

**Morgan High School  
Student Handbook  
2021-2022**



## Morgan School District

### School/Parent Compact

We at Morgan High School are invested in the Growth of all students. As a Title I school we annually review and reaffirm our compact.

#### THE SCHOOL AGREES TO:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
  - Conduct a comprehensive needs assessment annually.
  - Use multiple sources of information in determining strengths and needs of the school.
  - From the needs assessment, establish school goals and individual student achievement standards.
  - Provide extended learning time opportunities for students.
  - Ensure that high quality on-going professional development activities are available to staff and these activities increase teacher capacity in making instructional decisions.
  - Ensure that educational services are provided by highly qualified teachers and paraprofessionals.
2. Regular, two-way communication between family members and school staff:
  - Hold SEP (student education plan) meeting during which this compact will be discussed as it relates to the individual child's achievement.
  - Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: *scheduled conferences, email, phone, written notes*.
  - Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: *SEP conference, via email, scheduled appointment, before or after school*.
  - Provide opportunities for parents to volunteer, observe, and participate in decision-making.

#### We, as parents, will support our children's learning in the following ways:

- Ensure our children attend school regularly.
- Monitor homework assignments.
- Read to/with our child(ren) for twenty minutes daily.
- Volunteer in our child's classroom as time permits.
- Participate in school decisions as they relate to our child's education by serving, to the extent possible, on policy advisory groups.
- Monitor our child's screen time.
- Ensure that our children get proper rest.
- Attend parent-teacher conferences.
- Return school communication in a timely manner.

**Parent Signature:** \_\_\_\_\_

**Principal Wilson**

# Table of Contents

Handbook Topic	Page #	Handbook Topic	Page #
18-Year-Old Students	8	Hall Passes	37
504 Plan	8	Homework Policy	37-38
Academic Lettering	8	Insurance	38
Accidents	8	Lettering and Academics or Activities	38
Activity Cards	8	Lockers	38
Adult Education	8-9	Loitering	38
Alternative School (MULC)	9	Lost and Found	38
Announcements	9-10	Lunches/Cafeteria	39
Assemblies	10	Media Center Use	39
Attendance Policy	10-15	Mission Statements	3,5
Attendance Citizenship Rules	13	Music	39
Awards	15	NCAA	39
Bell Schedules	16	Non-Instructional Items	40
Bullying	17-18	Parking	40
Calendar	4	Patriotism	40
Cheating	18	Petitions and Activism	40
Citizenship Policy	18-20	Pets	40
Class Changes/Schedule Corrections	20-21	Physical Examination	40
Clubs	21	Release Time	40
Commons Area	21	Report of Student Progress	41
Computer/Internet Access	21-22	Safe Schools Policy	41-50
Constitution and Student Council	22	School Information	3
Counseling Services	23	School Song	57
Course Content	23	Scholarships and Financial Aid	50
Dances	23	School Community Council	50
Demographic Information	23-24	Sterling Scholars	50-51
Discrimination	24	Student Parent Compact	1
Dress Standards	24-25	Students With Disabilities	51
Early Graduation	25	Student Fees	6,7
Earning Credit	25-26	Testing	51-52
Electronic Devices/Chromebooks	26-28	Transfer Grade Policy	52-53
Eligibility	28-29	Transportation Policy	53-55
Extracurricular Activities	29-30	Valedictorian/Salutatorian	55-56
Films Policy	30	Visitors	56
Fundraising Policy	30-34	Work-Based Programs	56
Graduation	35-37		

**2021-2022**  
**MORGAN HIGH SCHOOL STUDENT HANDBOOK**  
**POLICIES & PROCEDURES**

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Morgan High School  
55 North 200 East  
Morgan, Utah 84050

Founded: 1911  
Mascot: Trojan  
Colors: Maroon and White

Phone: 829-3418

Fax: 829-6553

Website: [www.morgansd.org](http://www.morgansd.org)

Accredited by AdvancED

### **MISSION STATEMENT**

It is the mission of the Morgan High School community to create a positive learning environment built on mutual respect and kindness that assists students as they cultivate talents, prepare for meaningful work, advance toward post-secondary education, become responsible citizens, and thrive as life-long learners.

### **ADMINISTRATION**

Principal: Crae Wilson

Asst. Principal: Kade Morrell

Asst. Principal: Jennifer Samples

### **COUNSELORS**

Destiny Field

Kylee Rock

Nathan Costa

### **SECRETARIES**

Administrative:.....Tammy Bullock

Financial:.....Wendy Drummond

Registrar: .....Karla Sandoval

CTE: .....Tiffany Caine

Attendance: .....Camille Millburn

Athletics:.....Kendra Kendell

Lunch/Cashier:.....Cherryl Willie

### **STUDENTBODY OFFICERS**

Advisor: .....Shasta Breshears

President: .....Ashton Lindley

1<sup>st</sup> Vice President: .....Maryn Thackery

VP/Secretary: .....Averie Jaffa

VP/Business: .....Mattie Whetten

VP/Advertising:.....Hope Woolsey

VP/Historian: .....Brax Galbraith

Technology Specialist: .....Luke Fackrell

Morgan Spirit: .....Sadie McGreer



## Morgan High School

### 2021 – 2022 Calendar

School Hours - 7:35 a.m. to 2:30 p.m.  
Monday, Tuesday, Wednesday & Thursday  
7:35 a.m. to 12:30 p.m. Friday

August 25	First Day of School/Early Release	
September 6	Labor Day	No School
October 6	Mid-Trimester	
October 11 & 12	Parent Teacher Conferences	3:00-7:00pm.
October 13, 14 & 15	Fall Break	No School
November 18	Early Release	
November 19	End of 1st Trimester	
November 24 - 26	Thanksgiving Break	No School
December 22	Break/Early Release	
December 23-January 1	Break	
January 3	School Resumes	
January 17	Martin Luther King Day	No School
January 18	Mid-Trimester	
February 18	No School	No School
February 21	No School	
March 3	Early Release	
March 4	End of 2 <sup>nd</sup> Trimester	
March 28-April 1	Spring Break	
May 20	Last day for Seniors	
May 26	Last day of School	

# STUDENT WELCOME

By Principal Crae Wilson

I would like to welcome you to Morgan High School, home of the Trojans. Carrying the mantle of a Trojan is no small thing. You are expected to honor the tradition of excellence and embrace the attitude of hard work and determination. Similar beliefs from Trojans past light the path. "Let me not then die ingloriously and without a struggle but let me first do some great thing that shall be told among men hereafter."-Homer

I firmly believe that each student at Morgan High School can accomplish great things. I firmly believe that this power of accomplishment comes from a desire to lift and support each other. I resolutely believe that each student at Morgan High School can light the path for others to follow, becoming a turning point in the life of another. Finally, I confidently believe that you are honorable, noble, and you are worth every effort and sacrifice it takes to help you grow in wisdom and strength. "There is nothing noble in being superior to your fellow man; true ability is being superior to your formal self." –Ernst Hemingway.

The student handbook has been prepared to help you become acquainted with and accustomed to the expectations and traditions of excellence of Morgan High School. Please read the manual and understand the policies, rules, and expectations of the school. Keep this booklet as a future reference. Please carefully review the information found within this handbook with your parents. Within the first two weeks of school, each student will be required to turn in a parent signed acknowledgement compact that indicates that both you and your parents have reviewed the contents of the handbook.

Principal Crae Wilson  
Don't Stop Believing

## **Morgan High School Leadership Mission Statement**

Every student can learn and grow.

Teachers, parents, and coaches along with a positive school culture and individually uplifting relationships are vital to this process. Our efforts will focus on supporting, empowering, and educating teachers and coaches while collaborating with parents to achieve desired results. We will consistently act with and model respect towards all staff and students while collaboratively building a powerfully positive school climate which illuminates the path of growth.

