20 processing fee will be charged for each form.
 - A. Obtain written approval from his/her parents/guardians.
 - B. Obtain written approval from his/her counselor.
3. Schedules may not be changed after the first week of the trimester. Schedule changes being made after the beginning of the trimester should be the result of the student failing an earlier section of a two or three trimester course; inappropriate placement determined by a teacher, parent, counselor, or administrator; or to meet graduation requirements. The teacher, student,

and parent must determine together that the student needs to be reassigned. These changes must be completed by a counselor and may be assessed the \$20 processing fee.

Morgan High School is honored to serve the needs of students and the community. Adhering to a prearranged schedule assists students in acquiring skills and requirements expected of them once they leave the surroundings of the school and enter the world of work and adulthood. Thank you for assisting in this worthwhile educational process by following this schedule change policy.

Morgan High School Policy on Credit Adjustments for Schedule Changes

- * No schedule changes will be allowed after five (5) school days into the new trimester except when deemed necessary by an administrator or counselor.
- * Students who withdraw from a class within the first ten (10) school days of the trimester will have that class deleted from their transcript and will receive .50 credits for the new class (with a passing grade).
- * Students who withdraw from a class after ten (10) school days but less than 20 school days of the trimester will receive a "WP" (withdraw passing) or a "WF" (withdraw failing) on their transcript and will receive no credit. They will receive .50 credits for a passing grade in the class to which they transfer.
- * Students who change classes after 20 school days of the trimester will have the grade from the class in which they withdrew on their transcript. For a passing grade, a student will receive .25 credits. The new class will also be posted with .25 credits for a passing grade.
- * Any changes made after mid-trimester will have the credit of the new class determined by a counselor and/or administrator.
- * An incomplete (I) final grade will be changed to a failing (F) grade after ten (10) school days. An incomplete (I) cannot be given for an unpaid fee (class, lab, etc.). Seniors who receive an incomplete (I) during the last trimester of their senior year will have until the day prior to graduation to make it up.

Adopted 11/15/02

CLUBS

Morgan County School District
Board Policy with Guidelines
Effective Date: April 13, 2004

The Morgan County School District recognizes the value of extracurricular activities in the development of the whole student. One aspect of a well-rounded extracurricular program is the opportunity for students to participate in clubs that are organized and directed by school sponsors. The district recognizes two types of school clubs.

A curriculum related club is one in which the subject matter of the club is directly related to a course that is taught at the school or one in which participation is required as part of a particular course.

The district also recognizes clubs that develop intellectual, physical, and academic skills of students that will enhance their progression within the school setting.

Requirements of all Clubs Created after February 10, 2004:

1. Clubs must submit a charter, which includes the club's name, purpose, types of activities in which the club will be involved in, and limitations of the club. The club charter must include a statement of assurances that the nature of the club or the club activities will not:
 - a. Advocate actions that violate the law or administrative rules.
 - b. Advocate or approve of sexual activity outside of marriage.
 - c. Host activities which breach laws or regulations governing sex education or the privacy rights of families or individuals.
 - d. Advocate, condone, or sponsor activities involving the harassment or the denigration of any person.
 - e. Advocate, condone, or sponsor activities that cause a person to fear to freely exercise or enjoy any right secured by the constitution or the laws of either the federal or state government.
 - f. Advocate, condone, or sponsor activities that harm the physical, emotional, psychological, or moral well being of students and faculty.
 - g. Advocate, condone, or sponsor activities which compromise order and discipline on school premises or which interfere with the orderly conduct of the school's educational activities.
 - h. Sponsor or involve itself in activities which pose an increased threat to the health and welfare of its members or an increase in the potential liability faced by the school and/or school district.
 - i. Sponsor activities that require financial resources of the school and/or district beyond those associated with providing a place to meet.
2. The club sponsor must be a staff member of the school where the club is housed. The sponsor is selected by and responsible to the school principal.
3. Clubs must conform to all rules and regulations established by the school's administration, the Board of Education, and the student government association in the respective school.
4. All club meetings are to be held outside of the instructional day.
5. Membership in clubs may not be limited on the basis of race, gender, ethnicity, national origin, religion, or disability.
6. The student government association upon review by the building principal and/or the building administration may discipline, including elimination of the

club, if there is a failure to abide by the club's charter, statement of assurances, or other rules and regulations that may be established by the school's administration, Board of Education, or student government association.

7. All club shirts, team casual wear, etc. must be approved by administration.

Process for Creating a Club

1. Those interested in creating a club must notify the building principal of their intent to submit a charter.
2. The charter is submitted to the student government association in the respective school to be considered for adoption in compliance with the constitution of that organization.
3. If approved by the student government association, the charter is forwarded to the building principal. The principal may approve the charter, disapprove the charter, or return the charter to its originator with suggestions for changes.
4. If student government disapproves a charter, the decision can be appealed to the building principal. If the principal disapproves a charter, the decision can be appealed to the Board of Education.

COMMONS AREA

The student commons is an area adjacent to the office where students are able to be together and talk with one another before school, during lunch, and after school. Horseplay in this area is not tolerated. The commons is for student enjoyment, and students have the responsibility to monitor its use and keep it clean and safe.

COMPUTERS / INTERNET ACCESS

Internet Use: The primary purpose of the Utah LINK Internet access is for teacher-directed educational use by public school professional staff and students. The use of an individual student account is considered to be a privilege, which may be authorized as well as withdrawn. Students do not have the expectation of privacy of files, disks, documents, etc., which have been used or created with district equipment.

Students may be granted an account for up to one academic year at a time provided they read, agree, complete, and follow all guidelines outlined in the Morgan School District Acceptable Use Policy (available at the Media Center). This agreement is formalized when all signatures (including the parent/guardian's signature) are completed and the form is placed on file in the school's media center. Students may not maintain accounts upon graduation unless they otherwise qualify under one of the other acceptable use provisions.

Students are expected to be aware of and abide by the Acceptable Use Policy. Any use of the Internet for illegal, immoral, or inappropriate purposes or to access materials that are objectionable in a public school environment, or in support of such activities, is prohibited. (See the Safe Schools Policy also.) These prohibitions include but are not limited to the following:

1. For student safety, no personal contact information may be entered onto the Internet. This also includes no transmission of others' personal information (i.e., home address, telephone numbers, etc.).
2. Internet use, including e-mail, may only be used for teacher-directed educational activities.
3. Internet use may only be used when authorized and supervised by school staff members.
4. Prohibited areas may not be accessed or created. Prohibited areas include, but are not limited to immoral, obscene, offensive, profane, pornographic, or otherwise inappropriate images or information, materials, internet games, multi-user domains, web chats, etc.
5. Students may not plagiarize works or violate copywriter trade secrets or trademarks.
6. Students may not alter, modify, or damage hardware or software.
7. The Internet is not to be used for commercial purposes or financial gain.
8. The promotion of school-sponsored groups on Internet provider systems such as myspace.com is strictly prohibited without prior consent of the Morgan High School administration. The posting of group pictures or individual pictures of school-sponsored groups without prior consent of the Morgan High School administration and each individual appearing in the picture or pictures is strictly prohibited. Noncompliance with this policy may lead to the declaration of ineligibility for the group posted and/or a minimum five-day suspension of the student or students responsible for the posting.

Violators subject themselves to consequences such as loss of access to computers, suspension, law enforcement referral, etc. (The above-mentioned rules are subject to revision as needed. The State Office of Education reserves its right as final authority on use of the network.)

Power School Internet Access: Power School Internet Access provides students and parents access to their own student's attendance, grades, progress reports, class assignments, lunch accounts, school correspondence, etc. Each student has a web ID number and password that can be used to access their own information by computer over the Internet. Our district web site is www.morgan.k12.ut.us. This web site also includes other valuable information including the school bulletin, etc. We encourage both parents and students to use this helpful technology.

CONSTITUTION AND STUDENT COUNCIL

The Student Council is the representative body of the students. The Student Council amends the constitution and represents the needs of the students in general. A copy of the Student Constitution is available upon request.

