FACULTY AND STAFF

ADMINISTRATION

Teri Cutler, Principal
Blair Powell, Assistant Principal
Doug Snow, Assistant Principal
Mike Richardson, Resource Officer

COUNSELING/GUIDANCE DEPARTMENT

Dave Clark, Counselor
Kris Hart, Counselor
Lindsey Huff, Career Center Coordinator
Jenny Speth, Counselor
Angela Wood, Counselor

FACULTY

Adair, Alexandria
Amundson, Artus
Kevin Andersen
Anderson, Nhora
Ayers, Cecilia
Bassett, Cade
Beus, Justin
Bingham, Jessi
Bott, Summer
Cooper, April
Cooper, Megan Haslam
Demonja, Nathan
Ethington, Shealynn
Fairbourn, Alicia
Farris, Barbara
Feinauer, Allison
Findlay, Penny
Funk, Kylie
Gittins, Rich
Gurney, Mike
Hansen, Brett
Haslam, Lindsey
Heaton, Jonathan
Hofmeister, Stacie
Hyatt, Amber
John, Pam
Jones, Jacqueline
Karaghouli, Lori
Lamb, Donnel
Lee, Jason
Lucero, Katherine
Mamanakis, Steven
Martineau, Nicole
Maw, Marcus
Maxwell, Rebecca O’Neill
Meacham, Angela
Morgan, Ruth
Nitchman, Jan
Noble, Brad
Norman, Amy
Petersen, Robbie
Petersen, Sallie
Phelps, Danalee
Poole, Michael
Price, Beth
Putnam, Tyler
Rasmussen, Kim
Redmon, Nicholas
Reeder, Isaac
Riggs, Adam
Rupp, Samantha
Shelton, Jeanne-Louise
Smith, Andrea
Smith, Davie
Sorensen, Kim
Sparks, Sari
Speth, Jenny
Stacey, Randy
Staker, Emmie
Straatman, Kyle
Stevenson, Mark
Swensen, Davie
Williams, Tom
Wood, Angela
Yoder, Joel
Young, Marianne
Zsiray, Paula
SECRETARIES

Amy Archibald, Registrar
Jill Banham, Attendance
Julie Call, Administrative
Penny Gliattli, Lunch
Rosa Hall, Receptionist
Steffanie Hansen, Finance
Melissa Jensen, Receptionist/FLEX
Amy Johnson, Finance
Jake Taylor, EDNET/Concurrent Enrollment

AIDES

Connie Bodily
Diane Campbell
Tonia Hopkins
Gloria Jenson
Tylan Mangum
Raquel Rendon
Tate Smith
Whitney Sorensen
Angela Spackman
Monica Thompson
Shanda Thompson
Carrie VanCott
Alivia Vernon

CAFETERIA

Debbie Nielsen/Head Cook
Amron Goodsell
Julene Olsen
Jurene Olsen
Jodi Smith
Laurie Zillies

CUSTODIANS

Rex Egbert/Head
Ernest Abouo
Randy Butler
Shawn Foote
Hal Hansen
Jasen Maughan
Wendy McBride
Greg Richman
Jana Saurey
BUS DRIVERS

Marsha Balls
Dan Christensen
Bonnie Cook
Dennis Copland
Tracy Cronin
Sheri Hamilton
Melanie Jeppson
Teresa Liechty
Amy Pope
Cheralynn Salvesen
Dennis Spackman
Cathy Swensen
Reed Yonk
Kim Zilles

*An activity bus will run daily on regularly scheduled days at 4:30 Monday through Thursday and at 3:30 on Fridays

STUDENT LEADERS

EXECUTIVE COUNCIL

Dallen Speth, President
McKayl Bodily, Vice President
Branson Fonnesbeck, Secretary
Rachel Clark, Historian
Lexi Sorensen, Treasurer
Rylin Merkley, Pride Executive
Cassie Rupp, Social Executive
Kelsey Harris, Student Executive
Sari Sparks/Kim Sorensen, Advisors

SENIOR CLASS

Rachel Hooton, President
Madison Myers, Vice President
Brett Tidrow, Secretary
Camille Christensen, Historian/Treasurer
Cade Bassett, Advisor

JUNIOR CLASS

Lucas Nethercott, President
Ashley Shipley, Vice President
Brindley Rowley, Secretary
Corinne Felt, Historian/Treasurer
Kylie Funk, Advisor
SOPHOMORE CLASS

Riley Hansen, President
Schylar King, Vice President
Olivia Tyger, Secretary
Ali Adair, Advisor

FRESHMAN CLASS

Lucas Gunnell, President
Hallie Simper, Vice President
Kestley King, Secretary
Tyler Putnam, Advisor

THE REPRESENTATIVES

Sabrina Ellis/Kaden Myers, Presidents
McKaylie Hathaway/Brunstun Jarvis, Vice Presidents
Brandon Black/Cheyenne Brown, Secretaries
Artus Amundson/David Smith, Advisors

CHEERLEADERS

Maddie Adams
Hannah Arnold
Haley Baldwin
McKenzie Baldwin
Brittany Barrington
MayeRee Burgess
Mary Fonnesbeck
Kenadi Green
Sierra Gunnell
Brynlie Harris
McKenzie Hunsaker
Bri Mayo
Samantha Merrill
Shaylie Smith
Whitnie Thomas
Abby Thompson
Kayci Summers
Alisha Smith, Advisor

CAPRIELLES

Abbey Barlow
Hailey Brown
Elizabeth Case
Allison Corbridge
Alyssa Cowley
Savannah Ferguson
Meghan Fonnesbeck
Lexi Higley
Marli Jorgensen
Alex Mortensen
Alex Nielson
Mckenzie Olsen
Kaitlyn Olson
Kaycee Peterson
Sydney Wood
Sydney Wursten

PUBLICATIONS

“Cavalier” Yearbook    Nathan Demonja, Advisor
“Express” Newspaper    Nathan Demonja, Advisor
ORGANIZATIONS

**Advanced Placement**
Paula Zsiray, Chair
Jessi Bingham
Allison Feinauer
Pam John
Nicole Martineau
Ruth Morgan
Sari Sparks

**National Honor Society**
Nhora Anderson, Co-Chair
Steve Mamanakis, Co-Chair
Jan Nitchman

CLUBS

A Capella Choir
Art
Ballroom Dance
Business/FBLA
Chess
Colorguard
Debate
DECA
Drama
Environmental
FCCLA
FFA
Freedom
French
German
GSA
Guitar
GYC
Harry Potter
HOSA
Japan
Jazz/Marching/Pep Band
Journalism (Yearbook & Newspaper)
Key Club
Lacrosse
Light & Sound
Math
Model United Nations
Multi Cultural
Native American
Photography
Robotics
Show Choir
Spanish
Spirit

DonNel Lamb
Adam Riggs
Jeanne-Louise Shelton
Angela Meacham--Chair, David Smith
Jacqueline Jones
Joel Yoder/M. Bates
Kylie Funk/Jake Taylor
David Smith-Chair, A. Meacham, A. Norman
Nicole Martineau
Randy Stacey
S. Bott/Lindsey Haslam--Chair/A. Amundsen
Megan H. Cooper/Robbie Petersen
Davie Swensen
Cade Bassett
Nicholas Redmon
Stacie Hofmeister/Kris Hart
Tyler Putnam
Kris Hart
Sari Sparks/Shealynn Ethington
Barbara Farris/Marcus Maw-Chair
Andrea Smith
Joel Yoder
Nathan Demonja
Sallie Petersen/Alicia Fairbourn
Jonathan Heaton
Brad Noble
Amber Hyatt
Ruth Morgan
Allie Adair/Emmie Staker
Kris Hart
Adam Riggs
Justin Beus
DonNel Lamb
Kim Sorensen
Samantha Rupp
Treble Choir
Unified Sports
Youth Connect