# Morgan High School Fee Schedule 2021-2022

1. Basic Registration Fee for all Students Enrolled	\$40
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## 2. Maximum Cost per Sport/Activity

<b>Football</b>	<b>\$835</b>	<b>Boys Cross Country</b>	<b>\$930</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$470	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Hotels, Tournaments (Individual)*	\$215	Food, Events (Individual)*	\$155
Camps	\$150	Invitational	\$525
<b>Volleyball</b>	<b>\$1,170</b>	<b>Girls Cross Country</b>	<b>\$930</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$380	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Hotels, Tournaments (Individual)*	\$230	Food, Events (Individual)*	\$155
Camps	\$560	Invitational	\$525
<b>Girls Tennis</b>	<b>\$775</b>	<b>Boys Golf</b>	<b>\$865</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$350	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Tournaments, (Individual)*	\$375	Food, Uniforms, Tournaments (Individual)*	\$485
Camps	\$50	Camps	\$130
<b>Boys Tennis</b>	<b>\$620</b>	<b>Girls Golf</b>	<b>\$865</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$260	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Uniforms, Tournaments (Individual)*	\$360	Food, Uniforms, Tournaments (Individual)*	\$485
	\$	Camps	\$130
<b>Boys Basketball</b>	<b>\$655</b>	<b>Wrestling</b>	<b>\$1,145</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$310	Fee paid to school (Spirit Pack and Part. Fee)	\$260
Food, Hotels, Tournaments (Individual)*	\$165	Food, Uniforms, Tournaments (Individual)*	\$525
Camps/Leagues	\$180	Invitational tournaments	\$360
<b>Girls Basketball</b>	<b>\$910</b>	<b>Swimming</b>	<b>\$545</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$310	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Tournaments (Individual)*	\$200	Food, Uniforms, Events (Individual)*	\$295
Camps/Leagues	\$400		\$
<b>Baseball</b>	<b>\$859</b>	<b>Softball</b>	<b>\$660</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$260	Fee paid to school (Spirit Pack and Part. Fee)	\$260
Food, Uniforms, Hotels, Tournaments (Individual)*	\$489	Food, Uniforms, Hotels, Tournaments (Individual)*	\$400
Camps	\$110		\$
<b>Debate</b>	<b>\$1,475</b>	<b>Girls Track</b>	<b>\$510</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$250	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Personalized Equipment & Food (Individual)*	\$225	Food, Uniforms, Events (Individual)*	\$210
Nationals	\$1,000	Invitational	\$50
<b>Boys Soccer</b>	<b>\$915</b>	<b>Boys Track</b>	<b>\$510</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$260	Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Uniforms (Individual)*	\$405	Food, Uniforms, Events (Individual)*	\$210
Camps/Leagues	\$250	Invitational	\$50
<b>Girls Soccer</b>	<b>\$925</b>	<b>Cheer</b>	<b>\$2210</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$260	Fee paid to school (Spirit Pack and Part. Fee)	\$960
Food, Uniforms (Individual)*	\$415	Food, Uniforms, (Individual)*	\$
Camps/Leagues	\$250	Camps, Nationals	\$1,250
<b>Drill</b>	<b>\$2210</b>		

# Morgan High School Fee Schedule 2021-2022

Food, Uniforms (Individual)*	\$415
Camps/Leagues	\$250
<b>Drill</b>	<b>\$1,575</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$250
Food, Uniforms (Individual)*	\$950
Camps	\$375

Food, Uniforms, (Individual)*	\$880
Camps, Nationals	\$1,340

## 3. Maximum Cost per Activity

<b>Drama</b>	<b>\$225</b>
Fee paid to school (per musical)	\$30
Food, Events (Individual)*	\$195
	\$
<b>Band</b>	<b>\$1,510</b>
Fee paid to school	\$110
Food, Camps (Individual)*	\$200
Every other year trip	\$1,200

<b>Choir</b>	<b>\$1,645</b>
Fee paid to school	\$0
Food (Individual)*	\$30
State competitions/Trips	\$1,615

## 4. Maximum Cost per Activity/Club

<b>National Honor Society</b>	<b>\$50</b>
Fee paid to school	\$30
Food (Individual)*	\$20
<b>FCCLA</b>	<b>\$2,235</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$50
Food (Individual)*	\$70
Nationals	\$2,115
<b>HOSA</b>	<b>\$310</b>
Fee paid to school (Scrubs, etc.)	\$75
Food (Individual)*	\$70
State events	\$165
<b>Skills USA</b>	<b>\$1,885</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$70
Food (Individual)*	\$100
State events, Nationals	\$1,715

<b>Nat. Tech Honor Society (One time fee)</b>	<b>\$55</b>
Fee paid to school	\$35
Food (Individual)*	\$20
<b>FFA</b>	<b>\$1,042</b>
Fee paid to school (Spirit Pack and Part. Fee)	\$87
Food (Individual)*	\$160
State/National events	\$795
<b>FBLA</b>	<b>\$1,235</b>
Fee paid to school	\$30
Food (Individual)*	\$50
State/National events	\$1,155

5. Total Maximum Cost per Single Student Within 1 School Year \$8,000

**\*\*Note: All groups participate in fundraising activities to help reduce the cost to participate.**

\* Individual items are based on estimates.



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

### **18-YEAR-OLD STUDENTS**

Students who are 18 and want to assert their rights as adults will be given full responsibility for their education. However, 18 year olds living at home who are claimed as dependents by their parents are technically not entities unto themselves. All students, regardless of age, are subject to the same rules and reporting procedures. Students who are at least age 17 and attempt to enroll and are lacking more than 7 credits will be referred to the Morgan Adult Education.

### **504 PLAN**

A 504 plan is a method for providing accommodations and other services to students who experience physical, mental, and emotional challenges who would not be covered by an Individualized Education Plan (IEP). As a general rule, Morgan High School provides accommodations for all students upon request without a formal written 504 Plan. If you suspect that your child would benefit from special accommodations, please notify your child's teacher or a school counselor for assistance.

Having a disability doesn't automatically make a student eligible for, or require, a 504 plan. The school will conduct an evaluation in conjunction with the parent and student to decide if accommodations are needed to help a student experience more success.

### **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, or U's, during the 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/coach or the main office immediately. The teacher/coach 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/coach and returned to the main office center as soon as possible.

### **ACTIVITY CARDS**

Activity cards are issued to provide a free or reduced admission to school-sponsored activities and are used to check out library books. 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. Activity cards will be distributed with a barcode. This barcode will be used for purchasing school lunch and may be used at other venues.

### **ADULT EDUCATION**

Students who are 18 years of age and whose class of membership has matriculated may enroll in the Morgan School District Adult Education Program to complete requirements for a high school diploma or GED. Parents of students who are 16 years

old and are at least one year behind their peers in earned credit may transfer and enroll in the district adult education program. Transfers must be approved by the principal and superintendent in consultation with a school counselor, student, and parent/guardian.

### **MORGAN UNIFIED LEARNING CENTER – Alternative credit support**

Morgan High School offers an alternative for at-promise students seeking to take courses outside the normal educational program and/or seeking to recover lost credits. This alternative provides students with the opportunity to take online courses through a program entitled Edgenuity.

1. Students who fail a course and wish to recover their credit by taking an online alternative may enroll in an Edgenuity class in the school media center under the direction of the school media specialist. Under special circumstances, students can request to take an Edgenuity course in the media center for original credit. This request will be reviewed by the school counselors and administration prior to enrollment.
2. Students who are behind in credits but wish to take a few classes on MHS campus may be assigned to the Morgan Unified Learning Center for part of each day. This decision will be made by MHS administration after a team meeting, which includes the student, parents, and counselors, determine this to be the best arrangement. This arrangement may be temporary or permanent depending on the recommendations made by the team to the MHS administration.
3. Students with considerable credit deficits and/or attendance concerns may be recommended by MHS administration to enroll full time with the Morgan Unified Learning Center. Full time students at the MULC may work both to recover failed credits and take courses to earn original credit. These students are not allowed to be on the MHS campus during school hours.

### **Definitions**

**Credit recovery** provides students with an option for recovering credit for a previously failed course. Credit is awarded upon successful course completion or demonstration of competency through a district-approved assessment.

**At-Promise students** are students that are struggling in an educational learning environment but maintain the promise and potential for succeeding. The possible reasons for being designated at-promise could include but are not limited to issues with behavior, attendance, external resources, previous school difficulties, and/or motivation. See <http://www.sustainability.ucsb.edu/at-promise-youth/>

### **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 or announced over the intercom system. Items must be approved and put on the school calendar prior to any public announcements. Students responsible for putting announcements in this daily bulletin must have them approved by their advisor and into the Student Council Advisor the day preceding the date to be announced.

General announcements may be given over the intercom from time to 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.

## **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. Disorderly students will be removed from the assembly and may forfeit future assembly privileges. **Teachers are expected to attend with their class.**

## **ATTENDANCE**

The Morgan High School attendance policy is designed based on the knowledge that the instruction and activities taking place in the classroom are invaluable to each student's learning experience. The benefits of classroom instruction, once lost, cannot be entirely regained. Punctuality and regular attendance are not only necessary for student success in school, but also required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school. The administration and staff at Morgan High School are committed to the growth and learning of our students.

### **Responsibilities**

Student success can best be achieved when students, parents, teachers, and school administration work together toward a common goal. To reach the goal of student success, each member of the school community must recognize, understand, and fulfill their responsibilities. Morgan High School provides computerized attendance and class grade records online through Aspire. On Aspire parents and students can check current grades, missing assignments, and attendance.

#### **The Role of the Student:**

- Be on time and attend all classes, with required course materials and assignments.
- Follow proper check-in / check-out procedures.
- Get a tardy slip when arriving late to school.
- Obtain missing assignments from the teacher due to absences.

#### **The Role of the Teacher:**

- Keep an accurate roll of all absences and tardy students, each period for every day.

- Emphasize the importance of class time by beginning class promptly and providing meaningful instruction bell to bell.
- Notify students and parents / guardians as attendance issues arise and inform the school administration if attendance does not improve.
- Require students to use a “Hall Pass” when sent from class.