COUNSELING SERVICES

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, career and occupational information, evaluation of credits and grades, information on scholarships and financial aid, personal problems, or any question the student may feel he/she would like to discuss with the counselor, social worker, or advisor (teacher). Students requesting to see a counselor during school hours must either have an appointment or a hall pass from their classroom teacher.

DANCES

Student Council, clubs, and classes will sponsor dances periodically throughout the school year. Dances will begin at 8:30 p.m. and end between 11:15 and 11:30 p.m. Stomps will begin at 8:30 p.m. and end at 11:00 p.m. **STUDENTS WILL NOT BE READMITTED TO A DANCE/STOMP AFTER LEAVING THE ACTIVITY AREA.** Students are expected to dress appropriately and to comply with all the rules and regulations of Morgan High School. Stomp attire must comply with the school dress code. Infractions will result in a student being removed from the dance with no monetary refund.

Morgan High school students may arrange to bring a visitor by applying for a visitor's pass prior to the evening of the dance/stomp. Visitor passes for dances/stomps are available in the main office during office hours. A visitor cannot bring a guest. Visitors must be of high school age and currently enrolled in a high school. The exceptions to the rule will be the Homecoming Dance, Junior Prom, and Senior Prom, which are date dances. For these three dances, M.H.S. students may bring a guest who is of high school age or older. A student who has dropped out or been expelled from Morgan High School will not be allowed to attend a dance as a guest. All students attending school activities are expected to comply with all the rules and regulations of Morgan High School.

DEMOGRAPHIC INFORMATION

Please notify the registrar and your counselor promptly if you change your home address or telephone numbers. In case of emergency, it is to your advantage to have the correct address and telephone number on file.

All resident students are entitled to the opportunity to attend school in the Morgan County School District. A resident student is one in which:

- a. The custodial parent or the legal (court established) guardian lives in Morgan County.
- b. The student is under the custody or supervision of a Utah State Agency or a private or public agency that is authorized to provide child placement services in Utah.
- c. The student is married and currently residing within Morgan County.
- d. The student is considered to be emancipated by a court of law or by a state administrative agency authorized to make that determination.

Nonresident students will only be admitted to schools that are open based on meeting certain requirements and district approval.

DISCRIMINATION

It is the policy of the Morgan School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any program or activity sponsored by the school. Information regarding the grievance procedure to follow for addressing possible discriminatory actions may be obtained from the school administration.

DRESS STANDARDS

Students who attend Morgan High School are expected to adhere to the following dress and grooming standards:

- a. The attire and grooming of all students should be neat, clean, and safe. Students have the responsibility to avoid apparel that is extreme, that interrupts school decorum, or that adversely affects the educational process.
- b. Students have a responsibility to cooperate fully with clothing standards required for special classes (shop, home economics, laboratories, etc.) and special school activities. Appropriate protective wear must be used for hazardous activities.
- c. Printed apparel is acceptable only if it is in good taste. Any apparel depicting vulgarity, profanity, suggestive slogans, violence, illegal or criminal activity, or the promotion of illegal substances will not be allowed.
- d. Hats, hoodies, bandanas, and headbands are not to be worn in the school during school hours.
- e. Clothes that are mutilated or immodest such as tank tops, low-cut blouses or shirts, half shirts, and cutoffs, are not appropriate school wear. All tops must extend across to the point of the shoulder, entirely covering undergarments. All tops must extend below the waistline of the skirt, trousers, or shorts being worn. Any apparel revealing a bare midriff, whether sitting or standing, is not permissible.
- f. Undergarments or the buttocks cannot be shown, whether sitting or standing.
- g. Dress, shorts, and skirt lengths must be no shorter than three inches above the knee.
- h. Shoes or sandals must be worn at all times. Socks only or bare feet are not acceptable. Heelies, Rollerblades, etc. are not acceptable.
- i. Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.
- j. Apparel that violates the Safe Schools Policy, such as large chains or spiked apparel, will not be allowed.

Violations of Dress Standards:

- a. The first infraction of this policy anytime during school hours will result in a "log in" warning in PowerSchool from either a teacher or administrator and the item forfeited for the rest of the class period or covered by school provided attire for the rest of the day. A parent/guardian may be contacted to provide a change of clothing if needed.
- b. The second infraction of this policy during school hours will result in the item being surrendered to the teacher. A parent/guardian may be contacted to provide a change of clothing if needed. The teacher will give the item to an administrator, and the teacher will again put a "log entry" in PowerSchool. The student will then visit an administrator at the end of the school day where contact with a parent/guardian will be made prior to the item being returned to the student.
- c. The third infraction of this policy during school hours will result in another "log entry," a one-day suspension, and a meeting with the parent/guardian prior to returning to school.

- d. The fourth or any further violations of this policy will result in a two-day suspension, a meeting with a parent/guardian, and the student forfeiting that clothing item for the rest of the school year.

DRUGS

The use, possession, distribution, sale, or being under the influence of drugs, controlled substances **including spice**, paraphernalia, imitation controlled substances, or intoxicants of any kind is prohibited on all Morgan School District grounds, school sanctioned activities or when students are being transported in vehicles dispatched by the district. Violation consequences may include, but are not limited to, an automatic law enforcement referral, suspension, mandatory parent conference, non-use agreement, activity probation, treatment program enrollment, and/or possible alternative placement. (See the district's Safe Schools Policy.)

ELECTRONIC DEVICES

MORGAN HIGH SCHOOL

Electronic Device Policy

Adopted by Morgan High School - June 11, 2009

Morgan High School recognizes the increasing role of technology in the daily lives of our students and staff as well as the value of such items in the overall educational experience. It is the belief of the administration that part of a 21st Century education is learning how to use technology appropriately. When technology is used inappropriately, the administration is authorized to take appropriate action to correct the situation.

- A. Technology, including electronic devices, should be incorporated during the institutional process whenever possible. As part of this incorporation, teachers should discuss both appropriate and inappropriate use of technology as part of the instructional process.
- B. Electronic devices include cell phones, Blackberry type devices, I-phones, hands-free devices, I-Pods, M-P3 players, and similar products with the same type of capabilities that may be developed in the future.
- C. Such devices are not to be operational when in the possession of students during class time without the prior consent of both the classroom teacher and the building administrator. Parents or guardians can request a waiver from the administration for this provision due to medical conditions of the student and/or unique family situations or emergencies.
- D. Such devices are not to be operational during any testing situation including, but not limited to, teacher administered tests, concurrent enrollment or early college tests, or national/state tests such as CRT, Skills Certification, UBSCT, ACT, etc.
- E. In times of emergency, said items may be ordered off and/or confiscated by school employees during school hours, at school events, or when riding school buses.

- F. The taking or recording of pictures or videos by students is forbidden in such areas as classrooms, locker rooms, counseling sessions, restrooms, dressing areas, on other school/district property or at school activities.
- G. Harassing or bullying of students through electronic devices (including computers) while at school, during a school activity, or while using school equipment is forbidden. Law enforcement officers will be notified in situations where electronic bullying or harassment has occurred or when pictures have been taken in such areas as locker rooms, dressing areas, restrooms, etc.
- H. Receiving, sending, sharing pornographic material, **or any type of sexting** on an electronic device in school, on school grounds, or at school activities is strictly prohibited. The district policy on pornography as found in the Safe Schools Policy will be strictly enforced. Consequences will range from parent conferencing to yearlong expulsion and possible arrest.
- I. Having or attempting to access inappropriate material on electronic devices (including computers and cell phones) while at school or during a school activity is forbidden.
- J. Students are responsible for their own electronic devices. When devices are borrowed or taken and misused by non-owners, both parties are jointly responsible for the misuse or policy violations. The school is not responsible for lost, stolen or damaged electronic equipment. School officials will do their best to guard and protect confiscated electronic devices, but are not responsible for items that are lost, damaged, or stolen after being confiscated.
- K. If there is reasonable suspicion that a student is in possession of an electronic device that has been used in a way that breaches this policy, school administrators or the school resource officer, under the direction of the administration, have the authority to search a student as well as the content of any electronic device that has been confiscated.
- L. Any school employee may confiscate electronic devices for breaches of this policy. If the device is confiscated a second time, the confiscated electronic device will then be turned over to the building administrator as soon as possible. Building principals may dispose of any electronic device that has not been claimed after ten days following the last day of school.
- M. Student cell phone use is restricted to before and after school, between classes, and during lunch period. **CELL PHONES MUST BE TURNED OFF DURING CLASS TIME, ASSEMBLIES, AND OTHER IN-SCHOOL ACTIVITIES.** We ask that parents/guardians help us adhere to this policy by not texting or calling their student's cell phone during the above mentioned times. Messages can be left with the office personnel and will be delivered during class breaks. The administration believes that cell phones have value to students, but certain guidelines must be in place to protect the educational setting at Morgan High School. The following actions will be taken for misuse of cell phones:
1. The first infraction of this policy in a particular classroom or assembly will result in a warning from the teacher and the cell phone being surrendered to the teacher until the end of the period. The teacher will make a log entry in PowerSchool.

2. The second infraction of this policy in any classroom or assembly will result in the cell phone being surrendered to the teacher. The teacher will in turn give the cell phone to the principal or assistant principal. The student will have to visit with the administrator, and the administrator will make contact with a parent prior to the cell phone being returned to the student. The teacher or administrator will make a log entry in PowerSchool.
 3. The third infraction of this policy in any classroom or assembly will result in a one-day suspension and a meeting with the parent prior to the student returning to school. A log entry in PowerSchool will be made.
 4. The fourth infraction of this policy in any classroom or assembly will result in a two-day suspension, a meeting with the parent, and the student being banned from having a cell phone in his/her possession during school hours.
 5. Students violating this policy during a test or quiz will not receive credit for the test or quiz.
 6. Infractions do not start over each trimester – they carry throughout the year and add up from class to class.
- N. Items that have been confiscated may be obtained after the designated period of time by contacting the building principal, assistant principal or their designee. All appeals are to be directed to the building principal. Opposition to the appeal should be directed to the Superintendent of Schools.

We are soliciting parental support for this policy and encourage parents to routinely check their student's electronic devices and call log for misuse. While on school grounds, a good rule of thumb would be to allow your student to only use the device prior to the beginning of school and after the ending of the school day. Camera phones should be discouraged. If parents find pornography on their child's phone (text or pictures), they should contact their carrier immediately, conference with the child, and, if necessary, call the local law enforcement agency.

ELIGIBILITY
MORGAN HIGH SCHOOL ELIGIBILITY POLICIES
Adopted by Morgan High School-April 18, 2003
Revised June 21, 2005

Eligibility to Compete

- Morgan High School students must have a 2.0 GPA and no F's, I's, NG's, or U's from the preceding trimester in order to compete on any Utah High School Activities Association sanctioned team or group. Morgan High School students must have a 2.0 GPA and no F's, I's, NG's, or U's from the preceding trimester in order to compete on behalf of any school-sponsored team, club, or organization. Eligibility will be based on the regular school year trimester grading periods. Summer school is not considered a grading period under this policy.

- Students who receive an I (incomplete) or NG (no grade) will have 5 school days after the conclusion of the trimester to make up the grade. If the I or NG is not made up within the 5-day period, the student will remain ineligible until the following trimester concludes.
- Eighth grade eligibility for cheerleading tryouts will be determined by third quarter final grades. Eighth grade eligibility for all other activities, including athletics, will be determined by fourth quarter final grades.

Eligibility to hold office

- Students running for student body or class office must have a cumulative GPA of at least 2.5 and a 3.0 GPA with no F's, I's, NG's, or U's for each of the three previous trimesters. Once elected, a student body officer or class officer must maintain a 3.0 GPA and have no F's, I's, NG's, or U's. Students seeking an office on a school-sponsored team, club, or organization must have a cumulative GPA of at least 2.0 and no F's, I's, NG's, or U's from the previous trimester. Students serving as an officer on any school-sponsored team, club, or organization must maintain a 2.0 GPA and have no F's, I's, NG's or U's. Once elected, officers who fail to maintain eligibility will be placed on probation for the first infraction. A second eligibility infraction will result in removal from office. Summer school is not considered a grading period under this policy.
- Students who receive an I (incomplete) or NG (no grade) will have 5 school days after the conclusion of the trimester to make up the grade. If the I or NG is not made up within the 5-day period, the student will remain ineligible until the following trimester concludes.

* Students and parents were apprised of the changes on a number of occasions beginning in March of 2003. Notice was given in classrooms, newspaper articles and parent mailings.

Due Process Hearings

Students who are ineligible and feel there were mitigating circumstances that should be considered are invited to complete a Due Process Request Form and submit it to the Due Process Board for consideration. The board will consist of the vice principal, counselor, parent member of the Community Council, and one student body officer. The board will consider such request and notify the parent and student in writing of its decision as to whether or not it will convene a hearing.

1. The hearing process will then continue as follows:
2. The hearing must be conducted within one week of the determination of the board to convene a hearing.
3. The hearing board will review all hearing forms and listen to testimony of concerned parties. A recommendation will be forwarded to the principal by the hearing board. The principal will make the final decision on the recommendation.
4. The parents and the student will be notified of the decision no later than one week following the hearing.

- The Morgan School District will also participate in the due process. If the student or parent disagrees with the decision, they may appeal to the superintendent.

EXTRACURRICULAR ACTIVITIES

Get involved! Activities are important. It is our hope that you will participate in the fun programs at Morgan High School. Everyone has something he or she can contribute. Although we strongly encourage student participation in extracurricular activities, we feel they should not interfere with your academic success.

Morgan High School offers opportunities for students with special interests or talents to participate in a variety of activities. The student may inquire at the office as to the advisor for a particular activity of interest.

Transportation will be furnished by the school district to all sponsored and approved activities in which you participate. Participants attending an activity sponsored by the school must ride school transportation. One exception is where the parent personally takes his/her son/daughter from a school activity after clearing with the coach or advisor. NO participant will be given permission to drive his/her own vehicle to a school sponsored activity. Any exceptions must be cleared through the principal's office beforehand.

Academic Decathlon	Newspaper	Baseball
Academic Olympiad	Ovation	Basketball
Art Club	Peer Leadership	Cross Country
Cheerleaders	Pep Band	Football
Drama	PTO	Golf
Drill Team	Science Olympiad	Soccer
FBLA	Skills USA	Softball
FCCLA	Spanish Club	Tennis
French Club	Sterling Scholar	Track & Field
FFA	Student Government	Volleyball
Geography Olympiad	Trojan TV	Wrestling
Honor Society	Yearbook	
Jazz Band		

FIGHTING

All students attending Morgan District schools will be free from intimidation by other students. Fighting on the part of any student will not be tolerated. Any infraction of this regulation, either in the school or on the school grounds, will be referred to the administration. Violators will be suspended from school and may be referred to the law enforcement. A conference with the student, the student's parents, and an administrator must take place before the student will be allowed to return to school. (See also the Harassment and Safe Schools policies.)

FILMS (VIDEOS, DVD's, ETC.)

All videos, DVD's, and other viewing materials must be age appropriate. Films displaying explicit violence or sexuality cannot be viewed. Films shown in the

classroom must have an educational relationship to the subject or topic being taught. Copyright laws must be observed. Videos, DVD's, and other materials approved for viewing can be obtained from the school media center or the Northeastern Utah Educational Services.

Films should be rated "G" for general audience. Films rated "PG" for parental guidance may be shown if given prior approval by the administration. Under no circumstance should films rated "PG 13" or "R" be shown in the classroom or at school-sponsored activities.

GANG ACTIVITIES

(Refer to the Safe Schools Policy.)

GRADUATION

Graduation requirements are approved by the State and the Board. The Utah State Board of Education has established minimum graduation requirements as well as the local school board. The Morgan School Board requires certain subjects to be completed before a diploma can be awarded. (The current Graduation Policy was approved by the Morgan Board of Education on Dec. 17, 1998.) Students are expected to earn both academic and citizenship credit in order to graduate. Beginning with the Class of 2005, students must pass every section of Utah's Basic Skills Competency Test along with meeting all other state and district graduation requirements in order to receive a basic diploma. Students must complete all graduation requirements on or before the graduation of the class in which they entered high school with to be eligible for a Morgan High School diploma. All others will be transferred to the district's adult education program to complete their Morgan School District diploma.

Acceptable Academic Credit for Graduation: It is the philosophy of the Morgan School Board that students who graduate from Morgan High School should have a core of learning experiences. This should be quite similar to that which a student would have if they attended Morgan High School throughout their entire 9-12th grade high school experience. The Morgan School Board has the authority to grant credit for learning experiences in the following situations:

- A. Successful completion of a course offered by the school district as part of the regular program including the Early College program and regional ATC's.
- B. Successful completion of a course that the district has approved for concurrent enrollment by an accredited post secondary institution.
- C. Successful completion of a course, that the district has approved, taken outside the regular school day or the regular school year. Some limitations are in effect for this area of study. Examples of courses in this area include:
 - 1. Work Study – A maximum of 4.5 units.
 - 2. Night School, Summer School, and Alternative School – Maximum 7.0 units will be determined by counselors and administrators on an individual basis.

The Morgan School District will accept credit for learning experiences in the following situations:

- A. Transfer credit documented on an official transcript from any institution or program approved by a regional or national accreditation process similar to the Northwest Accreditation program.

- B. The successful completion of a course offered through the correspondence program of an accredited or approved secondary or postsecondary institution.
- C. The successful passage of a comprehensive exam dealing with the content of a course offered by MHS after the completion of an organized learning experience that has been approved by either the superintendent or high school principal of Morgan School District. Passage is determined by the normal percentage considered passing in that particular course. Credit cannot be given for a comprehensive exam dealing with the content of a course considered a prerequisite for a course already on the student's transcript.
- D. Demonstrated proficiency of all major skills required in a course offered by Morgan High School. Proficiency will be verified and documented by the MHS staff member who teaches said course. Proficiency cannot be considered as a course prerequisite for a class already on a student's transcript.

Comprehensive exams and demonstrated proficiency cannot be used to accelerate graduation although they may be used to meet graduation requirements. Credit must be verified on or before May 15 in order for the student to be considered for that spring's graduation ceremony.

Enrollment Requirement for Graduation: Students must be enrolled at Morgan High School during their final year to graduate from the school. Students who have attended MHS for less than 50% of their high school education (9-12th grades) must be enrolled at MHS for at least 2 trimesters of the year in which they graduate including the last trimester of their final year. Students who have attended MHS for at least 50% of their high school education (9-12th grades) must be enrolled at MHS at least 1 trimester (semester) during the year in which they graduate. (The Acceptable Academic Credit policy was adopted August 8, 2001 by the Morgan Board of Education. The version here is abridged. A full copy of the policy is available in the school's main office.)

Graduation Exercises: Students must have completed all graduation requirements in order to participate in graduation exercises. Eligible graduating students are not required to attend the formal graduation exercises; however, it is encouraged. It is expected that students will participate in a dignified way during the formal graduation exercises.

GRADUATION REQUIREMENTS:

Academic:

* = Credits recommended for the College Track.

English	4.0 credits	4 credits must be English *4 English and 2 Foreign Language credits
Language Arts	0.5 credits	*2 Foreign Language credits in same language for College Track
Mathematics	3.0 credits	Must be Algebra I and above. *1 additional credit for College Track (Algebra II)
Science	2.5 credits	Class of 2010 - From Biological Science, Earth Science, Physics, or Chemistry

		*.5 additional credits for College Track
	3.0 credits	Class of 2011 + Credits must be earned in a minimum of 2 of the 4 areas
Social Studies	3.0 credits	9th Grade Geography-.5 credit 10th Grade World Civilizations-.5 credit 11th Grade U.S. Studies-1 credit 12th Grade Govt. and Citizenship-.5 credit and Social Studies elective-.5 credit
The Arts	1.5 credits	
Physical & Health Ed.	2.0 credits	9th Grade Participation Skills-.5 credit 10th Grade Fitness for Life-.5 credit 10th Grade Health-.5 credit Elective credit-.5 credit Athletics-.25 per sport, maximum .5 credit
Info. Technology	0.5 credits	Computer Technology
CTE Technology	1.0 credits	
Financial Literacy	0.5 credits	Financial Literacy Class or Adult Roles A, B, & C
Electives		Classes which are taken and do not meet or are in excess of the above area requirements.

Academic Credit Requirements = 30

Citizenship:

A student must accumulate 30 citizenship credits in order to participate in graduation exercises.

Transfer students will have their citizenship credits prorated based on the number of trimesters of total enrollment at Morgan High School.

Release time does not earn citizenship credit.

Citizenship Credit Requirements = 30

HALLS

Students are expected to display acceptable behavior at all times. Running, scuffling, fighting, shouting, screaming, whistling, throwing litter, kicking lockers, etc., are not acceptable behaviors. While students are in the hall, they are under the supervision of all staff members and must respect their compliance requests.

HALL PASSES

If a student finds it necessary to leave the classroom for any reason, he/she must have permission from the teacher and must carry a hall pass. Students not attending classes due to their schedule must leave the building within 5 minutes after the tardy bell. Any student found in the halls during school time without permission from a teacher or staff member will be dealt with for truancy.

HARASSMENT

It is the policy of Morgan School District to provide an educational environment free from harassment and discrimination. It shall be a violation of this policy for any student or employee to harass any other student or employee. Harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working/academic environment and will not be tolerated. Harassment may include verbal harassment (epithets, derogatory comments, slurs, profanity, etc.), physical harassment (interference with movement or work, unwelcome physical contact, offensive public sexual display of affection, streaking, mooning, wedges, etc.), visual harassment (cartoons, drawings, posters, written or pictorial displays on clothing, pictures, etc.), or sexual harassment. Sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature whether initiated by students, school employees, or visitors. The consequences for such behavior are an immediate referral to the administration and possible suspension with a mandatory conference with parents before readmission. Under some circumstances, referral to the police will be made for possible statutory violation.

Anyone who believes that he/she has experienced harassment should first consider telling the perpetrator that the behavior is not appreciated and that it must be stopped. The individual being harassed has the right to and is encouraged to report the problem immediately to the counselor, school administration, or district superintendent. Students filing complaints shall be free from bias, collusion, intimidation, or reprisal. All claims will be investigated. Where complaints involve allegations of criminal activity, the complaint shall be immediately reported to the appropriate authorities. (The Morgan County School District Harassment policy was adopted December 16, 1998-This summary is an abridged version of the complete policy. A full copy of this policy is available in the school's main office.)

HOMEWORK

It is the responsibility of the student and parent to obtain homework due to student absenteeism. Students and parents can obtain homework the following ways: contact teacher via telephone, email, or when the student returns back to school.

Makeup work is work consisting of assignments given while the student was absent. This does not include assignments due while absent. These should be turned in on the day of return to school. Makeup work necessitated by absences will be due within 5 school days of the student's return to school. Any exception will require a meeting with a counselor or an administrator, the teacher and student.

Late work is work consisting of assignments not turned in on time although the student was present. Due to the varied nature of classes, it is impossible to implement a school-wide late work policy. It will, therefore, be left to the discretion of the individual teacher, which policy can be found in the teacher's disclosure statement.

In the event that a student is absent on a testing day, the student will be required to take the test on the day of return. Any exceptions will require the student to, on the day of return, arrange a future testing time with the teacher.

INSURANCE

Participants in athletic activities are required to have proof of appropriate medical insurance prior to participation in any extracurricular activity. The school and district do not carry accident insurance and are not liable for participants' injuries. Students may purchase coverage through the optional school insurance program if not covered by their family plan.

LETTERING IN ACADEMICS OR ACTIVITIES

A formula is established in order to letter in specific activities (music, drama, athletics, etc.) or general academics. If you have questions about lettering, contact your coach, advisor, or counselor.

LOCKERS

Lockers are school property and are furnished as a convenience and courtesy. Random locker searches may occur at any time to ensure the safety and wellbeing of students and staff. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Damage caused to the locker will be charged to the student responsible. Violation of the locker privileges will result in forfeiture of a student's locker use.

Lockers with combinations are issued to students at the beginning of the year. Your locker should be kept locked at all times. Students are not to give their combination to other students. Students should not leave money or valuable items in their lockers. Valuable items may be temporarily brought to the main office for safe keeping.

LOITERING

Students will not be allowed anywhere in the building other than the classroom after the tardy bell rings unless they have a hall pass or are accompanied by a staff member. ***Overnight camping is prohibited on all school property unless authorized by administration. If authorized by administration, there must be staff supervision.***

LOST & FOUND

The general lost and found area is located in the main office. All lost and found articles should be turned in immediately. Owners must accurately identify lost articles before they will be restored to them. Useful items that are not claimed will be donated to charity at the beginning of winter break and the close of each school year. Lost items should be reported in writing as soon as possible in order to facilitate their recovery.

LUNCHES/CAFETERIA

All food should be eaten in either the cafeteria or commons area. Students are not allowed in the classroom hallways during the lunch period. The cafeteria, besides being a lunchroom, is a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners. Students may lose their lunchroom privilege if they fail to abide by the lunchroom rules or if they display behavior not in accordance with Morgan High School standards.

MEDIA CENTER USE

The media center is a very important aspect of our total educational program. Students are encouraged to use the media center for reference work. Reference

books, magazines, and reserved books may not be checked out at any time. Learning the use of the media center and observing its rules help develop good citizenship.

The media center is open from 7:00 a.m. to 3:30 p.m. for students who wish to use its resources, read and/or study. Any student using the media center during a class period must have a signed permission slip from the teacher. All work in the media center must be done independently and quietly. The media center is for research or quiet study only. No talking will be permitted. No food or drink will be allowed. Anyone abusing the media center will be denied access.

All media material must be checked out before being removed from the media center. Any student violating this rule will jeopardize their media center privileges. Books are signed out for 2 weeks and are renewable. Overnight books are to be returned before the first class period of the following day. For lost or damaged books, the replacement cost of the book is charged as well as the accumulated fine. A library fine of 5 cents per day will be charged for any overdue book or magazine. This fine money will be used to repair books, purchase new books, and buy media supplies. Anyone with an overdue book or unpaid library fine will not be allowed to check out additional materials.

Computers are available in the media center. Permission to use the equipment must be obtained from the media specialist prior to use. Students must comply with school policy and have an internet access agreement on file when using this equipment. Students using the media center computer lab must have teacher supervision at all times.

MESSAGES

The office phones are to be used for school business or emergency calls only. Students will not be called to the phone to receive messages while classes are in session, except in an emergency and with staff permission. We would like to keep the number of classroom interruptions to a minimum. Phone calls for students will be handled in the following way:

1. A message will be taken and the student's name will be posted on the office window. It is the student's responsibility to check periodically to see if his/her name is posted.
2. At the end of 5th hour, students who have not picked up their message will be paged to the office over the intercom. The same will be done at the end of 6th hour. It is the student's responsibility to respond to the page.
3. The office staff will not be responsible for delivering messages from sources such as girlfriends, boyfriends, friends, or other persons not legally authorized to speak with a student.

MUSIC

Music CD's, etc. must be previewed by a teacher or coach before being played or broadcast. Music that suggests explicit violence, sexuality, or anti-social behaviors cannot be played. A good policy to follow would be to preview printed copies of the lyrics of the songs being considered.

NON-INSTRUCTIONAL ITEMS

Items, which are of a non-educational purpose, will not be allowed. For example: toys of any kind, snowballs, water guns/balloons or anything that propels water, skateboards, roller blades, etc. are not permitted on school property.

Electronic devices such as cell phones, I-Pods, and MP3 players are not to be used during class time. Such items may be confiscated.

PARKING

Student parking is available in the back parking lot only. Parking decals are required. Students wishing to drive vehicles to school must complete a parking permit form in the main office. Do not park in loading zones, fire lanes, handicapped, visitor, or staff parking areas. Violators will be warned, ticketed, and/or towed at the owner's expense. Repeat violators will be denied the privilege of using the school parking facilities.

PATRIOTISM

The pledge of allegiance to the flag will be recited at assemblies and other occasions. Each student has the right to not participate in the reciting of the pledge; however, they must not disturb or interfere with the process for others.

PETITIONS AND ACTIVISM

Although students have the right to express opinions or make suggestions to school administrators and faculty, it is expected that they will obey the established rules and policies of the school even while working for change. Pupils who willfully violate school rules, who defy reasonable instructions of teachers and administrators, or who interfere with the normal operation of the school program may be suspended from school.

Any person or persons other than students who interfere with the normal functioning of the school or who engage in any unauthorized activity on school property shall be asked to leave, and if they refuse, the school administrator or employee in charge shall request their removal by law enforcement officers.

PHYSICAL EXAMINATION

No student shall be eligible to try out or compete in any athletic contest sponsored by this high school until the student has submitted the required physical examination forms stating that he/she is physically able to compete in interscholastic athletic contests. Parents are responsible for all medical costs.

PUBLIC DISPLAY OF AFFECTION

All students are expected to exercise discretion in the public display of affection. When excessive displays of affection by students on school grounds during school hours or at extracurricular activities cause embarrassment for faculty and/or other students, these displays will be considered excessive and will not be tolerated. Displays of affection that go beyond hand-holding or walking with an arm about the waist will be considered a violation of this code subject to correction by faculty or administrative personnel. ***Acts of intimacy which violate acceptable social standards in a public school setting will result in immediate suspension and will be recommended for expulsion to the Morgan Board of Education.***

RELEASE TIME

Release time may be granted to students for religious purposes or other special needs. Those students desiring release time must have the permission of the principal for admittance to such a program. Students on a release time program must exit the building before the tardy bell for the upcoming class rings. They cannot be in the school building during the time designated for their release. If students are on school property, they may receive a truancy ticket. The privilege of release time may be rescinded as the need occurs or where noncompliance is evident.

REPORTS OF STUDENT PROGRESS

We encourage parents and students to visit our website at www.morgan.k12.ut.us and access PowerSchool for updated progress reports and homework feedback (See also Computers/Internet Access info.). If parents are unable to access PowerSchool, they can contact the counseling center for help. Progress reports will be issued to students at the six-week, mid-trimester period. Progress reports are given to all students, not just those having academic difficulty. Trimester report cards are issued every 12 weeks. Parents are asked to review the report card with their son or daughter and to consult with the individual teachers if they wish.

In the professional judgment of each teacher, grades will be awarded within the following guidelines:

Academics

A = Superior or excellent

B = Above average

C = Average

D = Below average

F = Failing

I = Incomplete (Incompletes are only used in extenuating circumstances and the work must be made up within 10 school days or the "I" will turn to an "F".)

P = Pass

NG =No Grade

Citizenship

S = Satisfactory

N = Needs improvement

U = Unsatisfactory

SAFE SCHOOLS

The following is a summary of the Morgan School District's Safe Schools Policy. It is the intent of the Morgan County Board of Education to provide every student in the district with the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. This policy is adopted on the principle that every student is expected to follow rules of conduct, to show respect for self, others, and property, and to obey persons in authority. Students should be aware that certain behavior, outlined herein and in other policies of the district, is unacceptable and will result in disciplinary action. The district will take appropriate action against students for participation in any of the following conduct when it occurs on school grounds, in school facilities, at school related activities, in school dispatched or funded transportation, or when it occurs in the presence of or is directed at or against another student or district employee:

SAFE SCHOOLS POLICY

Prohibited conduct:

LEVEL I

1. Loitering.
Profane, obscene, indecent, immoral or seriously offensive language and/or gestures.
Wearing, possessing, or displaying clothing, apparel, bandannas, headgear, or jewelry bearing the insignia, initials, name symbols or any other emblem or writing which are gang related or represent gang affiliation.
2. Wearing or possessing non-sanctioned or non-school registered electronic paging devices.
3. Use or display of gang signs.
4. Gambling.
5. Trespassing.
Participation in gang related activity.
Possession of pornographic materials.

LEVEL II

1. Indecent propositions or exhibitions.
2. Failing to provide proper identification upon request by school officials, resource officer, or teachers.
3. Intimidation and/or threats of violence.
4. Any conduct or statements which disrupt the orderly educational processes.
5. Confirmed willful disobedience or open and persistent defiance of proper authority.
6. Incidents that violate the district's harassment policy that cannot be resolved between those individuals that are involved through initial intervention at the lowest levels.
7. Fighting between students (unless deemed to be an assault).
8. Destruction, damage or defacing through graffiti or other actions in any part of a school building, grounds or property (unless the seriousness of the destruction places the action at a Level III).
9. Theft of either school property or property belonging to individuals associated with the school (unless the amount stolen would classify as a felony).
10. Possession, sale or distribution of either an alcoholic beverage or a tobacco product.
11. Accessing pornography while utilizing the district's computer hardware, software, internet access or e-mail capabilities.
12. Reckless operation of a motor vehicle that threatens either the safety of persons or property.
13. Possession of a knife or a utility tool that houses a knife.
14. Three or more Level I offenses during any given academic year.

LEVEL III

1. Assault or Aggravated Assault on a student and/or employee.
2. Extortion.

3. Arson.
4. Theft of either school property belonging to individuals associated with school in an amount that is considered to be a felony by state law.
5. Behavior, or threatened behavior, which poses an immediate and significant threat to the welfare and/or safety of other students, school personnel or the operation of the school.
6. The possession or control of a drug or controlled substance as defined in UCA 58-37-2, an imitation controlled substance as defined in UCA 58-37b-3, drug paraphernalia as defined in UCA 58-37a-3.
7. Being under the influence of a drug or controlled substance, or of an alcoholic beverage.
8. Possession of weapons and/or materials that include instructions on how to produce and manufacture weapons. (Weapons include, but are not limited to, explosives, flammable materials, firearms, ammunition, martial arts instruments, and knives with blades that exceed three inches or knives used to threaten or commit violence.
9. Accessing information regarding the manufacturing of or use of an explosive device while utilizing the district's computer hardware, software, internet access or e-mail capabilities.
10. Intentional destruction, damage or defacing (as in #8).
11. Two or more Level II offenses during any given academic year.

Consequences: The consequences for each type of behavior increase as the offense level increases. The objectives are to correct the misconduct, to modify the behavior, and to prevent future misbehavior as well as to send a clear indication that the type of misbehavior will not be tolerated. An additional objective with Level II and III offenses is to separate the offender from the rest of the student body for an appropriate period of time to protect the educational climate, as well as the individuals that function within that climate. Consequences for all levels may include, but are not limited to, restitution, suspension, and possible law enforcement referral. Expulsion may be used for extremely serious situations where the health and safety of the students or staff is in question. (This policy was adopted April 12, 2000. This summary listed here is an abridged version of the complete policy. A full copy of this policy is posted in each school in the district.)

SCHOLARSHIPS AND FINANCIAL AID

Information and application forms for college scholarships and financial assistance are available in the counseling center at Morgan High School. There are academic, leadership, talent, and athletic scholarships given by each of the colleges and universities. Many of our community members also offer locally sponsored scholarships. Most scholarships are awarded on the basis of school performance, scores on the American College Test (ACT), and teacher recommendations. Grants, work study programs, and loans are available for those in need of financial aid. Information will be provided for seniors throughout the year to help them become aware of procedures and deadlines. Students and parents are encouraged to contact the counselors throughout the year with any college or career questions.

STERLING SCHOLARS

Morgan High School participates in the Northeastern Utah Sterling Scholar Program. This program is available to seniors in the areas of:

Business and Marketing	Foreign Language	Social Science
Computer Technology	General Scholarship	Speech/Drama
Dance	Mathematics	Trade & Technical Ed.
English	Music	Visual Arts
Family & Consumer Science	Science	

Students will make application to the departments where a selection will be made. Students must provide a portfolio demonstrating their participation and honors in the areas of scholarship, leadership and citizenship. Final selection is made based on an oral interview and review of the portfolio. It is recommended that a student plan early if interested in being a Sterling Scholar.

SUMMER SCHOOL FOR ENTERING FRESHMEN

Students entering Morgan High School as freshmen are encouraged to follow the Morgan County School District outlined graduation requirement policy as it relates to the regular high school curriculum. Entering freshmen may enroll in an approved summer school program for the purpose of remediation or enrichment. Those enrolling in a remediation program for not passing a core course during their seventh or eighth grade year will not receive high school credit. All other entering freshmen students may receive a maximum of .5 credits that can be forwarded to Morgan High School and attached to the official student transcript. Regardless of the summer school course taken, the .5 credits can only be awarded "elective credit" and cannot count towards specific graduation requirements such as English or social studies. Summer school is not considered a grading period for eligibility.

Later in their high school experience, and after a thorough SEOP planning conference with the counselor, student, and parent, the graduation plan may be altered if deemed necessary and appropriate. This alteration should be related to an early graduation plan, make-up credit requirement, behavior modification plan, or placement in the alternative high school or adult education program. Such alterations generally do not compensate for a solid experience in a classroom environment under the direction of a certified and endorsed teacher in the particular subject being taught.

SUSPENSION

Notification will be given to a parent if their student is suspended. Students who are on suspension are not to be on school campus or attending school sponsored activities until a readmit conference with the administration has taken place. Violators will be considered as trespassers and will be referred to the law enforcement authorities. A conference must be held with the student, parent/guardian, and the school administration prior to being approved for re-admittance to school.

A student who is suspended from a classroom will receive an "N" citizenship grade. Any further suspensions in any given class during the same trimester will result in a "U" citizenship grade. Assignments and tests that are missed during a suspension in a particular class during a trimester may be made up with appropriate penalties for late work. Students who are suspended for infractions outside of the classroom will have the appropriate citizenship grade attached to their advisory class.

TESTING

The following tests are offered or required during the school year. They are listed here for your information. See your counselor for further details.

Required Tests:

1. Criterion Reference Tests (CRT's): These tests are administered each spring to all students in grades 1-12 for the language arts, math, and science courses in which they are enrolled. The school administers these tests under the direction of the State Office of Education to measure how well students have learned Utah's core curriculum against performance standards set by the state.
2. CTE Skills Testing: These tests are administered to students at the end of CTE courses. These tests are used to measure how well students have learned the CTE skills based on performance standards set by the state.
3. Utah Basic Skills Competency Test: This statewide test is administered in the spring of each year to all 10th grade students. Beginning with the Graduating Class of 2006, students must pass every section of this test along with meeting all other state and district graduation requirement in order to receive a basic high school diploma. Students who do not pass the test their sophomore year will have four more chances during their junior and senior years to pass the test.
4. Direct Writing Assessment: This statewide test is administered in grades 6 & 9. This test measures a student's writing skills.

Optional Tests:

1. Advanced Placement Tests (AP):
 - A. These tests are administered to students (who have studied the AP course materials) on a voluntary basis each May. Classes are taught in specific subject areas by high school teachers using course descriptions provided by the College Board. A registration fee is required for this test.
 - B. Examinations are graded at a national center on a five-point scale, with many colleges granting credit to students earning three or higher on the tests.
2. American College Test (ACT)
 - A. This test is administered to juniors and seniors (and sophomores if interested) on a voluntary basis. It is given five times during the year on Saturdays at Weber State. It is recommended that juniors take this test in April and seniors take this test in October. The December test will be the final deadline for seniors to meet the scholarship application deadline. A registration fee is required for this test.
 - B. There are four parts to the test: English, math, reading comprehension, and science reasoning.
 - C. The ACT is for college bound students who need to take it as part of their entrance requirements. It is required at most colleges in Utah.

3. Scholastic Aptitude Test (SAT-College Boards)
 - A. This test is administered to juniors and seniors (and sophomores if interested) on a voluntary basis. It is given five times during the year on Saturdays at Weber State. It is recommended that juniors take this test in April and seniors take this test in October. The December test will be the final deadline for seniors to meet the scholarship application deadline. A registration fee is required.
 - B. This test is administered by the College Entrance Examination Board (CEEB) and is required for entrance at many universities outside of Utah. The SAT test scores are recorded for both verbal and math areas. The results are listed both as percentiles and as SAT scores which run from 400 to 800. Seniors wanting to apply for scholarships should take this test early in the year. It helps to have taken the PSAT/NMSQT the previous year.
4. National Merit Scholarship Qualifying Test PSAT/NMSQT
 - A. This test is administered to junior students on a voluntary basis. The test is usually given in October at the school. A registration fee is required.
 - B. This test consists of two separately timed tests which emphasize broad intellectual skills. The test lasts three hours. Results are obtained in December. Scores are expressed in percentiles. The top percent nationally recognized scorers are then eligible for National Merit Scholarships.
5. PLAN Practice ACT Test
 - A. This test is administered to sophomore students on a voluntary basis. The test is usually given in October at the school. A nominal registration fee is required.
6. ASVAB Military Test
 - A. This test is administered to juniors on a voluntary basis. The test is usually given at school in the late fall. The military pays for the testing so it is free to students.
 - B. The test offers information regarding a student's interest levels and provides a skill inventory. It is also used as a pre-qualifying test for the military.

THEFT

Any form of theft or possession of stolen property will not be tolerated at Morgan High School. Consequences for theft may include, but are not limited to, restitution, suspension, and possible law enforcement. (See Safe School Policy.)

TOBACCO

Possession of tobacco for individuals under the age of 19 is against state law. All adults and students are prohibited from using tobacco on school property or while attending school activities, either at Morgan or away. A student who is observed smoking or chewing tobacco on school property (school buildings, grounds, private vehicles, etc.) or at any school activity will be issued a citation and subject themselves to law enforcement referral. (See Safe School Policy.)

TRANSPORTATION

Proper behavior and conduct is expected of pupils who ride buses or other transportation provided by the district. Such behavior will make it possible to provide each pupil pleasant, safe, and efficient transportation to and from school. Students

riding buses to activities will follow all Morgan High School rules and regulations as well as bus conduct rules. The bus driver is in charge of loading, unloading, and transporting passengers. Coaches, sponsors, and teachers will assist the driver as needed.

Transportation will be furnished by the school district to all sponsored and approved activities in which you participate. Participants attending an activity sponsored by the school must ride school transportation. One exception is where the parent personally takes his/her son/daughter from a school activity after clearing with the coach or advisor. Any exceptions must be cleared through the principal's office beforehand. NO participant will be given permission to drive his/her own vehicle to a school sponsored activity.

Field trips and other special events may require the purchasing of a bus ticket. Bus tickets must be purchased by the prescribed deadline for the amount determined. The bus ticket must be turned in to get on the bus or to receive a refund if the trip is not taken.

6.5.2 - Transportation: Operations—Pupil Management

Generally

Effective pupil management requires the combined effort of four groups: the district administration, bus operators, pupils, and parents. The Board adopts this policy to set forth the responsibilities of each group to contribute to good pupil transportation management to promote the safety and well-being of pupils.

Standards for Utah School Buses and Operations, p. 68 (2004)

District Responsibility

The Board is responsible to:

- 1) Establish the policies and procedures by which the program functions.
- 2) Establish pupil regulations governing the behavior and safety of pupils while on the bus and at the bus stop.
- 3) Institute and administer an instructional program that teaches pupils proper conduct and safety procedures.
- 4) Conduct a training program for school bus drivers to ensure that all policies, procedures and regulations are understood and why they must be enforced.
- 5) Ensure that parents receive written copies of bus rules and regulations that clearly establish parents' roles and obligations with respect to pupil promptness, attitude and behavior.
- 6) Provide training in pupil management skills that extends beyond the scope of enforcing rules and regulations.

Standards for Utah School Buses and Operations, p. 68, Appendix 2, Appendix 3, Appendix 4 (2004)

Operator Responsibility

School bus operators are responsible to:

- 1) Be familiar with all rules, policies and procedures affecting pupil transportation.

- 2) Establish rapport with each building administrator and work to ensure proper conduct and communications.
- 3) Establish proper rapport with pupils. Instruct pupils in proper behavior, general procedures and drills.
- 4) Maintain order as a safety practice and stress the following points and procedures:
 - a) Minimized interior noise.
 - b) Controlled passenger movement.
 - c) Orderly entrance and exit.
 - d) No movement of objects.
 - e) Silence at railroad crossings.
 - f) No transportation of unauthorized materials.
 - g) Discussions and seat assignment to handle minor infractions.
 - h) Use of appropriate forms to inform persons dealing with discipline problems of serious or recurring misconduct.

Standards for Utah School Buses and Operations, p. 68-69 (2004)

Pupil Responsibility

Proper pupil behavior is important because a pupil's distraction of the driver can cause accidents. Pupils should be aware of and abide by reasonable regulations to enhance safety. The pupil should clearly understand the consequences of unacceptable behavior. Pupils are responsible to:

- 1) Be aware that they are responsible for their action and behavior.
- 2) Know what the rules and procedures are and abide by them.
- 3) Display proper respect for the rights and comfort of others.
- 4) Realize that school bus transportation can be denied if they do not conduct themselves properly.
- 5) Be aware that any driver distraction is potentially hazardous to their safety.

Standards for Utah School Buses and Operations, p. 69 (2004)

Parent/Guardian Responsibilities

Parents and guardians are responsible to:

- 1) Become familiar with rules and regulations.
- 2) Encourage children to abide by rules and regulations.
- 3) Assist children in understanding rules and regulations.
- 4) Recognize their responsibility for the actions of their children.
- 5) Effect desirable changes in their children's behavior.
- 6) Support safe riding practices.
- 7) Support procedures for emergency evacuation.
- 8) Support procedures for safely crossing the highway before boarding and after leaving the bus.
- 9) Support procedures to follow in emergencies.
- 10) Support respect for the rights and privileges of others.

Standards for Utah School Buses and Operations, p. 69 (2004)

Student Conduct Expectations

1. Students are to follow the directives of the driver.
2. Students are to refrain from using profane language, racial slurs or other derogatory comments.
3. Students have the responsibility to help keep the bus clean. Paper, wrappers, etc., are to be put in the appropriate trash container and not on the floor. Damage from vandalism will be the responsibility of the student or his/her family.
4. Students may not use or carry the following on the bus: tobacco of any kind, alcohol, matches, lighters, illegal drugs or laser lights; skateboards, roller blades, and other large items are not allowed on the bus.
5. Students are not to be destructive with seats, windows, floor coverings or painted surfaces. Writing on a bus exterior or interior will not be tolerated.
6. Students must stay seated and keep hands, feet, and personal items to themselves at all time.
7. Students must keep their head, hands, feet, and clothing or bags inside the bus at all times.
8. Students are not permitted to have weapons or ammunition on the bus. This includes replicas of weapons.
9. Students unloading from the bus must cross the street in front of the bus. Students should then proceed immediately across the street to avoid delaying stopped traffic and the continued transportation of other students.
10. Bullying in any form will not be tolerated.
11. If food spills, it is the responsibility of the student to clean up the spill.

DISCIPLINARY ACTION

Parents and students must understand that riding the school bus may be temporarily denied or permanently suspended if a student's conduct does not comply with district policies and procedures. When a student enters the school bus, authority lies with the bus driver and the school district. District drivers will make every attempt to work with students and parents to resolve behavior or safety issues.

When a student is unable or unwilling to abide by established standards or their personal actions jeopardize the safety of other passengers, the student shall be formally disciplined. The following steps are included in the discipline process. If the action is severe or violates the Safe Schools policy, one or more steps may be skipped and additional Safe School policy consequences added.

Step #1. On the first incident, which may be a Level I Safe Schools offense, the student will receive a written warning, with a copy to the principal. If possible, the parents will be called by the transportation director or the bus driver. The warning must be signed by the parent and returned with the student before he or she is allowed back on the bus the following morning.

Step #2. On the second incident or a Level II Safe Schools offense, the student will receive a written suspension. Parents, the student, a representative from the

transportation department, and school authorities will meet and a plan of action will be established to control the student's action before he or she will be allowed back on the bus. Parents need to call to make an appointment for this meeting at 801-829-6015.

Step #3. On the third incident or a Level III Safe Schools offense, the student will be suspended from all riding privileges for a period of time appropriate for the offense up to a maximum of one full school year. The student may also be referred to the Superintendent for consideration in regards to expulsion from school for a period up to one year.

NOTICE OF UNSATISFACTORY CONDUCT ON SCHOOL BUS

Morgan County School District

SCHOOL _____ BUS NO. _____ DATE _____

This is a notice that the conduct of:

Has been unsatisfactory for the following reason(s):

- Does not follow directives of the driver
- Possession of drugs, alcohol, or paraphernalia
- Possession or distribution of pornography
- Under the influence of drugs or alcohol
- Possession of weapons or other dangers/items outside of bus
- Other safe school violation
- Profanity of Vulgarity
- Distracting driver
- Bullying or fighting
- Refusing to be seated
- Parts of body or objects
- Vandalism or damage to bus

REMARKS:

ACTION TAKEN :

First warning or safe school violation
(Step one - see parent's note below)

Second warning or safe school violation
(Child cannot ride the bus until a conference is held between Parents/School Authorities)

Third warning or safe school violation
(Suspension)

School Bus Driver's Signature

Parents: This notice MUST be signed and returned to the Bus Driver by a parent or guardian before the student may resume riding privileges. Please call the Transportation Office for a conference if this is a Second Stage Offense or Second Warning: 829-6015 or 829-3411.

Parent/Guardian Signature

Date

Address

Phone Number

Copies to: student/parent, principal, bus driver, district office

VALEDICTORIAN/SALUTATORIAN

Morgan High School

Valedictorian/Salutatorian Selection Process

Commencing with the Class of 2010

Adopted by Morgan High School Community Council - November 2, 2007

Revision adopted by the MHS Community Council - February 5, 2009

Selection will be based on the following criteria:

GPA - 4.0 to 3.900

ACT - Composite Score

Academic Courses - 6 Points Maximum

AP COURSES

AP English 2

AP Calculus 2

AP Biology 2

AP European History 2

*Other AP Classes as they are adopted at Morgan High School.

EDNET ACADEMIC CORE COURSES

English 1010 1

English 2010 1

Biology 1010 1

Chemistry 1010 1

Math 1050 1

Math 1060 1

**Other EdNet Courses not meeting the English, science, and math core will not be considered.

The student with the highest composite total of GPA, ACT, and Academic points rounded to the nearest 1000th will be named the valedictorian. The student with the second highest composite total of GPA, ACT, and Academic points rounded to the nearest 1000th will be named salutatorian. If two or more competing students have equal and highest scores following the tallying of points to the nearest 1000th, each will be honored as co-valedictorians. If two or more of the competing students have equal and the second highest scores following the tallying of points to the nearest 1000th, each will be honored as co-salutatorians.

An example

<u>Student</u>	<u>GPA</u>	<u>ACT</u>	<u>Academic Points</u>	<u>Total Score</u>
CG	4.0	27	4	35
CH	4.0	25	4	33
OY	3.986	27	6	36.98
MG	3.960	31	6	40.96

MG is the Valedictorian and OY is the Salutatorian.

VANDALISM

Every student should take pride in the attractiveness of the building and grounds and should feel a personal responsibility in keeping them that way. Morgan High School and its students are judged by the cleanliness, neatness, and orderliness of the buildings and grounds. Anyone who willfully defaces property belonging to Morgan High School or Morgan School District will be charged with vandalism and will be held accountable for restitution. (See Safe Schools section also.)

VISITORS

All visitors to the school are required to check in at the main office before going to a teacher's class. Visitors may not come through the school, visit classrooms, or contact students without first obtaining a visitor's pass from the office.

Students desiring to bring a student visitor to school for a day must receive permission from the administration one day prior to the visit. The student and visitor should check with the administration upon arrival at the school in order to receive a student visitor's pass.

WEAPONS/CONTRABAND

Implements manufactured for use as weapons are not allowed on school grounds, in school facilities, at school related activities, in vehicles at school or dispatched for school transportation, or in the presence of another student or district employee regardless of intent. Students found in possession of weapons shall immediately be referred to the administration or the law enforcement agency. The following items are specifically prohibited: knives, razors, razor blades, firearms, facsimiles of firearms such as BB guns, air-soft guns, cap guns, etc., explosives (including caps and firecrackers), flammable materials, ammunition, "first loads", "brass knuckles", chemical devices, martial arts instruments, and items that propel an object. Chains, iron bars, and other objects capable of being used as weapons will be considered as such unless the circumstances indicate contrary. All weapons, whether or not listed herein, are similarly prohibited. The use of any normally non-dangerous implement such as a stone, table fork, board, stick, or baseball bat as a weapon shall also come under the provisions of this section. (Refer to the Safe Schools Policy.)

WORK BASED PROGRAMS

Two programs are offered for work based learning:

1. Cooperative Education is a structured method of instruction whereby students coordinate their high school studies with a job in a field related to their academic or occupational objectives. Students are involved in a paid experience.
2. Internships provide students with an opportunity to enroll in a school sponsored work experience and career exploration involving both classroom and work experience with a cooperating employer. The student receives no compensation.

Each program may also have other requirements to be met. All students in the work based learning programs must abide by the rules and regulations of the individual programs and school requirements. The school and district retain the right and authority to immediately terminate the student's participation in the work based programs if there is a breach of obligations. (This policy was adopted December 8, 1999 -The summary listed here is an abridged version of the complete policy. A full copy of this policy is available in the main office.)

SCHOOL SONG

Verse 1

In the valley where skies are so blue.
Where our hearts are all loyal and true,
Where there's joy in the air
And good will everywhere
Stands the school that we all adore
We will love you our old Morgan High,
'Til the stars cease to shine in the sky,
Live or die, we stand together,
Sun or rain, our school forever,
For we love you our Morgan High.

Verse 3

You're the best little school in the land,
From the Freshie to Senior so grand,
From the shop with its noise
To our basketball boys,
For victory and honor we stand.
We are proud of our boys in the game
They bring honor to Morgan's proud name!
They are never spoiled by winning,
They can lose and keep on grinning,
They're the product of Morgan High.

Verse 2

There's a place in our hearts all your own,
Tis the sweet, tender longing for
home;
May the deeds that we do
Reflect honor to you
When far from your portals we roam.
Give three cheers for our old Morgan High,
Where we never say can't but I'll try;
Heart and hand to thee we render,
Brain and brawn be thy defender,
For we love you our Morgan High.

Verse 4 (Graduation Only)

Still you bring us an hour of regret,
When we smile while our eyelids are wet,
In our hearts there's a sigh
As we bid you good-bye,
'Tis a day that we can't forget.
Now we'll miss you our old Morgan High,
From the hour we bid you good-bye,
But you've gilded all our sorrow
With a bright hope for tomorrow
And we love you, our Morgan High.