DonNel Lamb
Danalee Phelps
Pam John
MOUNTAIN CREST HIGH SCHOOL CONSTITUTION

Students at Mountain Crest are expected to practice good citizenship both on and off campus. Students have the responsibility to maintain regular school attendance, to make a conscientious effort in classroom work, and to adhere to school rules and regulations. Most of all, students and parents, share, with the administration and faculty a responsibility to develop a climate within the school which is conducive to learning. Every teacher has the right to teach, and each student has the right to learn. Conduct which disrupts teaching or learning will not be tolerated.

Students have the responsibility to protect and take care of the school's property and to assist the school staff in operating a school that is safe for everyone. Students have the responsibility to respect the rights of fellow students, teachers, administrators, and others involved in the educational process. Students have the responsibility to be on time to all of their classes, to be prepared with all required materials, and to stay on task for the entire class period. Students have the responsibility to refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful acts. This responsibility includes consulting in advance with school personnel if there is any question about the appropriateness of materials, dress, or behavior.

This Student Handbook is divided into five sections: a copy of the Mountain Crest Constitution; an Attendance Behavior Section; a Behavior and Discipline policy section; a School Information section; and an Appendix section.

Every student and instructor will have the opportunity to receive a copy of this handbook which contains the school attendance, behavior, and discipline policies. In addition, copies will be available in the main office.

SECTION I: MOUNTAIN CREST HIGH SCHOOL CONSTITUTION

I. ORGANIZATION

A. The name of this organization shall be the Mountain Crest High School Student Association.

B. The Mission Statement of Mountain Crest High School:

*Mountain Crest High School is dedicated to excellence in Critical Thinking, Communication and Character.*

Desired Results of Student Learning:

1. **Critical Thinking** - Students will have the ability to acquire new knowledge, solve complex problems and apply learning to new situations with creative and critical thinking.

2. **Communication** - Students will use a variety of communication skills (reading, writing, speaking and computing) with clarity, purpose and an understanding of audience.

3. **Character** – Students will learn how to work with others in a variety of situations, take responsibility for personal decisions, show respect, and understand the importance of our global society.

C. The school colors shall be navy blue, orange and white.

D. The school mascot shall be the Mustang.

E. PUBLICATIONS

1. The official name of the school yearbook shall be the "Cavalier."
2. The official name of the school paper shall be the "Express."
3. The official school literary journal shall be the "Roads Less Traveled."
4. The student handbook shall be called the "Summit."
II. MEMBERSHIP

A. Membership in this organization shall be of two kinds.
   1. Active
      All registered students who have paid their student activity fees shall be active members of this organization. They shall have all rights, privileges, and obligations of membership.
   2. Honorary
      Honorary membership shall consist of Faculty and Staff, Principals, Superintendents, and members of the Board of Education.

III. REPRESENTATION

A. The Mountain Crest High School Administration reserves the right to declare any student ineligible to represent the school in any organization or activity if a student fails to uphold adopted school standards. We endorse and uphold the eligibility standards of the Utah High School Activities.

B. Procedures to Determine Eligibility

1. Standards for participation in groups/clubs that represent Mountain Crest High School are to be in the form of a constitution for that particular group. The constitution must be approved by the administration. A meeting with the group advisor, parents and administration may be held to clarify any standards.

2. A contract statement must be signed by the student and parent as to their understanding and acceptance of eligibility requirements.

3. The advisor must be in attendance for practices and performances. The advisor should check regularly to determine student eligibility in regards to attendance and tardies.

4. If faculty members have any concerns as to the eligibility of a participant in a group representing Mountain Crest High School, they should be voiced directly to the principal. The principal will identify these concerns to either the athletic director and/or advisor of the appropriate group.

IV. GOVERNMENT

A. Executive Council

1. The Executive Council shall constitute the highest student authority in the executive branch of this school. The Executive Council shall consist of the following elected officers of the student body:
   a. President
   b. Vice-President
   c. Secretary
   d. Historian
   e. Four Executives

2. Duty of the Executive Council as a whole:
   a. Appropriate monies of the organization
   b. To fill vacancies in any elected position.
   c. To conduct all school-wide elections.
   d. To be in charge of activities, publication, cultural, social and athletic events.
   e. To be a liaison between students and administration, parents and community.

3. All members of the Executive Council, before assuming office, shall pledge:
   "I do solemnly affirm that I will uphold and obey all laws and rules of Mountain Crest High School, support all school activities, and fill the office to which I am elected to the best of my ability."

4. The advisor of the Executive Council will be appointed by the principal.
B. Student Senate

1. A time will be designated for elections of a representative and alternate from each home room at the beginning of each trimester.
2. These representatives will participate in senate meetings with the executive council to be called as needed.
3. This body shall be the legislative group of the school. It has no executive powers as such.
4. The duty of said representatives is to communicate students' concerns in discussions at senate meetings and to educate their respective home rooms in matters pertaining to school environment.

C. Coordinating Council

1. A Coordinating Council consisting of presidents and/or designated representatives of all school clubs and organizations. This shall be organized by the Executive Council at the beginning of the school year.
2. It shall be the duty of said organization to correlate all club and school activities in which clubs shall participate.

V. ELECTION REQUIREMENTS

A. Executive Council

1. Nominations for Executive Council shall be by petition.
2. Signatures of ten students
3. Requirement standards for application are that prospective executive council candidates must have:
   a. an accumulative academic grade point average of 3.0 (9th grade to present) or an accumulative academic grade point average of 3.0 or better (from the preceding two trimesters).
   b. No academic "F" or "I" during the preceding two grading periods.
4. Petitions must be submitted to the advisor. The deadline for petitions will be announced by the Executive Council.

B. The Representatives

1. There shall be two Representatives: A president, vice-president and secretary of each gender shall be elected to direct these two groups. The officers shall be seniors.
2. Every man and woman who has paid an activity fee is automatically a member.
3. Nominations for THE REPRESENTATIVES shall be by petition.
4. Signatures of ten students
5. Requirement standards for application are that prospective REPRESENTATIVES council candidates must have:
   a. an accumulative academic grade point average of 3.0 (9th grade to present) or an accumulative academic grade point average of 3.0 or better (from the preceding two trimesters).
   b. No academic "F" or "I" during the preceding two grading periods.
6. Petitions must be submitted to the advisor. The deadline for petitions will be announced by the Executive Council.

C. Class Officers

1. Nominations for class officers shall also be by petition.
2. Signatures of ten students
3. Requirement standards for application are that prospective class officer candidates must have:
   a. an accumulative academic grade point average of 3.0 (9th grade to present) or an accumulative academic grade point average of 3.0 or better (from the preceding two trimesters).
   b. No academic "F" or "I" during the preceding two grading periods.
4. Petitions must be submitted to the Executive Council advisor. The deadline for petitions will be announced by the Executive Council.
5. Candidates for sophomore class officers will refer to accumulative of middle school grades.

D. Club Officers - Club officers will be chosen according to individual club constitutions.

E. Limitations

1. Royalty
   a. Royalty candidates must be in compliance with the Citizenship and Behavior Policy.
   b. Royalty of any major school function shall be elected by ballot.
      A student may not be elected to a royalty of any major school function more than once in his/her three years of high school.

2. Elected Offices
   a. No student shall hold more than one elective office at the same time.

VI. ELECTION AND SELECTION PROCEDURES

A. All campaigning is done under the direction of the Executive Council. Votes for a "write-in" candidate will not be counted.
   1. Students must go through both the primary and final elections before being elected, unless he/she is unopposed.
   2. Rules and regulations may be obtained in the student body office for all candidates.

B. All elected officers of the executive council shall be elected in their junior year and serve in their senior year by the Australian Ballot system.
   1. Primary elections will be held at such a time as determined by the student body officers, in consultation with school administrator and school calendar.
      a. All candidates who are eligible will appear on the ballot.
      b. Two finalists will be elected for each office unless determined otherwise by Executive Council advisor and activities administrator.
      c. Each student will vote for twice the number of positions.
   2. Final elections will be held following three days of campaigning. Each student will vote for one candidate for each position.

C. Final candidates for cheerleader and stunt squad will be selected by a group of judges chosen by the advisor and administration.
   1. 24 cheerleaders will be selected.
      a. 12 juniors
      b. 12 seniors
   2. A stunt squad will also be selected and the number will not exceed 6.
   3. A mascot may be selected by the advisor.

D. Editors, assistant editors and business managers of the Cavalier yearbook, the Express, and Roads Less Traveled, shall be chosen by the advisor and administration.

E. Election proceedings of all class officers will be carried out the same as the general student body election.
   Class officers of each class will consist of a president, vice-president and secretary, with the exception of the senior class officers, who will consist of a president, vice-president, secretary and historian.

F. Elections proceedings for the position of Women's and Men's Association officers will be carried out the same as class officers.
   WAMA officers will consist of a president, vice-president and secretary for each association.
VII. ELECTION LIMITATIONS (Office or Royalty)

A. No student shall hold more than one elective office at the same time. Appointive offices are to be approved by the school administration.

B. A boy or girl may not be elected to the royalty of any major school function more than once in his/her four/three years of high school.

VIII. TENURE

A. The tenure of office for elected officers shall be from installation to graduation of the appropriate year.

B. Any student holding an elected office must be registered as a full-time student under the auspices of Mountain Crest High School in accordance with the individual's SEOP.

C. If a vacancy occurs in any office other than that of president, the principal and executive council shall appoint a successor.
   1. If the office of president is vacated the vice-president becomes president.
   2. The executive council and advisor will then appoint or declare an election for a new vice-president, depending on the time of the year when the vacancy occurs would govern whether an election will be held.

IX. PROBATION OR REMOVAL FROM OFFICE

A. Any officer through the neglect of duty may be removed from office by consensus of administration and advisor.
   1. All elected and appointed persons are responsible for the completion of all their duties decided by the advisor, administration and presidencies as a whole. If a member does not complete his/her duties then he/she is subject to a review.

B. If any elected or appointed officer of the school, while in office, fails to maintain a 3.0 grade point average, or receives an "F" grade, he or she will automatically be put on probation for the period of one trimester. Probation is defined as:
   1. Cannot vote or participate as an officer at any activity, or wear any item of clothing affiliated with the position. Cannot function in an official capacity.
   2. Failure to comply with grade standard after period of probation will result in termination from office.

C. Infractions (criminal, civil, citizenship and behavior) as incurred by an elected or appointed officer of Mountain Crest High School will be dealt with as follows: An informal investigation and consensus vote for each individual officer will be conducted by administration, advisor and when appropriate the school resource officer.
   1. Ineligibility results when effective leadership ability is compromised.
   2. If the individual is found ineligible, he/or she will not be able to represent Mountain Crest High School. The length of the period of probation or decision to remove from office will be determined by the above mentioned officials as part of the ineligibility decision.

X. CLUBS

A. New clubs may be organized at any time providing they meet following requirements:
   1. They must have a faculty advisor.
   2. They must present a constitution to be approved by the administration and executive council.
   3. They must be willing to perpetuate the goals and objectives of Mountain Crest High School.

B. Club charters may be revoked by the school administration when their purpose and activities are not in the best interests of Mountain Crest High School.
XI. STUDENTBODY MEETINGS

Meetings of the student body may be called whenever deemed necessary.

XII. AMENDMENTS

A. An amendment to this constitution must be presented to the Executive Council and be discussed in the student senate and approved by three-fourths of this body, and then must be ratified by the students by secret ballot.

B. A simple majority vote of students who have voted on the designated day shall be required before an amendment shall be made part of the constitution.

C. Each proposed amendment shall be announced at least one week previous to voting on such amendments.

D. An amendment may be proposed either by the Executive Council or a member of the student senate.

XIII. LIMITATIONS

A. All powers granted in this constitution are contingent upon approval of the school administration.

B. No school ruling is allowed that is contrary to the policies of the Cache School District.

Revised October, 1985

Revised May, 1989

Revised March, 1991

Revised April, 1994

Revised for language June 1998

Revised for legality June 1999

Revised for Constitution change February 2013

Revised for language August 2013
The Mission Statement of Mountain Crest High School:

*Mountain Crest High School is dedicated to excellence in Critical Thinking, Communication and Character.*

Desired Results of Student Learning:

1. **Critical Thinking** - Students will have the ability to acquire new knowledge, solve complex problems and apply learning to new situations with creative and critical thinking.
2. **Communication** - Students will use a variety of communication skills (reading, writing, speaking and computing) with clarity, purpose and an understanding of audience.
3. **Character** – Students will learn how to work with others in a variety of situations, take responsibility for personal decisions, show respect, and understand the importance of our global society.

**SECTION II: ATTENDANCE POLICY**

Student attendance is governed by State laws and by District and School policies. State laws and education policies require that students attend school. No one, including a parent, has the right to prevent a child's schooling. A high school diploma is recognized by courts as being attainment of academic standards as well as conformity to standards of behavior. The Mountain Crest Attendance Policy sets standards of behavior that a student must demonstrate in order to receive a high school diploma. Failure to achieve those standards may result in denial of a high school diploma. Following are the basic attendance policy requirements.

Absences

There are three classes of absences: Verified (those cleared by a parent contact with the attendance office), Unverified (those not cleared by a parent), and School Excused (those absences due to a student's involvement in a school activity).

Attendance begins the first day of the trimester, and if a student transfers from a class, the attendance in the previous class follows the student into the new class.

During class time, students are expected to be in class. Students are not allowed to be in the school building if they are not enrolled in a class. Violators will be cited for trespass and referred to the courts.

For purposes of eligibility, a WP or WF grade is the same as an F grade, making the student immediately ineligible to represent the school in activities that trimester; any two such grades would make the student ineligible for the next trimester.

A parent/legal guardian will have five (5) school days to verify (report the cause) of any full day absences. After that the absences will remain unverified and may be marked as a truancy. After 5 days a parent/guarding cannot change the student’s attendance. This can be appealed through an assistant principal.

Students must check in/out through the Attendance Office when missing a partial day in order for the absence to be verified. Students arriving late to school need to check in at the Attendance window and obtain a permit to enter class.
Family vacations will be accepted only as they are pre-approved, not after the fact. Approval of family vacation requests will be contingent upon previous history of good attendance. Pre-approved vacation days are treated as verified absences, and the student is fully responsible for all course work missed.

The best reward for good attendance is improved grades and personal growth. In addition to these rewards, the school provides the following incentives for perfect attendance:

A. Free passes to all school dances and sock hops for the trimester
B. Certificates of attendance
C. Promotional offerings from local businesses

**Attendance Policy**

1. Teachers give approximately five (5) participation points on a daily basis or extra credit for students who are in class regularly each trimester. These points are added to the participation portion of the student grade, which includes class discussions, completing assignments on time, listening, and displaying appropriate classroom behavior.

2. School excused absences do not result in loss of participation points. These students, however, are responsible for all work missed.

3. Each unverified absence (sluff/truancy) may result in up to a 5% reduction of the participation grade.

4. All make-up work must be completed within five (5) school days of the absence. Teachers are under no obligation to accept make-up work for absences which are not verified by parents or which result from suspensions from school.

5. The maximum number of points a student can make up may be limited to 10% of the total points possible in the class, unless other arrangements are made by the teacher and student.

6. In the event of extreme, extenuating circumstances affecting a student's attendance, the student may appeal to his/her assistant principal for review of the policy and for possible exceptions to policy.

7. A 2% reduction in the participation grade may result from each tardy.

8. Excessive tardiness or absenteeism may result in a referral to an assistant principal, which may result in any or all of the following: parent conference, suspension, placement in an alternate setting. PLEASE NOTE: Students must, by law, attend school. It is virtually impossible to pass a class when the student misses a vast majority of the class in a trimester or does not attend the class at all.

9. Using a computer system, the school will contact parents to tell them that their student is tardy or absent, naming the student and the specific period in which the absence or tardy occurred. Additionally, parents may access their student's attendance records by calling the attendance secretary or by using the internet.

10. Eligibility to represent Mountain Crest High School in sports and other activities will be maintained through policies and procedures required by the Utah High School Activities Association and Mountain Crest policies which include 90% attendance and tardies maintained throughout the school year.
11. Each teacher may modify this policy to meet his/her curriculum, as approved by the principal and explained in the class disclosure statement.

12. Because of liability issues, the school will not excuse students from class to observe away-from-school activities or games. Students who elect to attend as spectators must have a parent verify the absence or else the absence is regarded as a sluff.

Mountain Crest Policy on Compulsory Education/Truancy Intervention Program as per Utah State Law

PROCEDURES

Utah State Law (Utah Code Section 53A-11-103) requires all students to attend school until they are 18 years old. While you are required to be in school every day, there may be illnesses or special emergencies that may cause you to be absent from school. When these kinds of absences occur parents should call the school to excuse the absence.

*Note – our attendance secretary may call parents to verify the legitimacy of any absence. Parents, please contact the school at 245-6078 or 245-6079 at any time to excuse your student from school. This is a time saver for both you and the attendance office.

Parents: Please do not keep students home to baby-sit, run errands or for any non-emergency family business. Such absences are unexcused and will be reported to juvenile authorities. Doctor or dentist appointment should be made before or after school when possible. Parents who willfully allow or keep their students out of school for an inappropriate reason are guilty of educational neglect.

MAKE-UP WORK DURING ABSENCES
Making up work missed during an absence is the responsibility of the student. Make-up work will be allowed only for excused and verified absences.

OPEN CAMPUS
An open campus means that once students arrive on campus, they may not leave the school grounds without parental permission, except for their lunch time. If it is necessary for a student to leave school, a parent or legal guardian must call the office to check the student out. If a student leaves campus, they become the responsibility of the parent/guardian. A student who leaves campus without permission will be recorded as truant. A PARENT/GUARDIAN HAS FIVE DAYS TO VERIFY AN ABSENCE, after that time it becomes unexcused.

Absences and Interventions (All procedures start again with each new trimester)
School attendance is the responsibility of the student/parent. Daily phone calls are made home for all absences and tardies. In addition, the school offers attendance e-mails, Parent Connect, and mailings as listed below. These are offered as an attempt to keep parents/guardians informed of truant behavior.

Absences
Absences are excused for school activities and are marked accordingly. They are not calculated into the attendance totals. Absences should be verified by parent/guardian. Make-up work will only be allowed for excused and verified absences.

Interventions for Absences
1. 4 absences in any one class: Letters sent home by attendance office.
2. 6 absences in any one class: Letters sent home by attendance office
3. 8 absences in any one class: Notification letter sent home, parent contact.
4. 10 absences in any one class: Parent contact, referral to school resource officer.

Truancy
1. 1st Unverified: warning ticket issued by administration (given to student, mailed to parent, documented on student school record.)
2. 2nd Unverified:
   a. identified by school administrator
   b. referral to school resource officer – truancy ticket may by issued.
3. Continued Unverified: Parent meeting/phone call; referral to school resource officer and juvenile court referral for habitual truancy.

Cache County School District
Habitual Truancy Guidelines
18 Year Old Seniors

Utah’s compulsory education law applies to “school-age minors” who are defined as minors between the ages of six and seventeen years old (See Utah Code Annotated 53A-11-101 et. seq.) By definition, students who reach the age of 18 are no longer subject to the provisions of the compulsory education law. Recently, this “loophole” in the law has become an issue at the high school as some students have flagrantly defied efforts to control their habitual truancy. The schools have asked for guidance in dealing with these students. The law does have provisions to release students from compulsory education when the student is “unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.” The following are steps to be followed in addressing the habitual truancy of an 18 year old senior student:

1. Establish habitual truancy – High schools should establish that the student is a habitual truant. Following the school’s attendance policy, the school should make every effort to intervene and resolve the student’s truancy problems. Efforts should include counseling the student, meeting with parents, numerous communications with parents, etc….Obviously, one resource that cannot be used with 18 year old seniors is to refer them to juvenile court as a habitual truant.

2. Communicate due process – Once habitual truancy has been established, clear warnings of the consequences of continued truancy must be conveyed to both the student and parent. This warning should be in the form of written communication. At least one of the communications to parents should be documented in the form of a certified letter sent with return receipt requested. Student and parent should be informed that continued truancy will result in the student being unenrolled from the regular student body and being referred to adult education. Notice should also notify parents and student that if they are released from compulsory attendance, their continued presence at school premises will not be allowed and that they will be prosecuted for trespassing if they continue to enter school grounds. (Please see “18 Year Old student Habitual Truant” Warning).

3. Coordinate with district administration – Prior to releasing an 18 year old student from compulsory education, high school administration will coordinate with a district administrator to approve the release of the student. All documentation of attendance and communications with parents should be presented to the district administrator. Upon satisfactory evidence of habitual truancy and due process, the district administrator will authorize the release of the student.

4. Formal notification to parent and student - Once a district administrator has authorized the release of an 18 year old student, formal notification will be given to both parent and student. Again, this should be in a written form with documented evidence that parent and student have received such notification. At that point student will only be allowed to enter school premises for the purpose of attending adult education.

The preceding is an outline of how to address the problem of habitually truant 18 year old seniors. Releasing a student in this manner should be seen as the last step in resolving habitual truancy and should only happen after every other attempt has failed.

Tardies
1. Each teacher's class disclosure statement addresses the teacher's tardy policy and defines consequences, including possible grade reductions, for tardiness.
2. Late mark indicates student’s absence for more than 20 minutes of allocated class time.
SECTION III: BEHAVIOR AND DISCIPLINE POLICY

Social interaction is an important part of high school experience, and our goal is to provide a safe and pleasant place to attend school. The Behavior and Discipline Policy addresses behaviors that endanger students, that may disrupt the learning environment, which are subject to school discipline, and that establishes consequences for misbehavior.

Suspension or expulsion is mandatory for the following violations:

(1) Any serious violation affecting another student or a staff member, or occurring in a school building, in or on school property, or in conjunction with any school activity, including the possession, control, or actual or threatened use of a real, look-alike, or pretend weapon, explosive, or noxious or flammable material under 52A-3-502 of the Utah Code, or the sale, control, or distribution of a drug or controlled substance as defined in 58-37-2 of the Utah Code, an imitation controlled substance as defined in 58-37b-2 of the Utah Code, or drug paraphernalia as defined in 58-37a-3 of the Utah Code. **NOTE: School property includes parking lots and playing fields.**

(2) The commission of an act involving the use of force or the threatened use of force which if committed maybe a felony or Class A Misdemeanor.

(3) A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.

In addition to the above three consequences, Mountain Crest and the Cache County School Board identify the following student behaviors as inappropriate and subject to school discipline, which may include suspensions:

(1) