

Morgan Middle School Student Handbook 2018 - 2019

Morgan Middle School Students,

We are excited to welcome you to Morgan Middle School, home of the Wolverines! We are anticipating that this year will be fun, exciting, and enjoyable. Our goal is to help all of our students have a productive and successful learning experience. Our faculty and staff are motivated to teach you in ways that will allow you to learn more than you have ever thought possible. The support staff members have worked extra hard to prepare the school so it is clean, ready, and safe. They are here in a caring and supportive role to assist you the student. We are expecting everyone to follow this year's theme to "Lead Above the Line and Be CLASSY".

This student handbook has been prepared to help you understand the rules and procedures of our school. Please read the handbook and follow these guidelines to help you have a successful year. Your attention to detail is one of the strategies you will want to learn and use on a regular basis. Deliberately turn in your assignments when due, purposely make it to class on time, and intentionally go out of your way to be friendly to your peers, teachers and staff.

We expect that you will attend all of your classes and become involved with your learning. If you will give relentless effort to complete the assignments from your teachers, you will reach your potential and improve your abilities. We encourage you to use your planner on a daily basis to help you organize your time systematically. Remember, if you plan to succeed you will need to try your hardest! Please read this handbook carefully with your parents so that they may help you know and understand what is required of you.

We are excited to have you here as a student at Morgan Middle School. We will do everything necessary to help you. Please feel free to contact any staff member with questions you may have. Once again, welcome to Morgan Middle School!

Sincerely,

Reynold Hoopes
Principal

Dr. Gina Stuart
Assistant Principal

This Planner belongs to:

Name: _____

Address: _____

City/Town: _____ Zip Code: _____

E-mail: _____ Phone Number: _____

2018 – 2019
Morgan Middle School Calendar

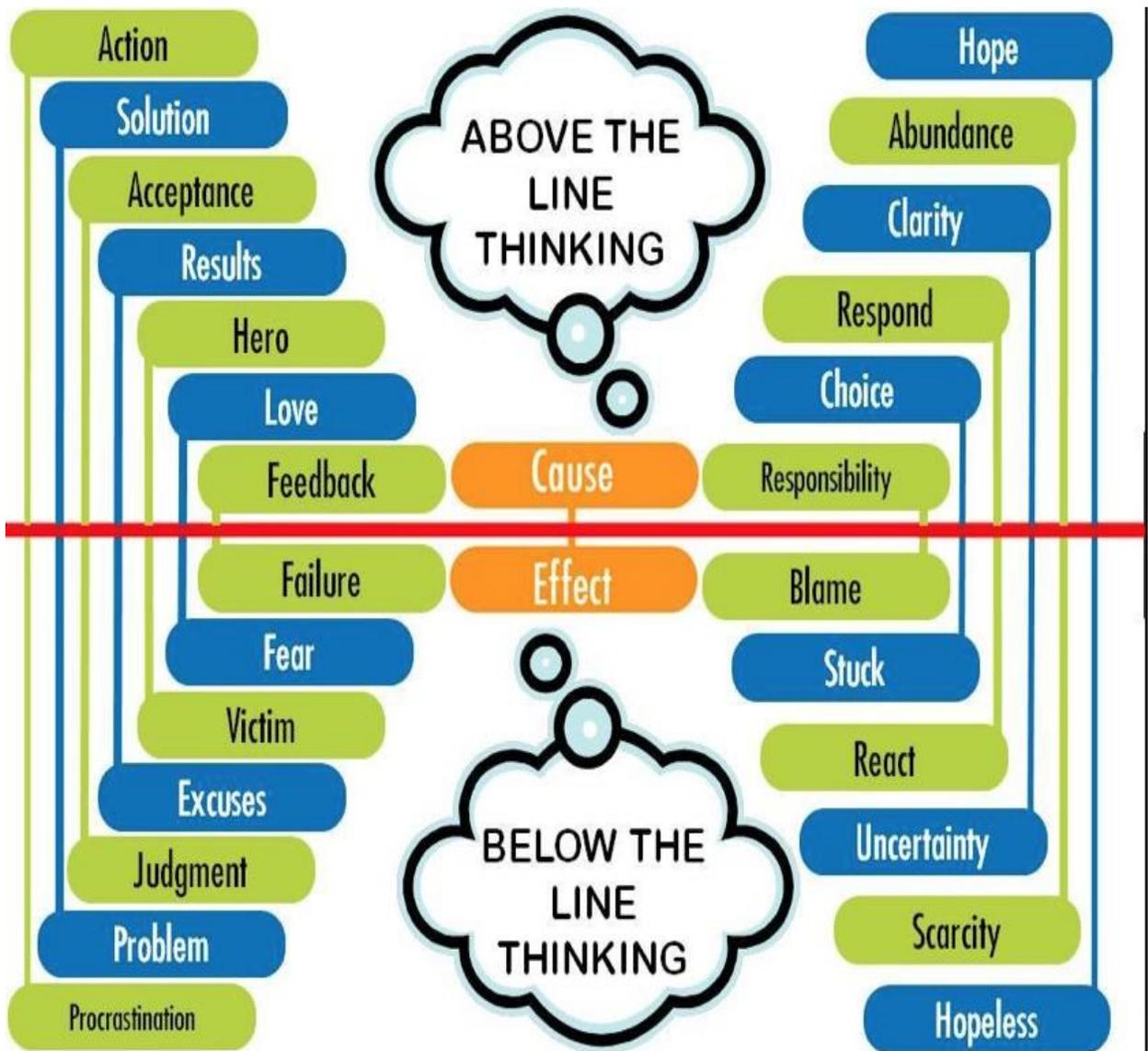
Aug. 8 & 9	MMS Student Registration
Aug. 16 & 17	Wasatch Back Conference
Aug. 22, 23, 24, 27	Contract Days – No Contact
Aug. 28	First Day of School – Early Release
Sept. 3	Labor Day – No School
Sept. 28	Mid-Term Quarter 1
Oct. 15 & 16	Parent Teacher Conferences (3:30 – 7:00 PM)
Oct. 17	No School
Oct. 18 & 19	Fall Break – No School
Oct. 31	Halloween Dance
Nov. 1	Early Release – Teacher In-service
Nov. 2	End Quarter 1
Nov. 9	Veteran’s Assembly
Nov. 21, 22, 23	Thanksgiving Break – No School
Dec. 7	Mid-Term Quarter 2
Dec. 21	Christmas Dance
Dec. 24 – Jan. 1	Christmas Break – No School
Jan. 2	School Resumes
Jan. 17	End Quarter 2 – Early Release
Jan. 18 & 21	No School
Feb. 14	Valentine’s Dance
Feb. 18	President’s Day – No School
Feb. 22	Mid-Term Quarter 3
Mar. 21	Early Release – Teacher In-service
Mar. 22	End Quarter 3
Apr. 1 – 5	Spring Break – No School
Apr. 24 & 25	CCR Conferences (3:30 – 7:00 PM)
Apr. 25	Mid-Term Quarter 4
May 27	Memorial Day – No School
May 30	Last Day of School – Early Release

2018 -2019
Morgan Middle School Daily Bell Schedule

Monday, Tuesday, Wednesday, Thursday	Friday
1 st Period 7:40 - 8:28	1 st Period 7:40 - 8:11
2 nd Period 8:32 - 9:20	2 nd Period 8:15 - 8:46
3 rd Period 9:24 - 10:12	3 rd Period 8:50 - 9:21
4 th Period 10:16 - 11:04	4 th Period 9:25 - 9:56
1 st Lunch 11:04 - 11:34	1 st Lunch 9:56 - 10:26
5 th Period Before 2 nd Lunch 11:08 - 11:57 Advisory 11:57 - 12:07	5 th Period Before 2 nd Lunch 10:00 - 10:31 Advisory 10:31 - 10:41
5 th Period After 1 st Lunch 11:38 - 12:27 Advisory 11:27 - 12:37	5 th Period After 1 st Lunch 10:30 - 11:01 Advisory 11:01 - 11:11
2 nd Lunch 12:07 - 12:37	2 nd Lunch 10:41 - 11:11
6 th Period 12:41 - 1:28	6 th Period 11:15 - 11:45
7 th Period 1:32 - 2:20	7 th Period 11:49 - 12:20

The administration and faculty at Morgan Middle School work hard to create a comfortable and positive learning environment. Two of the programs we use are “Above the Line” and “CLASSY”. We believe both programs are valuable and can have a positive impact in helping students be the best they can be. “Above the Line” focuses on the power of positive thoughts and actions, while “CLASSY” focuses on having an attitude of gratitude as we live each day.

“Live Above the Line”



“BE CLASSY”

“**CLASSY**” is a research based anti-bullying and self-esteem program. The six strong pillars of this social success program are: **gratitude, optimism, generosity, service, motivation, and self-esteem**. This program was implemented in our school two years ago and it has instilled a breath of fresh air into our school culture and has helped build morale in our school. It helps our students prioritize and organize. The most basic thought of the “CLASSY” program is that every day we can decide and promise ourselves to make each day special or good. We have choices in how we deal with life’s events. We cannot control what events come our way, or the outcome of these events, but we can control our responses and our attitude towards what happens to us. Part of growing up is to learn resiliency. We can’t control the circumstances we will face in life, but we can truly make each day better by becoming more independent, by being more willing to choose the good, by filling our lives with special times, and by making our goals and dreams come true.

The acronym “**CLASSY**” stands for:

- C** = Count Your Blessings - Gratitude
- L** = Look for the good - Optimism
- A** = Acts of Kindness - Generosity
- S** = Service - Selflessness
- S** = Self-Motivation - Goal Setting
- Y** = You are Valued - Self-Esteem/Confidence

The “**CLASSY**” program will be used school wide and reinforced with specific focus in our advisory classes. Below are the guidelines for how “**CLASSY**” will be taught and used in each advisory class.

Gratitude Journal: Each student will have a Gratitude Journal and will keep a record of what they are grateful for. The following guidelines can help you learn from your Gratitude Journal.

1. **Count Your Blessings:** Select a new item each day and explain why you are grateful for it. Write as if you are writing a novel. In some way make it you, be different.
2. **Look for the Good:** Make a list in your journal with at least three things that went well for you each day.
3. **Acts of Kindness:** Those involved in writing in the “classy journals” are encouraged to complete random acts of kindness at least once each week and write about it. Daily is better. Be a difference maker. Each day take a few minutes to have a discussion with others about CLASSY.
4. **Service:** Look for individuals that need assistance and help them without having to be asked. Once a month an advisory class is encouraged to participate in a project that will benefit others.
5. **Self-Motivation:** Set weekly goals or create a to-do list. Write down long and short term goals and track them. Weekly follow up is important. Those who set and reach their goals are more likely to be content and happy.

6. **You are Valued:** Positive self-talk, knowing that you can do hard things, and completing challenging events are signs that you are important. Tell others congratulations when you see them succeed and striving to reach their goals.

Our goal in implementing “CLASSY” and “Above the Line” at MMS is to help our students as they continue to be accountable, responsible, and respectful members of our school and reinforce characteristics that will help them be successful throughout life.

Morgan Middle School Mission Statement

Morgan Middle School 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.

Attendance

Data indicates that regular, punctual, and consistent attendance by students is a vital indicator for success in a student’s educational process. The Morgan Middle School Faculty and Administrators believe that punctuality is a life skill that we want to emphasize in our school. We want students to be in attendance on a daily basis and hope that they feel welcome in our school.

It is the intent of Morgan Middle School to follow Utah Code 53A-11 and Utah Administrative Code R277 regarding attendance. These can be summarized as follows: School age students shall enroll and attend either a public or a private school during the scheduled school year, unless properly enrolled in a home school setting.

Unverified Absence: An unverified absence is any absence from school that a parent has not verified. We want a parent/guardian to call the school to verify their student’s absence if they miss school, as soon as possible following the absence. **Students with unverified absences will need to make up missed schoolwork before participating in achievement activities as outlined in the eligibility policy.** Parents may review their student’s grades and attendance by accessing the online grading system “Aspire” or by contacting their student’s teacher. Parents are encouraged to monitor their student’s grades on a regular basis. Parents can contact the MMS office for help in setting up an Aspire account.

Tardiness: Punctuality is a lifelong skill and must be practiced at school. Data shows that tardies have a negative effect on the learning process. Students are expected to be on time for all classes. **A student is tardy when not sitting in their assigned seat when the bell rings.** Tardies will impact a student’s citizenship grade and will impact activity eligibility. (See Citizenship and Eligibility for more details). Students may work off a total of **two** tardies per class with individual teachers to complete requirements to regain their citizenship. Once classes are in session students are required to wear a hall pass vest anytime they are out of their assigned class.

Citizenship

Students will earn two grades in each class throughout the school year, an academic grade and a citizenship grade. Grade printouts will be sent home with each student at mid-term and end of term for each quarter. Citizenship grades will be based upon the MMS Citizenship Rubric. We expect that all students maintain an “M” grade in all classes. This is considered appropriate behavior for good Citizenship. However, we encourage all of our students to reach “Above the Line” to achieve “E” marks for citizenship behavior.

Citizenship Rubric for Morgan Middle School 2018-2019

	E (Exceeds Expectations)	M (Meets Expectations)	N (Needs Improvement)	U (Unsatisfactory)
Tardies	I am always in class and in my seat when the bell rings.	I have two tardies or less in this class this term.	I have three tardies in this class this term.	I have four or more tardies in this class this term.
Rules	I pay attention, follow the rules, and am on task without being reminded.	I pay attention, follow the rules, and am on task after being reminded by my teacher.	After several prompts I pay attention and get on task after being reminded by my teacher.	I am frequently off task; I ignore the teacher’s prompts to pay attention, and rarely follow classroom rules.
Cheating	I complete my own assignments or tests and strive to encourage my peers to do the same.	I never cheat on assignments or test and do not allow others to copy my work.	I have been caught cheating at least once on an assignment or test during the quarter.	I have been caught cheating more than once during this quarter.
Respect & Kindness	I am intentionally kind and respectful to everyone and try to help other students and adults.	I am kind to teachers and other students.	I am sometimes unkind or disrespectful to others.	I am disrespectful to other students or adults, and complain or negatively gesture about activities or assignments.
Prepared	I purposely attend class prepared with my supplies and books.	I attend class with my supplies and books.	I ask my teacher to allow me to go get my supplies and books.	I deliberately come to class without my supplies and books.

*Morgan Middle School’s administrative team can alter a student’s advisory class citizenship grade for behavior resulting in an **in-school or out-of-school suspension (ISS or OSS)**, for student conduct and/or statements or gestures that disrupt the orderly educational processes at the school,

or for Student Responsibility Center (SRC) visits given to a student by a member of the administrative team. Such alterations will be in accordance with the consequences outlined in the violations of school policies under the SRC Discipline Plan.

Discipline Plan

Behavior: MMS strives to provide an educational environment of the highest quality, one that is safe and orderly, and one in which all students can learn and grow. To accomplish this, we must maintain proper discipline and manage our classrooms in a fair and consistent manner. These are the intentional steps teachers will take: Identify and post student behavior expectations in each classroom, teach and practice the expectations regularly, and recognize positive student behavior. An essential element of this plan is that behavioral expectations are established and clearly understood by all students, along with consequences assigned for positive and negative behavior.

1. Students are expected to follow the teacher's directions.
2. Students are expected to show respect to other students and their possessions.
3. Students will make-up lost time due to inappropriate classroom behavior as determined by the classroom teacher.
4. Any activity that may be harmful to self or others is not tolerated at school.

In order for our teachers to do their job as effectively as possible the following procedures will take place:

1. The teacher will ask the student to stop or change the behavior.
2. If the problem continues, the teacher will email, text, or call the parents, and citizenship grade may be lowered.
3. If the problem continues, the teacher will send the student to the SRC where they will complete a plan for improvement. The plan must be signed by the parent and the teacher and returned to the SRC. The citizenship grade will be dropped at this point.
4. If the behavior problem continues the student will be referred to the principal. The principal will invite parents to a conference to see if behavior can be improved. We may also ask the school counselor to attend.

The intent of this process is to ensure that students receive due process (fair treatment). The age of the student, the seriousness of the offense and previous behavior will be taken into consideration when consequences are assigned. Teachers are to manage the behavior of students within their own classroom. The administration may use the SRC when a student has repeated offenses for classroom misbehavior or school policy violations.

Student Responsibility Center (SRC): Students who refuse to put forth effort, or show disregard for school or classroom rules may be referred to the Student Responsibility Center (SRC). The purpose of the SRC is to help students learn to solve problems and resolve conflicts. Referred students will be required to negotiate and write a behavioral plan with the help of the SRC facilitator. The plan will be approved by an administrator or designee, the referring teacher, and parent with appropriate signatures. This process is completed prior to the student returning to the class. SRC visits will impact a student's citizenship grade and will impact activity eligibility.

Consequences for Violation of School Policies

Minor Offense	Major Offense	Violation of Law Offense	Consequences
First Offense			STUDENT/SRC CONFERENCE: Discuss inappropriate behavior and consequences if behavior continues. Parent notified. Behavior plan written.
Second Offense			STUDENT/SRC CONFERENCE: Discuss inappropriate behavior and consequences if behavior continues. Full citizenship grade drops in the referring class for the second time. Parents notified. Behavior plan written.
Third Offense	First Offense		Parent contact by SRC + options: AI, VR, LOP, WR, SRC, 1-3 days SAS, ISS, OSS. Second full citizenship grade drop in the referring class for the third time of a minor offense. Citizenship grade drops in the referring class for the first offense of a major violation. Possible referral to or Morgan County Juvenile Court.
Fourth Offense	Second Offense	First Offense	Parent contact by SRC/administration + options: AI, LOP, WR, SRC, ISS, or OSS. Second full citizenship grade drop in the referring class if second offense is for a major violation. There will be an automatic U assigned in a student's citizenship grade from the referring class for any Violation of the Law Offense. Possible referral to Morgan County Juvenile Court
Fifth Offense	Third Offense	Second Offense	Parent contact by SRC/administration + options: AI, 1-10 days OSS, possibly expulsion. Possible referral to Morgan County Juvenile Court.

VR = Verbal Reprimand

LOP = Loss of Privileges

OSS = Out-of-School Suspension

WR = Work Restitution

SAS = School after School

ISS = In-School Suspension

SRC = Student Responsibility Center

AI = Administrator Intervention

Minor Offense: Violation of classroom rules – rules of common courtesy – violation of another student's rights:

Violation of classroom rules

Wasting time

Disruptive behavior

Provoking a fight

Violation of dress code

Rowdiness in the hall

Inappropriate use of electronics during classroom time without teacher permission

Major Offense: Actions that have a high potential for personal injury or defiance of school authority:

Bullying

Truancy or Sluffing

Sexual Harassment

Fighting

Insubordination

Profanity

Inappropriate use of personal device

Cheating

Leaving campus without permission

Use or possession of tobacco/vaping e-cigs

Conducting sales of personal property on school grounds

Possession, use, distribution, or receiving of drugs and over the counter medicine

Sexting, physical, verbal or cyber threats to another student or staff member

Possession or distribution or viewing of inappropriate, pornographic or sexual materials

Violation of the computer usage policy of the school/district

Violation of Law: Violation of public law or safe school violations:

Theft	Extortion	Vandalism
Arson, false fire alarm	Sexual Harassment	Sexting

Use or possession of drugs or alcohol

Possession, threats, or use of a weapon

Assault of a student or staff member

Access of pornography while utilizing the district's computer Internet or e-mail capabilities, is a violation of the law.

Eligibility

Morgan Middle School recognizes that activities, assemblies, dances and field trips are used as incentives to enhance the education of our students. These activities are not considered part of the classroom curriculum but are extensions of the total educational experience. Attendance at these activities is considered to be a privilege, not a right. Eligibility for activities will be as follows:

IN-SCHOOL ACTIVITIES: (dances, etc.)

- ✓ No "U" Citizenship Grades
- ✓ All Academic Grades must be passing (no F's)
- ✓ No more than 1 visit to SRC per term
- ✓ No unpaid school fees (Media Center fines, textbook charges, PE, lunch, or registration fees)

ACHIEVEMENT ACTIVITIES: (end of each term)

- ✓ All Citizenship grades must be (M or E)
- ✓ All Academic Grades must be (A or A-)
- ✓ No visits to SRC per term

END-OF-YEAR ACTIVITY DAY

- ✓ No "U" Citizenship Grades in 4th Quarter
- ✓ All Academic Grades must be (C or higher)
- ✓ No SRC visits during 2nd semester
- ✓ No unpaid school fees (Media Center fines, textbook charges, PE, lunch, or registration fees, etc.)

Ineligibility: When a student becomes ineligible for any activity the student's advisor will inform them. A school counselor or an administrator may also contact the student to help them work through the issues that have caused them to become ineligible. Those who wait until the day of activity may lose the opportunity to participate.

FYI - Eighth grade students should be aware of Morgan High School's eligibility policies. To participate in athletics/activities during the first trimester of a student's 9th grade year, students must have a "C" average GPA, no incomplete grades, and have "No U's in citizenship". All 8th grade students must check with the high school coach or athletic director for eligibility requirements prior to tryouts and participation in high school events.

Homework/Late Work

Homework/Late Work: An important factor to student success in school is completing class work and activities on time. We encourage all students to use class time effectively to complete assignments and learn. Our teachers have been encouraged not to assign homework. If a student has homework it is because they have not used their time in class as productively as they should, or they are preparing for a test or quiz. Assignments are to be turned in when they are due. Please call, email, or visit with the teachers if your child is falling behind or having trouble completing classwork. **Parent support and parent/teacher communication is another key to a student's success. Please maintain contact with your student's teachers if your student begins to struggle.**

Each teacher will present their course disclosure policy for accepting late work to the students at the beginning of the class. This disclosure requires parent feedback and a signature. A copy of each teacher's course disclosure will also be given to the administration at the start of each school year.

Students will be reminded about missing assignments throughout the grading period. Schoolwork that is not turned in may affect a student's academic grade. Teachers will monitor their advisory students weekly and encourage them to complete and turn in any missing assignments. Grade printouts will also be sent home during midterm and final grading periods for each student.

Make-Up Work: Students are expected to complete the work missed because of absences. Make-up work should be turned in as soon as possible when the student returns to school. For prolonged absences, due dates for makeup work may be extended upon request of each individual teacher or IEP team. Parents may request work in advance if they know that their child will be absent. Please give teachers at least two days to compile the work you request. When making a request for future class work for extended periods of absences, not including an illness, please make sure the work is turned in a timely fashion for the extended absence. In these instances, please work through your student's teachers.

Morgan Middle School Rules and Guidelines

Advisory: All students are assigned an advisor. The purpose of the Advisory class is to allow teachers to spend time developing a relationship with the students in each grade level and assist and guide them throughout the school year. We will continue to use the "CLASSY" and "Above the Line" themes this year; many of these activities will be completed during Advisory time. Each student will be writing in a Classy journal and completing other "ATL" activities that may include character education lessons during this class time. Teachers will deliberately help students learn to plan and organize their educational experience at school. Each student is given a planner that is to be used as one form of communication between the school and parent for school work and upcoming assignments and projects. Teachers and parents are expected to check with your students periodically to see if they are using the planner. An academic grade and citizenship grade will be awarded in this class based primarily on participation and advisory requirements. Teachers will conduct this class with policies and procedures they have in their other classes.

Backpacks/Book Bags: For security/safety reasons, backpacks and book bags are not allowed in the classrooms or locker rooms. **These items need to be left in lockers and not in the hallways.** Place your books and other items in your locker as you go to lunch. The fire marshal has requested that book bags and backpacks be kept in the student's lockers and out of the hallways.

Bullying: The conduct described in R277-613-1B constitutes bullying regardless, of whether the person against whom the conduct is committed, directed, consented to, or acquiesced in, the conduct. Bullying is commonly understood as aggressive behavior that: is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time. "Civil rights violations," for purposes of this rule means bullying, cyber-bullying, hazing or harassing that is targeted at a federally protected class.

"Bullying" means intentionally or knowingly committing an act that endangers the physical health or safety of a school employee or student; involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements; involves consumption of any food, liquor, drug, or other substance; involves other physical activity that endangers the physical health and safety of a school employee or student; or involves physically obstructing a school employee's or student's freedom to move; and is done for the purpose of placing a school employee or student in fear of: physical harm to the school employee or student; or harm to property of the school employee or student.

Bus Transportation: Students are expected to demonstrate appropriate behavior while riding the bus. The bus driver is in charge of the bus. Failure to cooperate may result in suspension or complete removal from bussing privileges. **Students must ride their assigned bus. Any emergency arrangements must be submitted in writing and are contingent upon approval from the transportation supervisor the school's administration.**

Cell Phones/Personal Devices: Cell phones or any electronics devices are not to be used during instructional time without individual teacher approval. Students may respond to texts and calls only during times between classes and during lunch. If students use the device inappropriately during instructional time the following may occur:

1. Teachers will give the student a warning.
2. The second offense the teacher will take the phone and return it to the student at the end of class.
3. If a third offense occurs **a parent may be asked to pick up the phone from the school office.**

Parents are encouraged to monitor their student's use of devices off campus. We would prefer to not have to deal with conflicts that arise from off campus electronic incidence that effect our students at school.

Closed Campus: Morgan Middle School is a closed campus. This means from the time the student enters the bus, or if a student walks to school, when they step on school grounds they are considered to be on campus. Students may only leave campus after they are checked out through the office by their parent/guardian. For safety purposes, we will release a student to other adults or family members other than the parent/guardian only if they are on the emergency contact list for

that student. In emergency situations we will release a student with a written note from the parent/guardian with their signature.

DEN Time (Friday): This year Fridays will be used for DEN “Do Everything Necessary”. Fridays are important days to be in attendance. DEN provides time for teachers and students to “Do Everything Necessary” to help students be successful. DEN is used for interventions, extensions and make-up work. It can also be used for working on assignments, studying for upcoming tests, and completing projects. Teachers, Counselors, or Administrators may recommend a student for an intervention class if they fall behind. These classes are taught for students who do not complete work. RTI is an intentional, purposeful, and deliberate setting where students can improve and change behaviors that have led to classroom failure. Additionally, students can be recommended and scheduled into a Study Hall class in place of an elective course. Students may earn their way out of an RTI/Study Hall class by improving their grades to a “C” average or better.

Dress Policy: Students are expected to dress appropriately for school. Clothes are expected to be clean, safe, neat, and modest. Clothing and grooming should not distract from the educational process. **Shorts and skirts must reach within three inches above the knee, even when wearing tights or leggings. Pants and shorts that have rips, tears, or shredding more than three inches above the knee should not be worn. Pants and shorts must be worn securely around the waist to prevent sagging, which may expose underwear or skin. Shirts need to have sleeves that cover the shoulders and must be long enough that a person’s midriff has no bare skin showing.** A base layer must be worn with shear or see through attire. Any clothing that disrupts the educational process by advertising inappropriate/illegal activities such as sex, drugs, alcohol, tobacco, racial statements, weapons, gangs or profane language may not be worn. Clothing that displays inappropriate/offensive wording and/or offensive pictures is against school dress policy. Symbols of gang activity in any form will not be allowed. Hats, hoodies, bandanas, and sunglasses are not to be worn in school. Offensive or distracting writing, graffiti, or tattoos is a violation of the school dress policy. First hour teachers will check for students who are in violation of the dress code policy and will refer them to the office. Teachers will also watch for and report dress code violations throughout the day. Administrators will work with students and parents to remedy each situation. This will include calling a parent to bring appropriate clothes for the student to wear, or wearing P. E. clothes over inappropriate clothes. Faculty and staff are expected to dress professionally and follow MMS dress code.

All students enrolled in physical education classes, are required to purchase a set of physical education clothing. This includes MMS shorts and MMS T-shirt. All PE clothing needs to be worn only during PE classes. Students who have issues with modesty are allowed to wear sweats or leggings under the PE clothing. Students must change clothes at the end of each Physical Education class.

Emergency Drills: Periodic drills will take place during the school year to prepare students for emergency situations. The following are types of drills we practice: fire evacuation drills, lockdown drills, bus evacuation drills, police/canine drills, earthquake simulation drills, etc. The state designates the first week of April each year as Emergency Preparedness Week. The following situations should be reported immediately to an adult at school: Threats of any kind, signs or discussions of weapons, talk of suicide, unusual or abnormal behavior, sexting or inappropriate computer use, injuries, possession and/or use of drugs, tobacco, vaping (e-cigs), and alcohol.

Fee Waiver: Fee waiver applications are on our web site or they can be obtained in the office.

Food & Drink: Breakfast and lunch are available at school but are to be eaten in the cafeteria/commons area; **students are expected to clean up after themselves and appropriately discard their trays and uneaten food.** During special situations teachers may have food or drinks in the academic areas. Cans or bottles of soda and/or energy drinks in academic areas are not allowed. Energy drinks should not be brought to school.

Library/Media Center: The students, faculty, and staff of Morgan Middle School share the responsibility of maintaining an environment that allows the library/media center to serve the needs of all. Students are expected to help maintain a quiet and courteous atmosphere and to respect the rules of the school as well as those specifically to the library. Students may check out books for a two-week period. They may renew them unless another person has requested the book. **Students who keep books beyond the due date will be fined \$.05 for each school day overdue.** A student with a library obligation/fine may not check out any more materials and will be **ineligible for school activities** until the fine is paid. Students are required to have a library pass from the teacher who is requiring the assignment in order to use the media center computers. This includes before school, during lunch and after school. Backpacks and coats are not permitted in the library/media center.

Lockers: Lockers are to be used for the storage of a student's school items and are not considered personal property. Morgan Middle School reserves the right to inspect the lockers at any time.

Medications: The school is not permitted to administer medication to any student without a physician's written order and by parent request. If a student requires medication be administered at school, a form must be obtained from the office and completed by the physician. Students are required to let the office know if they are bringing personal medicine to school.

Non-Educational Items: Toys, fidget spinners, gadgets and other items should be left at home and not brought to school. This policy exists because of the possibility of distractions, damage to item, loss, theft, and safety.

Parent Concerns and Complaint Process: We encourage discussion and resolution of concerns and complaints through conferences with the appropriate teacher, principal, or other school employee. Concerns should be expressed as soon as possible to allow early resolution. All parties are encouraged to resolve issues. A complainant may withdraw a complaint at any time. It is important to follow levels outlined below to safeguard rights of due process. Complaint forms are available in the school office.

1. Level One- Teacher, Staff Member or Others. Contact the person with whom you have a concern to discuss both sides of the issue. Try to resolve the issue at its lowest level.
2. Level Two- Principal. If the concern still exists, contact the building administration.
3. Level Three- Superintendent. If still unresolved, contact the superintendent.
4. Final Level- Board of Education. If still unresolved a hearing may be held.

Progress Reports: Reports will be sent home at midterm and at the end of each quarter. Parents may request progress reports by contacting individual teachers or by requesting a current report

from the office. Parents are encouraged to follow their student's progress through the Internet at the following address: <https://aspire.morgansd.org/Login/>

Remediation Policy: 53A-13-104

Morgan Middle School students must maintain a 1.0 GPA or higher in Science, Math, Social Studies, and English. Students, who do not have a 1.0 GPA in these subjects during any semester, will be taken out of the elective class and placed in a remedial course for the subject they, failed. Seventh and eighth grade students who do not maintain a 1.0 GPA in these subjects during their final semester at MMS will need to complete the summer school requirement(s).

Safety: Student safety is a priority at MMS. In addition to practicing regular emergency drills we have also implemented the use of the SafeUT app that allows our students to have immediate access to adult help. The concept is if you see something say something. To help with safety visitors and parents are required to check in at the office before entering other parts of the school.

Sale of Items at School: The sale, distribution, or long-term storage of food items or consumable goods/items by students is strictly prohibited, except as part of classroom curriculum under teacher direction. (Please also refer to "Medications" above.)

Schedule Change Policy: Due to the disruptions associated with schedule changes, MMS discourages students from requesting changes to their schedules during the term. Changes disrupt the classroom setting, learning environment, and the planning process for the school and teachers. Any class change must be for the academic betterment of the individual student. Fees must be paid prior to making any schedule changes. Students will be assessed a \$5.00 class change fee for dropping a class they requested. Some classes require the students to gather approval signatures from teacher(s), administration, counselor(s), and parent(s) before the change can occur.

Telephone Use: We recognize there are times when cell phones are very convenient for parents and students; however, we do not want cell phones to disrupt the classroom experience. Students should only use the school phone when they are ill or are given permission by the teacher. Parents should not contact (call or text) a student during class time, unless it is an emergency. **Call in messages from parents will be given to students during class breaks and at lunchtime unless it is an emergency.** If students must use the office phone, we suggest this occur during class changes or lunchtime.

Use of Technology: Students are expected to use school owned devices in a reasonable and responsible way. Each student is required to understand and sign an Acceptable Use Agreement prior to using school owned devices. If a student fails to follow this agreement they will not be allowed to use school technology.

Visiting MMS: Parents are always welcome at Morgan Middle School! **Please remember you are required to check in at the office before visiting any teacher or student.** Teachers are busy teaching students during the day, but they can be reached by calling the office, by email, or by making an appointment. Our intent is to not interrupt teachers and students during instructional time. Teachers are not available to meet with parents during scheduled teacher meeting times.
Thank you!

This handbook is meant as a reference and is not all-inclusive. Please contact the school for more thorough details or with questions. Morgan Middle School is a publicly funded school and adheres to all policies, regulations, and laws of the Morgan County School District, the Utah State Office of Education, the State Health Department, and the State of Utah. Policies are subject to change; notifications will be sent through advisories.

Advisory teachers will read through the student handbook with their advisory class and answer any questions they might have. After this has been done the students will take the student planner home and read through the handbook with their parents. Remind students to sign below and have their parent sign also, indicating that they have read the student handbook together.



I have reviewed the student handbook with my parents as indicated by our signatures below.

Student Name (Printed) _____ Date _____

Student Signature _____ Date _____

Parent Name (Printed) _____ Date _____

Parent Signature _____ Date _____