#### The Role of the Parent / Guardian:

- Encourage regular attendance at school.
- Regularly check Aspire and keep personal contact information current with the school.
- Avoid interruptions of the academic year as much as possible by planning medical appointments and vacations at times that will not require students to be out of school.
- Direct all student contact through the front office, avoiding cell phone contact during class.
- Follow proper check-in / check-out procedures.

#### The Role of the Administration:

- Maintain an earnest and persistent effort to improve student attendance.
- Identify students with attendance issues and work cooperatively with parents / guardians, school guidance counselors, teachers, and students to improve attendance.
- Enforce and uphold the Utah State Compulsory Education Law.

#### The Role of the Attendance Secretary:

- Keep administrators and parents / guardians informed of the attendance problems.
- Notify parents / guardians of absenteeism by phone or email.
- Review attendance daily and resolve discrepancies in student attendance records.

## Attendance Definitions and Procedures

### Check In

A student coming to school late should report to the attendance office to check in. Excused admittance to school will be determined by an appropriate note or phone call that explains the reason for the check in. This information must be received by the attendance secretary at the time of the check in.

### Check Out

Once a student has been to school and needs to leave for any reason during their assigned schedule, other than lunch and off campus classes or assignments, it is imperative that the student check out through the attendance office. Only the parent or legal guardian may approve a student to be checked out from school. Students may be released to others listed on their registration card only after the parent or guardian has given direct approval. If a child is not to be released to a non-custodial parent / guardian, it is the custodial parent's responsibility to notify the attendance office and provide proof of a protective order or court order.

Student leaving school without following proper check-out procedure will be considered truant. Students are not allowed to leave campus without prior parental permission which must be cleared through the attendance office.

### **Suspension**

The suspended student is counted as excused on attendance records and cannot be penalized for non-attendance on days of suspension. A suspended student is not allowed on Morgan County School District property without prior administrative approval. When students return to school, teachers will provide make-up work for suspended students. Work must be completed within the time required of the individual teacher.

### **Habitual Truancy**

Excessive tardiness and unexcused absences may result in a student being disciplined according to their teacher's disclosure and /or other administrative consequences. Truancy may lead to letters from the school informing the parents of the problem and encouraging a joint solution between the home and the school. A conference between parents and school administrators may also be necessary.

### **Absences and Academics**

Students will be given additional time to make up missed assignments, exams, or meet assignment deadlines when absent. It remains the student's responsibility to obtain what work was missed and then ensure the work is completed and turned in to the teacher.

### **Tardy**

Punctual students perform better in school and at work. Tardiness not only hinders a student's ability to profit from instruction at the beginning of class, it interrupts the work of the other students who made the effort to be on time. To foster student responsibility and minimize classroom interruptions, it is necessary that students arrive to class on time.

Our class and school tardy plan is outlined below:

- Teachers will teach bell to bell and not release students early from class.
- If a student arrives more than 10 minutes late to school, he/she must obtain an admission slip from the attendance office. The student will not be allowed in the class unless he/she has the admit slip.
- Students will receive varied consequences and an attendance UA for tardiness contingent upon each teacher's classroom rules.

### **Attendance Policy**

Students with more than 3 unexcused absences in a single class will receive an Unsatisfactory Attendance (UA) citizenship grade. Students with an Unsatisfactory Attendance (UA) grade will become ineligible for participation in extracurricular activities and lose .5 Citizenship Credit.

(Please see Attendance Codes below for definition of an Unexcused Absence)

Graduation requirements at Morgan High School include satisfactory attendance and adherence to the rules and policies of the school. Students who fail to meet the

citizenship requirement will not be allowed to participate in Morgan High School commencement ceremonies upon graduation. In addition, students who wish to participate in extracurricular activities must be in good standing with the attendance policy and not have a U or UA on their transcript to be eligible to participate, play, tryout, or perform.

**Attendance remediation can be immediately implemented to recover credit, eligibility, and Citizenship Credit.**

**Attendance Citizenship Rules**

- Attendance citizenship grades will be awarded in each class on the following basis:
  - S – Satisfactory
  - N – Needs Improvement
  - U – Unsatisfactory Behavior (tardies, etc.)
  - UA – Unsatisfactory Attendance (absences)
- Students will receive a UA for each class that exceeds 3 unexcused absences, per term.
- A student must earn 28 units of Citizenship Credit to be eligible to participate in commencement ceremonies upon graduating from Morgan High School.
- Citizenship credit (.5 credit) is given for Satisfactory (S) or Needs Improvement (N) Citizenship grades in each class taken.
- Citizenship credit is not given for Unsatisfactory Behavior (U) or for Unsatisfactory Attendance (UA).

**Remediation / Restoration**

- Attendance Remediation: Students must recover 30 minutes of attendance for each absence beyond 3 absences for each class. They may,
  - attend consultation time for the class in question either before or after school. Each 30-minute consultation time recovers 1 attendance hour.
  - work with school personnel before or after school to recover 1 attendance hour for each 30-minute work shift.
  - attend or work special events as deemed appropriate and approved by MHS administration.
  - spend lunch in the remediation center to recover 1 attendance hour.
- Students can apply to remove all UA's from a Trimester if they have earned all S marks in the subsequent Trimester. Students may only apply once per year.
- Once unexcused absences beyond 3 are remediated, course credit, eligibility, and citizenship credit are immediately restored.

**Interventions**

- Parents will receive a phone call, email, or text message each day that a student has missed one or more class periods.
- Administration retains the ability to adjust this policy when the circumstances require a different approach.

## Attendance Codes:

Code	Attendance Code For:	Definition
S	School Activity	You were on a school sponsored activity. You CAN make up your missed assignments.
P	Parent Excused	<b><u>Within 5 days of your absence your parent/guardian must contact the attendance secretary to obtain parental excuse.</u></b> Any other extenuating circumstances should be brought up with your counselor and/or administrator.
A	Unexcused	You were absent or more than 10 minutes late to class and were not "School" excused or "Parent" excused (within 5 days). You CAN make up your assignments.
D	Principal Approved	Absence approved by administration.
C	Court Detention	Student is at court or been assigned to court detention.
X	Truancy (Sluff)	You leave or do not show up to a scheduled class or an assembly without permission and without signing out. You are required to keep up with the learning in class, but you will not receive any credit for the assignments missed. Discipline procedures will apply. Truancy is considered an Unexcused Absence. <b><u>Students becomes ineligible until UA is remediated.</u></b>
O	Suspension	Student is suspended from attending school. See Suspended

**\*Students with more than 3 absence marks (A) will receive a "UA" for citizenship in that class.**

**\*Students with an "X" mark, truancy, will receive a "UA" for citizenship in that class and become ineligible until the UA is remediated.**

**\*No other attendance marks count towards a "UA"**

## Tardy Codes:

Code	Attendance Code For:	Definition
T	Unexcused Tardy	You are late to class within the first 10 minutes without an excuse note. Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. See Tardy heading above.
E	Excused Tardy	Tardy Excused by school personnel

Truancy absences (S) are those absences that occur without school and/or parental approval. A student is considered truant if he/she:

- Arrives at school but does not attend class.
- Leaves school without following proper check-out procedure.
- Obtains permission to go to a certain place but does not arrive there.
- Leaves class without permission.
- Uses a forged note to check in or out of school.

### **Prolonged Absence**

Parents and students are encouraged to maintain communication with their teachers via email or phone during times of prolonged absence. Parents may request home-bound instruction for student absences resulting from injury or illness that may exceed 10 consecutive school days.

### **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 Letter

Athletic Recognition

Club & Organizational Awards

Principal's Award

Scholarship Awards

Senior Awards



## **Bell Schedule 2021-22**

### **Regular Schedule**

1 <sup>st</sup> Hour	7:35- 8:35 (60 min.)	Cleanup:	8:30
2 <sup>nd</sup> Hour	8:40- 9:40 (60 min.)	Cleanup:	9:35
3 <sup>rd</sup> Hour	9:45-10:45 (60 min.)	Cleanup:	10:40
1 <sup>st</sup> Lunch	10:45-11:20 (35 min.)		
4 <sup>th</sup> Hour After Lunch	11:25-12:20 (55 min.)	Cleanup:	12:15
4 <sup>th</sup> Hour Before Lunch	10:50-11:45 (55 min.)	Cleanup:	11:40
2 <sup>nd</sup> Lunch	11:45-12:20 (35 min.)		
5 <sup>th</sup> Hour	12:25- 1:25 (60 min.)	Cleanup:	1:20
6 <sup>th</sup> Hour	1:30- 2:30 (60 min.)	Cleanup:	2:25

### **Friday Schedule**

1 <sup>st</sup> hour	7:35- 8:15 (40 min)	Cleanup:	8:10
2 <sup>nd</sup> Hour	8:20- 9:00 (40 min)	Cleanup:	8:55
3 <sup>rd</sup> Hour	9:05- 9: 45 (40 min)	Cleanup:	9:40
1 <sup>st</sup> Lunch	9:45-10:15		
4 <sup>th</sup> hour after Lunch	10:20-11:00(40 min)	Cleanup:	10:55
4 <sup>th</sup> Hour before lunch	9:50-10:30 (40 min)	Cleanup:	10:25
2nd Lunch	10:30-11:00		
5 <sup>th</sup> Hour	11:05-11:45 (40 min)	Cleanup:	11:40
6 <sup>th</sup> Hour	11:50-12:30 (40 min)	Cleanup:	12:25

### **Advisory Schedule**

1st Hour	7:35- 8:30 (55 min.)	Cleanup:	8:25
2nd Hour	8:35- 9:30 (55 min.)	Cleanup:	9:25
Advisory	9:35- 9:55 (20 min.)		
3rd Hour	10:00-10:55 (55 min.)	Cleanup:	10:50
1st Lunch	10:55-11:30 (35 min.)		
4th Hour After Lunch	11:35-12:30 (55 min.)	Cleanup:	12:25
4th Hour Before Lunch	11:00-11:55 (55 min.)	Cleanup:	11:50
2nd Lunch	11:55-12:30 (35 min.)		
5th Hour	12:35- 1:30 (55 min.)	Cleanup:	1:25
6th Hour	1:35- 2:30 (55 min.)	Cleanup:	2:25

### **A.M. Assembly Schedule**

1st Hour	7:35- 8:25 (50 min.)	Cleanup:	8:20
Assembly	8:30- 9:30 (60 min.)		
2nd Hour	9:35-10:25 (50 min.)	Cleanup:	10:20
3rd Hour	10:30-11:20 (50 min.)	Cleanup:	11:15
1st Lunch	11:20-11:55 (35 min.)		
4th Hour After Lunch	12:00-12:45 (45 min.)	Cleanup:	12:40
4th Hour Before Lunch	11:25-12:10 (45 min.)	Cleanup:	12:05
2nd Lunch	12:10-12:45 (35 min.)		
5th Hour	12:50- 1:35 (45 min.)	Cleanup:	1:30
6th Hour	1:40- 2:30 (50 min.)	Cleanup:	2:25

### **P.M. Assembly Schedule**

1st Hour	7:35- 8:25 (50 min.)	Cleanup:	8:20
2nd Hour	8:30- 9:20 (50 min.)	Cleanup:	9:15
3rd Hour	9:25-10:15 (50 min.)	Cleanup:	10:10
1st Lunch	10:15-10:50 (35 min.)		
4th Hour After Lunch	10:50-11:40 (50 min.)	Cleanup:	11:35
4th Hour Before Lunch	10:20-11:10 (50 min.)	Cleanup:	11:05
2nd Lunch	11:10-11:45 (35 min.)		
5th Hour	11:45-12:35 (50 min.)	Cleanup:	12:30
6th Hour	12:40- 1:30 (50 min.)	Cleanup:	1:25
Assembly	1:35- 2:30 (55 min.)		

## **BULLYING**

Bullying is defined as inflicting physical and/or psychological distress on another student. Students are required to report incidents of bullying to any adult at school. The investigation of bullying incidences is directed by the principal and/or assistant principal in conjunction with school counselors.

Bullying consists of taunting, teasing, name-calling, spreading rumors, hitting, kicking, enlisting someone to assault someone for you, threatening or obscene gestures or language, excluding others from a group, manipulation of friendship, threatening e-mail, inappropriate actions involving race, gender or religion, etc.

Students who intentionally and continually bully after receiving a verbal or written warning will face disciplinary action following the discipline procedures outlined in this handbook. Support programs are available in the school counseling center.

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.).

Cyber-Bullying is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as Snapchat and Instagram to harass, threaten or intimidate someone. The National Crime Prevention Council defines cyber-bullying as "the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person."

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. 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 9-12), 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

The Morgan High School Community believes that academic dishonesty of any kind is unacceptable. Academic dishonesty is defined as copying another person's idea or written work and claiming it as the original. Any student caught participating in this type of behavior within their course shall receive a zero for that test or assignment, and their parent and administrator notified immediately of the action taken. Any student using a cell phone during a test or quiz will not receive credit for that test or quiz. On the third offense within the same course, the student shall lose credit for the class. The parent and administrator will be notified immediately of the action taken. All levels of offense will follow the additional consequences outlined in the discipline procedures within this handbook. Cheating hurts everyone, but most of all it hurts you.

### CITIZENSHIP POLICY

#### Introduction

The citizenship policy is directed toward maintaining appropriate individual and group behavior while creating and maintaining an atmosphere conducive to learning.

#### 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:

<b>Area</b>	<b>Satisfactory (S)</b>	<b>Needs Improvement (N)</b>	<b>Unsatisfactory (U)</b>
Classroom Citizenship – Awarded by Classroom Teacher			
<b>Respect</b>	I am respectful to everyone.	I am sometimes disrespectful to others.	I am often disrespectful to others.
<b>Rules</b>	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.
<b>Honesty</b>	No matter what the circumstances, honest with others.	I am sometimes dishonest I am with my teachers, administrators, and others.	I am often dishonest with my teachers, administrators, and others.
<b>Preparedness</b>	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.
<b>Falsification of Excuses*</b>	I have not falsified excuses.	N/A	I have falsified an excuse.
<b>Tardiness</b>	Contingent upon each teacher's classroom rules.	Contingent upon each teacher's classroom rules.	Contingent upon each teacher's classroom rules.

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

### ***Unsatisfactory Attendance (UA) - Please see Attendance Policy***

### **Implementation of Rubric**

Each teacher holds the responsibility for creating a plan of evidence-based implementation for the citizenship rubric which will be communicated to the student and to their parents at the beginning of each trimester.

### **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 Aspire/SIS computer system. Individual classroom teachers or the administration will contact parents when a student's citizenship grade is lowered.

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" and/or "UA'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) or a UA (unsatisfactory attendance 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 an assistant 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 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 may 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**

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

1. If a student desires a schedule change prior to one week before the beginning of a trimester, the student will schedule a time to meet with a counselor to discuss the reasons for the change. Changes may be made based on this conversation.
2. If a student desires a schedule change within one week before a trimester begins the student must obtain a change form from the counseling office and first obtain teacher signatures from exiting and entering classes prior to meeting with a counselor to make the change.
3. Schedules may not be changed after the first week of each trimester. Schedule changes being made after the beginning of the trimester should be the result of
  - a. the student failing an earlier section of a two or three trimester course.

- b. being misplaced in a course.
- c. inappropriate placement determined by a teacher, parent, counselor, or administrator.
- d. a need to meet graduation requirements.

The counselor, student and parent together must determine that the student needs to be reassigned.

## **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 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.

## **CLUBS**

Specific policies regarding the creation, purpose, governance, supervision, and financial management can be found within the Morgan School District policies under policy FF-FG. This can be found on the Morgan School District website [morgansd.org](http://morgansd.org)

## **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 internet 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 social media 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.)

Aspire/SIS Internet Access: Aspire/SIS 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.morgansd.org](http://www.morgansd.org). 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.

## **COURSE CONTENT**

Each teacher will provide students with information at the beginning of the term that will help them to pass the class. This information will include most of the following things: Content, objectives, time-line, activities, testing schedule, assignment due dates, retesting procedures, grading, citizenship, make-up work, behavioral expectations and consequences.

Your teachers will also notify your parents by phone or email when you are in jeopardy of failing. Parents are strongly encouraged to meet with teachers by appointment through the school office.

## **DANCES**

Student Council, clubs, and classes will sponsor dances periodically throughout the school year. Dances will begin at 8:00 p.m. and end at 11:00 p.m. Stomps will begin at 8:00 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/dance 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 and Junior Prom, which are date dances. For these two 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 log in to Aspire to change demographic information. 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 disability 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 safety clothing standards required for special classes 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, gang activity, or the promotion or depiction of illegal substances will not be allowed. No alcohol or tobacco depictions are appropriate.
- d. Headwear which impede camera recognition such as baseball caps, hoodies, cowboy hats, head coverings, etc., may not be worn in school buildings.
- 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.
- f. All tops must have a sleeve, entirely covering undergarments. All tops must extend below the waistline of the skirt, trousers, or shorts being worn. Any apparel that is transparent must be worn over items that fully meet the sleeves to mid-thigh requirements. Open shoulders and cap sleeve shirts are allowed. Tank tops, spaghetti straps, racerback shirts, cutoff sleeves, and off the shoulder shirts (peasant style) are not allowed.
- g. Undergarments or the buttocks cannot be shown, whether sitting or standing. Any apparel revealing a bare midriff, whether sitting or standing, is not permissible.
- h. Dress, shorts, and skirt lengths must extend to the mid-thigh. No holes or rips above mid-thigh. Pants must be worn at the waist; baggy, saggy pants are not allowed.
- i. PE clothing must follow instructor's classroom policy.
- j. Shoes or sandals must be worn at all times. Socks only, bare feet, or slippers are not acceptable. Heelys, Rollerblades, etc. are not acceptable.
- k. Apparel that violates the Safe Schools Policy, such as large chains or spiked apparel, will not be allowed.
- l. Formal Dance Code:
  - a. No bare or see-through midriffs.

- b. No mini-skirts and short-short dresses. Length should be no shorter than mid-thigh.
- c. No plunging neckline.

### **Violations of Dress Standards:**

All violations will result in an office referral with discipline points outlined in the Safe Schools Policy as well as these additional consequences: the student can wear school-provided appropriate clothing, or the student will need to go home to change. Other consequences including out-of-school suspensions and parent meetings may occur for repeat offenses.

### **EARLY GRADUATION**

Students who want to graduate early must have earned the required number of credits. The student must request permission, in writing, from the principal who will forward the request to the Superintendent for Board approval. If granted, early graduates may return and participate in the graduation ceremony. Scholarships are available for early graduates.

### **EARNING CREDIT**

School counselors shall make information regarding approved options for earning credit toward high school graduation readily available to students and parents. Grades earned in all credit-bearing courses will factor into a student's cumulative grade point average.

Students in grades 9-12 may earn credit towards graduation by any of the following methods:

1. Successful completion of credit-bearing courses (in-person or online) offered by Morgan High School or institutions accredited by AdvanceEd or approved by the State Board of Education or Morgan School District.
  - a. Students seeking credit for work done in non-accredited settings (e.g. home school, non-accredited private schools, etc.) must be referred to the District Curriculum Committee for evaluation of the work. The Committee is authorized to review and award credit based on the alignment of the syllabus or course outline with State and District standards, rigor of the course, and the course requirements. Credit awarded by the committee shall be reflected on the student's transcript.

A student must have finished a course before the awarding of credit can be considered.

Process:

    1. A parent/student makes an appointment with the school counselor and requests that credit be considered.
    2. The counselor asks the parent to provide the following information:
      - a. Amount of credit sought
      - b. Source of the curriculum
      - c. Course requirements
      - d. Examples of student work (tests, projects, etc.)

- e. Evidence of student mastery (tests, projects, etc.)
- f. Number of hours student spent with an instructor or with electronic tutorials.
- g. Number of hours of individual student work.
- h. Any other information that would help determine credit.

The counselor reviews the information/evidence. If sufficient, the counselor forwards the information/evidence, along with a recommendation, to the school principal for consideration.

The principal reviews the information/evidence and if sufficient, forwards the information/evidence, along with a recommendation, to the superintendent for consideration.

The superintendent reviews and if sufficient, forwards the information, along with a recommendation to the Morgan District Curriculum Committee for consideration.

The committee meets, considers the information/evidence along with the recommendations of the counselor, principal, superintendent and makes a determination.

The superintendent notifies the parent of the decision of the committee.

Committee decisions are final.

2. Successful completion of concurrent enrollment classes.
3. Passing scores on district-developed or approved competency assessments.
  - a. Pass/fail grades and letter grades may be issued for competency assessments.
    - i. School counselors in consultation with the head of the school department in a given area and school administrator will determine pass/fail or letter grade based upon the student's performance on the assessment in conjunction with the school's grading policy.
    - ii. Credit will be issued for competency test scores higher than 60%.
4. High scores on the ACT or SAT can accelerate course work.
  - a. Students who earn high scores on the ACT or SAT may be placed in upper level classes approved by the principal, counselor, teacher in the area of a high score, in consultation with the parent/guardian and student.
  - b. Upper level course credit may be used to satisfy graduation requirements.

## **ELECTRONIC DEVICES**

### **Chromebooks – See District Policy AZB Electronic Device**

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, I-phones, hands-free devices, I-Pods, and similar products with the same type of capabilities that may be developed in the future.
- C. Such devices are not to be in operation when in the possession of students during class time without the prior consent of the classroom teacher. 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, 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. 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.
- I. 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.
- J. 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.
- K. 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.

- L. Student cell phone use is restricted to before and after school, between classes, and during lunch period. Cell phones are to be used at the teacher's discretion during class time. 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.
- M. 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. 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**

#### **Eligibility to Compete**

- Morgan High School students must have a 2.0 GPA and no F's, I's, UA'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, UA'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) will have 5 school days after the conclusion of the trimester to make up the grade. If the I 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.
- Students will also receive a grade check every four weeks during each season to maintain eligibility. If a student has any F's, I's, UA's or U's they will become ineligible until the grades are corrected, otherwise they remain ineligible.

#### **Eligibility to hold office**

- Students running for student body or class officer must have a cumulative GPA of at least 2.5 and a 3.0 GPA with no F's, I'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 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 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 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) will have 5 school days after the conclusion of the trimester to make up the grade. If the I is not made up within the 5-day period, the student will remain ineligible until the following trimester concludes.
- **Extra-Curricular Activity Participation:**
- Your tardiness, as well as your unexcused and truant absences (UA), will cause you to be ineligible to participate because of the negative effect it will have on your grades. You cannot participate if you have a failing grade for the previous grading period. Any truant absence will result in becoming ineligible until the UA is made up. (See attendance Policy)

### **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.
5. 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	Academic Olympiad	Art
Band	Baseball	Basketball
Cheerleading	Choir	Cross Country
Debate	Drama	Drill Team
FBLA	FCCLA	FFA
Football	Robotics	Golf
Internships	National Honor Society	Peer Tutors
Skills USA	Soccer	Softball
Spanish	Sterling Scholars	Student Government
Tennis	Theatre	Track
Volleyball	Wrestling	Swimming

### **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 "PG" for general audience. Films rated "PG 13" may be shown if given prior approval by the administration and parent permission slips are attained. Under no circumstance should films rated "R" be shown in the classroom or at school-sponsored activities.

### **FUNDRAISING**

Morgan School District Policy

Commercialism, Fund-Raising and Donations

### **PURPOSE**

To encourage partnerships which foster better understanding of the public school system within the community, strengthen and enhance school programs, and create a

climate of involvement and cooperation between community organizations and schools in areas of mutual interest and concern through

1. Sharing resources that benefit students and improve the educational programs.
2. Involving the schools and the private sector in cooperative efforts that enhance the quality of education for students at all levels.
3. Protecting students, parents, teachers, and school administrators from commercialization and fund-raising efforts that are exploitative, coercive, disruptive to the educational process, threatening to the health and welfare of students, or lacking in educational merit.
4. Affecting a smooth and orderly procedure whereby the school and the community can cooperate commercially.

## MORGAN EDUCATION FOUNDATION

The Morgan County Education Foundation (the "Foundation") is an entity established to receive donations and gifts for the benefit of schools, students, employees, teachers, and Morgan School District. Any organization or individual wishing to donate cash, materials, equipment, other property or programs to a school is encouraged to make such donations through the Foundation. Employees are encouraged to donate as they can.

## GENERAL GUIDELINES

The Board of Education encourages schools, students, student body organizations, and other school organizations to use discretion when organizing fund-raising activities and charitable drives. Such fund-raising activities should as much as possible avoid direct competition with local merchants of the school district.

All fundraising groups including sport teams must turn in a completed application form to be approved by administrators.

All groups must have administration approval prior to any implementation, advertising, soliciting, collecting, or traveling involved with fund raising.

Teams and clubs should avoid using the same fund-raising project during the calendar year.

## GENERAL FUND-RAISING GUIDELINES

Students shall not be assigned to or be held responsible for the collection of funds except for student activities, which are otherwise authorized in accordance with the District's rules and policies and except for those projects and activities that have been approved by the school advisor, the school principal, and the Superintendent.

Participation in any and all fund-raising activities should be strictly voluntary; no student or school employee shall be coerced into such activities.

Contributions on the part of students, school employees, parents or other patrons should likewise be voluntary, without coercion, and without peer or group pressure.



In no instance shall participation in, or support for, a fund-raising project be used to determine a student's grade or their ability to make or play on a team, or his or her eligibility for participation in school-related programs or activities.

All fund-raising shall be for predetermined purposes and spent only for those purposes. Students fundraising to help pay for fees are not eligible to receive cash in the form of reimbursement. All fundraising must stay with the program.

Funds must be receipted and expended through Foundation, District, or school accounts in accordance with standard accounting procedures. School parent organization (i.e. PTA, PTO) fund-raising activities are subject to accounting procedures established by that organization.

## SECONDARY SCHOOL FUND-RAISING

The Board shall allow fund-raising in each secondary school to raise funds for identified school projects. A specific school project must be identified prior to raising funds to qualify for tax exempt status under Utah and IRS statutes and regulations.

Each secondary school may conduct community fund-raisers if the school group or organization wishing to conduct the fund-raiser presents its proposal to, and receives prior approval from, the school's principal and the Superintendent at least 30 days in advance of the fund-raising event.

Each secondary school may conduct in-school fund-raising, only at the school's facility or on the school's grounds, if the school group or organization wishing to conduct the fund-raiser presents its proposal to, and receives prior approval from, the school's principal or the principal's designee at least 30 days in advance of the fund-raising event.

Clubs and athletic groups are allowed 2 fundraisers per year with a possible third for special needs all under the approval of the MHS administration.

## FUND-RAISING FOR CHARITABLE PURPOSES

Charitable fund drives, which are sponsored by organizations other than the District, the District's schools, the Foundation, and the District's parent and student organizations and which propose to involve any school within the District in the collection of money or goods, are to be discouraged except in rare cases where such activities will have very significant educational or humanitarian value. Such instances must be approved by the school's principal and have the support of the school's parent organizations and the school's community council.

Care should be taken during charitable activities so that the instructional process is not disrupted, and students should not be allowed to miss school as a result of their involvement in such activities.

## ADVERTISING

The acceptance of advertising by the District or by the schools is not to be construed as an endorsement of the advertiser's organization, products, or services.

The utilization of funds, materials, equipment, programs, or other contributions that carry with them any advertising or commercial logos does not constitute an endorsement of the organization, product, or service by the Board, the District, or the schools.

The Board and the District do not make any representations or warranties regarding, and are not responsible for, any organization, product, or service appearing in any advertisement in, on, or around school property.

Funds, materials, equipment, and programs that are made available to the schools by individuals or organizations must not be allowed to replace or intrude adversely upon adopted curriculum, infringe upon instructional time, or pose a burden or place undue pressure upon students, parents, or school employees at work, in the community, or at home.

Organizations may donate products that carry the organization's name and/or logo such as soft drinks, food items, cups, T-shirts, and hats for school activities and fund-raising events provided there are no obligations or added costs for students, patrons, school employees or the District.

Advertising in athletic programs, posters, banners, electronic media, and calendars, and in school newspapers, yearbooks, literary magazines, programs for special activities, and similar publications is permitted upon approval by the principal and provided such advertisements meet school and community standards.

Partisan advertising, and advertising for products that are prohibited by law for sale or use by minors such as alcohol, tobacco or other substances that are known to endanger the health and well-being of students, are prohibited.

## PERMISSION REQUIRED TO CIRCULATE ADVERTISEMENTS

To avoid disruption of students' instructional activities, schools shall not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, or newspapers nor shall such items be placed on vehicles parked on school grounds.

Principals may permit the school distribution of fliers, bulletins, or newspapers with information regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, Campfire Girls, 4-H Clubs, county and municipal programs, and little league-type recreation programs.

## EMPLOYEES AND STUDENTS AS AGENTS

Students and employees of the District, including teachers and administrators, shall not act as agents for commercial organizations during school hours.

District employees are not permitted to accept personal payment or gratuity in any form from a commercial supplier as a precondition for purchase of a product by the District or any school.

A District employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment.

Any such employee shall use his or her diligent best efforts to communicate to all third parties involved in the activity that the employee's participation in such activity is not on behalf of the District or any of the District's schools and is not in furtherance of the employee's employment duties to the District.

## SALES REPRESENTATIVES AND AGENTS

It is not appropriate for schools to be the forum for sales agents to make sales. Principals may authorize a sales appointment for educational purposes at their discretion.

Sales materials are not to be distributed to individual employees in their distribution boxes nor at their classrooms/offices without the approval of the school principal.

## CLASS GIFTS

Monies left by graduating classes should either be placed immediately in the general fund of the student body or be ear-marked and used solely for the designated purpose intended.

Monies set aside for a class gift must be used within one year.

The use of class gift money or other student organization gift money for improvement of a building or a ground must be approved by the Superintendent and School Board prior to its acceptance by the District

## MANAGEMENT OF FUNDS

Accounting procedures as established by the Cash Handling Policy shall be followed by all schools, clubs, and other organizations.

- All monies collected from fund raiser must be receipted into and expended through the schools established accounting system.
- All purchases must be accompanied by a school purchase order.

The principal of the school or his designated representative shall be responsible for carrying out the Administrative Rules and Regulations pertaining to the handling of and accounting for student funds.

The District business office shall maintain a continuing audit of these funds.

## **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. Students are expected to earn academic credit in order to graduate. Students must complete all graduation requirements on or before the graduation of the class with which they entered high school 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 9-12<sup>th</sup> 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, which 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 credits.
  2. Night School, Summer School, and Alternative School – Maximum credits 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 and knowledge 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 (9-12<sup>th</sup> 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 (9-12<sup>th</sup> grades) must be enrolled at MHS at least 1 trimester (semester) during the year in which they graduate.

### **Course Load Minimums, Graduation Credits**

All freshmen, sophomore, and junior students are required to be enrolled in six (6) classes per trimester at Morgan High school (or five classes with one period for "released time"). This may be adjusted for junior students taking DTC or concurrent enrollment courses. Exceptions to this policy will be decided through a collaboration between parents, administration, and counselors.

Should time allow, seniors are highly encouraged and counseled to take advantage of the many educational offerings at Morgan High beyond their completed 30 credits required for graduation. Should a senior wish to enroll in pregrad release due to the level of credits achieved he or she may select 1<sup>st</sup> and/or 6<sup>th</sup> period. Exceptions to this policy will be decided through a collaboration between parents, administration, and counselors.

**All students on campus should be enrolled in either an in-person course, an online course taken in the library or in a study skills class, or in a study skills class. If a student does not have a class and does not wish to enroll in a study skills class or follow the above guidelines they should go home.**

**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.

Language Arts	4.0 credits	3 Foundations, 1 Applied or Advanced
Mathematics	4.0 credits	Math I, II, and III (Math III can be replaced by an Applied Course with parental permission)
Science	3.0 credits	2 credits - Biological Science, Earth Science, Physics, Chemistry, or Computer Science 1 credit -Applied, Foundation, or Advanced
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
		Social Studies Elective- .5 credit
Financial Literacy	0.5 credits	Financial Literacy or Adult Roles A & B
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
		11 <sup>th</sup> Lifetime Activities-.5 credit
		Athletics-.5 per sport, maximum 1 credit*
Info. Technology	0.5 credits	Computer Technology
CTE Technology	1.0 credit	
Electives	10.5 credits	Classes which are taken and do not meet or are in excess of the above area requirements.

### **Academic Credit Requirements = 30**

\* .5 PE elective credits may be awarded for participating in an approved sports team at Morgan High School for at least one season. An additional .5 PE elective credits may be awarded for participating in a different approved sports team at Morgan high school for at least one season. 1 full PE elective credit is the maximum amount that may be awarded.

Students will earn a pass/fail grade which will be placed on the transcript as such. Students may ask to replace the required Participation Skills (.5 credits) and/or required Lifetime Activities (.5 credits) with MHS PE elective credits.

Students enrolled in a sports class in which direct instruction is overseen but not directly provided by a licensed teacher will earn a pass/fail grade which will be placed on the transcript as such.

Students enrolled in a sports class in which direct instruction is provided by an MSD licensed teacher will be given a letter grade based on a predetermined rubric of learning for each course. This letter grade will be represented on the student's transcript.

### **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. Should a student wish to stay on campus during a time in which they do not have a regular class, they must sign up for a study skills class. Any student found in the halls or commons areas during school time without permission from a teacher or staff member will be deemed truant pursuant to MHS discipline procedures.

### **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 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.

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 well-being 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 upon their request at the beginning of the year on a seniority distribution. 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. IVC students may use the computer lab in the Trojan Center when their class is not in session. Students without a class may work in the media center. Parents are not permitted to allow their child to skip class and work elsewhere on campus. 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 and policies. Lunch is provided every day for a pre-determined cost. **Also, the school participates in the Federal Free and Reduced Lunch program for those qualified. Currently all student lunches (Only the first offering) are free. Student lunch prices for seconds and Adult lunch prices are found below.**

Regular Student Lunch - \$2.50      Adult Lunch – \$3.50

## **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 to develop good citizenship.

The media center is open from 7:30 a.m. to 2:30 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. The media center is for research, study, and group collaboration. Please act respectfully so others may work quietly. 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. Students are required to show their student body card in order to check out a book. 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.

## **MUSIC**

Music playlists 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.

## **NCAA**

If students are interested in NCAA scholarships, they must contact the counseling center for guidance preferably in their freshman or sophomore years.



## **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.

## **PARKING**

Student parking is available in the back parking lot only. Parking tags 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. Students will also be subject to the discipline consequences outlined in the Safe Schools Policy in this handbook.

## **PATRIOTISM**

The pledge of allegiance to the flag will be recited daily and at assemblies. 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 pursuant to the discipline procedure outlined in the Safe Schools Policy.

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.

## **PETS**

Students are not allowed to bring pets to school.

## **PHYSICAL EXAMINATION**

No student shall be eligible to try out for 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.

## **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 will be referred to the office for discipline consequences. 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.morgansd.org](http://www.morgansd.org) and access Aspire/SIS for updated progress reports and homework feedback (See also Computers/Internet Access info.). If parents are unable to access Aspire/SIS, they can contact the counseling center for help. Parents are asked to review the end-of-term grades on Aspire with their student 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

(+ and - letter grades may be awarded as per teacher discretion)

### Citizenship

S = Satisfactory

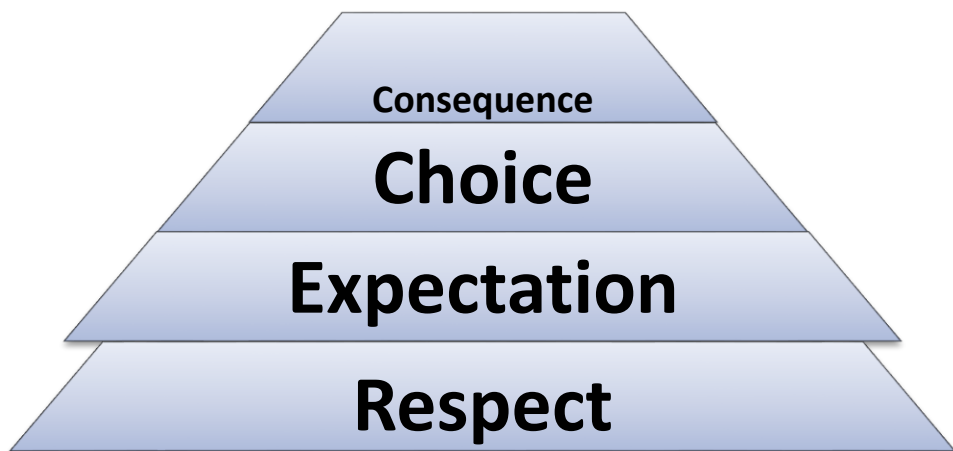
N = Needs improvement

U = Unsatisfactory

UA = Unsatisfactory Attendance

## **SAFE SCHOOLS POLICY/FOUNDATION OF RESPECT**

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:



It is expected that all students, teachers, and staff members at Morgan High School will embrace, internalize and practice the universal principle of **RESPECT**.

**RESPECT** will drive all decisions and behaviors.

**RESPECT** for self, **RESPECT** for others, **RESPECT** for community, **RESPECT** for country, and **RESPECT** for school is our foundation.

Each teacher, staff member, student, and parent will embrace high **EXPECTATIONS** for themselves and those with whom they work and serve. We truly believe all students can achieve and progress leading to a happier and more fulfilling future.

Through research and evidence we concede that manipulation, coercion, anger, and humiliation does not motivate students to greatness. Belief in oneself, excellent teachers, a foundation of consistently reinforced corrective **CONSEQUENCES**, and the overarching ability to **CHOOSE**, will improve motivation, achievement, and innovation.

**To help students increase their capacity for success, the following structure will be followed by all students and staff at Morgan High School:**

If a student causes a disruption or becomes a problem within a classroom,

1. The teacher will work with the student to correct the behavior.
2. If the problem continues, the teacher may use the following strategies
  - a. Write up a **Warning Citation** for the student and email a copy to the parents and the principal.
  - b. Write a **Plan of Improvement** for the student and email the plan to the students, parents, and principal.

- c. Send an email or call inviting the parents to come to a **Conference** to collaborate in changing the unwanted behavior. A counselor may also be invited to help with the change.
3. If these interventions do not change the problem within the classroom, the student will be formally **Referred to the Principal** for disciplinary action. A copy of the disciplinary referral will be either emailed or mailed to the parents.

**Students may be directly referred to the principal should the policy violation warrant immediate disciplinary action.**

Each student formally referred to the office for one of the following unwanted behaviors will speak with a principal or designated authority. The principal and student will discuss the violation of the foundational principle RESPECT. They will discuss corrective behaviors and possible interventions. The student will then earn Discipline Points based on the chart below as a consequence structured to change future behavior. Each column of points increases with each repeated behavior.

### **Discipline Points System at Morgan High School.**

#### **LEVEL 1**

##### **Category 1**

Skateboards, scooters, rollerblades	6	9	9	12	12	15
Disrespect for School Property - littering	6	9	9	12	12	15
Dress code violation	6	9	9	12	12	15

##### **Category 2**

General Bus Disruption	10	12	15	15	20	20
Cheating	10	12	15	15	20	20
Horseplay/ Injury prone or unsafe behavior	10	12	15	15	20	20
Possession of a Pocket Knife less than 2.5 Inches	10	12	15	15	20	20
Profanity, vulgarity & obscene gestures	10	12	15	15	20	20
Parking Violation	10	12	15	15	20	20
Public Display of Affection (Kissing)	10	12	15	15	20	20
Electronic device/Disruptive object	10	12	15	15	20	20
Cell Phone Violation	10	12	15	15	20	20
Gambling	10	12	15	15	20	20

#### **LEVEL 2**

##### **Category 3**

Disruptive behavior	15	20	20	25	25	30
Defacing school property (With Reparations)	15	20	20	25	25	30
Failure to Comply with a Reasonable Request	15	20	20	25	25	30

Out of Class without Permission	15	20	20	25	25	30
Writing or Promoting Gang Symbols	15	20	20	25	25	30

#### **Category 4**

Defiance, disrespect, insubordination	20	25	25	30	30	35
Inappropriate use of computers	20	25	25	30	30	35
Truancy/Ditching	20	25	25	30	30	35
Fighting (Defender)	20	25	25	30	30	35
Possession of a knife	20	25	30	30	30	35

#### **Category 5**

Theft	25	30	30	30	35
Vandalism/Destruction of School Property	25	30	30	30	35
On campus without permission	25	30	30	30	35
Fighting (Mutual)	25	30	30	30	35
E-cig., Chemical Inhalation Dev., Tobacco	35	35	35	35	40

#### **Category 6**

Use/sharing of pornographic material/images	35	35	35	40
Fighting (Aggressor)	35	35	35	40
Sexting	35	35	35	40
Harassment, sexual harass., bullying, cyberbullying	35	35	35	40
Threats, verbal abuse or written abuse	35	35	35	40
Public display of affection (sexual contact/groping)	35	35	35	40
Operating a Vehicle on Campus in a Reckless and Dangerous Manner	35	35	35	40
Possession, Sale, or Distribution Alcohol violation			50	50
Indecent exposure			50	50

### **LEVEL 3**

#### **Category 7**

Assault of a student	50	50
Extortion	50	50
False fire alarm/911 call	50	50
Under the influence of a controlled substance including Alcohol	50	50
Felony Theft		75

#### **Category 8**

Bomb threat	100
Severe vandalism/Destruction of school property	100

Possession of a controlled substance or drug paraphernalia	100
Possession of an explosive	100
Assault of a district employee	100
Possession of a weapon, dangerous device or a firearm	100
Arson	100
Aggravated assault of a student	100

#### ADDITIONAL CONSEQUENCES:

*All Category 5 infractions also include minimum 2 day in-school suspension in addition to points.*

*All Category 6 infractions also include minimum 3 days out-of-school suspension in addition to points.*

*All Category 7 infractions also include minimum 5 days out-of-school suspension in addition to points.*

#### POINTS OF CLARIFICATION:

**All procedures will be in accordance with Morgan School District Board Policy. Any act that violates the law or is not specifically covered in these policies will be dealt with by the administration at their discretion. Any extreme violations, in any category, will be dealt with more severely than the policy prescribes. When unwanted behavior persists despite policy enforcement, administration reserves the right to modify and adapt this discipline policy to meet the specific needs of an individual student. The school resource officer will be heavily involved in the discipline process and will provide enforcement support when laws are violated.**

**Should a student be engaged in multiple violations throughout an incident, the violation designated with the most points will be used as the defining consequence to deter unwanted behavior. Should additional consequences be required due to violations of categories 5-8, the additional consequence will take precedence over the point accumulation listing.**

#### CONSEQUENCES FOR POINT ACCUMULATION

- 1-10 points-warning, respect form
- 11-16 points-1 lunch detention, respect form
- 17-24 points-2 lunch detentions, respect form
- 25-34 points-1 ISS, respect form
- 35-44 points-2 ISS, respect form
- 45-54 points-4 ISS, respect form
- 55-66 points-2 OSS, respect form
- 67-77 points-3 OSS, respect form
- 78-89 points-5 OSS, respect form
- 90-100+ points-10 OSS, respect form

100+ points-may include a referral for long term suspension or expulsion

Students having a total of 70 points or more will not be allowed to participate in any extracurricular activities.

### **Positive Consequences**

Throughout each year, varying positive consequences for both outstanding and improved behaviors will be developed and utilized by teachers, administrators, and student leaders.

In addition to these positive consequences, students can remove up to **60 total** discipline points during the year by doing the following:

### **BEHAVIOR:**

1. **A student may remove 10 discipline points following positive evaluations conducted by each teacher on the student's conduct in each class. Students are eligible to remove points under this criterion up to 5 times throughout the year with a separation of 4 weeks in between each use. Students may only remove up to 60 points total.**
2. **A student may remove 10 discipline points by going four weeks without a referral to the office. Students may only remove up to 60 points total.**

### **ATTENDANCE:**

3. **A student may remove 10 discipline points if they go four weeks with no more than one absence & one tardy in all classes (combined). Students may only remove up to 60 points total.**

**BEHAVIOR CONTRACT OR PLAN: Student discipline may be modified by the principal by creating a behavior contract agreed upon by the student and parents involved.**

**Appeals to the process outlined in this section are made through the Superintendent.**

*Once a student accumulates 100 discipline points during the school year, they will receive one of the following options:*

- Be referred to the Superintendent of Schools for long-term suspension from school.
- Be referred to the Governing Board for possible expulsion from Morgan School District.
- Chose to withdraw from Morgan High School.
- Be placed on an intensive behavior plan.

## **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.

## **BREAKING AND ENTERING**

Morgan High School is a publicly owned facility. Students who willfully break and enter 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 along with discipline points. 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.

## **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.

## **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 will be referred to 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.

## **HALLWAY BEHAVIOR**

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.

## **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.

## **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 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.**

## **SEARCH AND SEIZURE POLICY**

A school official may conduct a search whenever he/she has a reasonable belief that the person or property searched possesses or contains an item that violates the law or school policy. The notification to or presence of a guardian is not required to conduct a search. The search may involve a student or property assigned to the student such as school lockers or desks. Items discovered in violation of the law or school policy will be seized. This includes, but is not limited to dangerous instruments, weapons, illegal drugs, paraphernalia, alcohol, tobacco products, lighters, and /or electronic devices.

## **SEXTING**

Students are prohibited from sending pictures which depict individuals in their underwear or shows genitals or breasts. Students are prohibited from sending cartoons depicting sexual actions or representations of unclothed individuals. Students are also prohibited from sending sexually explicit words or phrases to another student. Each of these acts is considered sexting, is illegal, and will fall under the discipline procedures outlined in this policy and will be referred to law enforcement.

## **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.

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.

## **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.

## **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 in possession of or is observed using tobacco or nicotine in any form on school property (school buildings, grounds, private vehicles, etc.) or at any school activity will be issued an office referral and subject themselves to the discipline procedures outlined in this policy. Any student found using or is in possession of an electronic cigarette or vapor device on school property (school buildings, grounds, private vehicles, etc.) or at any school activity will be issued an office referral and subject themselves to the discipline procedures outlined in this policy.

## **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 and the law enforcement agency. The following items are categorized as weapons: knives with a blade over 2.5 inches, 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 with the intention to harm or kill. 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.

## **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.

## **SAFE SCHOOLS DEFINITIONS**

### **Assault**

An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm. It is a crime and, therefore, may result in either criminal or civil liability. The act required for an assault must be overt. Although words alone are insufficient, they might create an assault when coupled with some action that indicates the ability to carry out the threat. A mere threat to harm is not an assault; however, a threat combined with a raised fist might be sufficient if it causes a reasonable apprehension of harm in the victim.

### **Aggravated Assault**

Aggravated assault combines battery and assault using a weapon or object to harm a victim.

### **Battery**

Battery is an intentional unpermitted act causing harmful or offensive contact with the "person" of another.

### **Obscenity and Profanity**

Obscene materials including, but not limited to illustrations (drawings, painting, photographs, etc.) and oral or written materials (books, letters, poems, DVDs, CDs, videos, etc.), which are commercially or student produced, are prohibited. Profanity including, but not limited to, gestures, symbols, verbal, written, etc. is prohibited at school and all school-sponsored activities.

There is one word that is strictly prohibited. The "F" word will not be tolerated under any circumstance.

### **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.

### **SCHOOL COMMUNITY COUNCIL**

MHS School Community Council Elections are conducted in September. All parents are encouraged to participate on the school community council. Meetings are held monthly. Call the principal if you are interested. Contact information for each current member of the council is available in the school office.

### **STERLING SCHOLARS**

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

Business	World Language	Social Science
Computer Technology	General Scholarship	Vocal Performance
Skilled & Technical Science	Mathematics	Dance

Speech/Theater Arts/Forensics

Instrumental Music

Visual Arts

Family & Consumer Science

Science

English

Agricultural 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.

## **STUDENTS WITH DISABILITIES**

An Individual Education Plan (IEP) is for a student with a disability and contains documentation along with educational plans, modifications, substitutions, and/or exemptions created to meet the needs of the student.

Morgan High School is responsible for the identification and evaluation of all students suspected of having a disability who are attending the school. If you suspect that your child may have a disability and has not already been identified by the school, please contact the school principal or the school district office at 801-829-3411.

A Morgan School District education ends for a student with an Individualized Education Plan once all required credits have been earned. Students with an I.E.P. may remain until age 22 to earn the required number of credits to graduate.

## **TESTING**

The following tests are offered or expected during the school year. They are listed here for your information. Although parents do have the right to opt their student out of any or all testing, the data obtained in these assessments may be utilized by teachers and administrators to review student progress toward learning targets, plan instruction, provide teacher feedback, provide important achievement and accountability data to students, parents, and other stakeholders, and summative assessments allow for public reporting about school quality. To opt your student out, please print the form from either the district or school website. See your counselor for further details.

### **Expected Tests:**

#### **1. ACT Utah Aspire Plus**

All freshmen and sophomores are expected to take the state mandated ACT Aspire. This will occur at the end of April and beginning part of May each year.

#### **2. ACT/ ASVAB:**

All juniors are expected to take either the ACT or the ASVAB test. Freshmen and Sophomores will be expected to take the ACT Aspire exams. Both the ACT and ACT Aspire test students in English, math, science reasoning, and reading comprehension. The ASVAB (Armed Services Vocational Aptitude Battery) 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. 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.

**3. 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.

4. All students with disabilities will either take the regular exams with approved accommodations, or will be tested using an alternative test approved by the State Board of Education.

**Optional Tests:**

**1. Advanced Placement Tests (AP):**

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. 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. Scholastic Aptitude Test (SAT-College Boards):**

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. 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.

**3. National Merit Scholarship Qualifying Test PSAT/NMSQT:**

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. 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.

**TRANSFER GRADE POLICY**

<b>Grade Scale</b>	<b>Credit Transfer</b>
A = 4.000	5 classes in semester: 1.8 yr - .9 semester - .45 quarter
A- = 3.667	
B+ = 3.333	6 classes in semester: 1.5 yr - .75 semester - .38 quarter
B = 3.000	
B- = 2.667	7 classes in semester: 1.25 yr - .63 semester - .31 quarter
C+ = 2.333	
C = 2.000	8 classes in semester: 1.15 yr - .58 semester - .29 quarter
C- = 1.667	

D+	= 1.333	5 classes in trimester: each class = .60
D	= 1.000	
D-	= .667	
F	= 0.000	

### **Weber State University Credit Transfer**

WSU	MSU
5.00	1.67
4.00	1.34
3.00	1.00
2.00	.67
1.00	.34

### **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.

### **Student Responsibility**

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

### **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.

### **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 Schools 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.

## **VALEDICTORIAN/SALUTATORIAN**

Valedictorian/Salutatorian Selection Process

Selection will be based on the following point system:

**GPA – Multiplied by 10 (example  $4.0 \times 10 = 40$  points)**

**ACT - Composite Score (example score of 36 = 36 points)**

## **ACADEMIC COURSES (AC)**

**AP Courses – 2 points per course**

AP English

AP Chemistry

AP Calculus

AP Art History

AP Biology

AP European History

AP Physics

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

## **IVC/Concurrent Enrollment(CE)/Early College (EC) – 1 point per course**

English 1010

English 2010

(Courses offered may vary annually.)

Biology 1010

Chemistry 1010

Math 1050

Math 1060



The student(s)\* with the highest composite total of GPA, ACT, and Academic points will be named valedictorian. The student(s)\* with the second highest composite total of GPA, ACT, and Academic points will be named salutatorian.

For example,

Student A		Student B	
ACT	34	ACT	34
GPA	40 (4.0 x 10)	GPA	38 (3.8 x 10)
AC	9 (3 AP courses + 3 CE/IVC courses)	AC	19 (4 AP courses + 11 CE/EC courses)
<b>Total 83 points</b>		<b>Total 91 points</b>	

Student B will be valedictorian; Student A will be salutatorian.

**\*Student(s) must also be enrolled at Morgan High School for full senior year.**

Eligible seniors will be notified at the beginning of second trimester and invited to apply for the honor; applications will be due the end of second trimester. Applications and current grades will be reviewed and honorees selected by the committee at mid-term of third trimester; third trimester midterms will affect eligibility.

**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 are not permitted to bring student visitors to school.

**WORK BASED PROGRAMS**

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.

# 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.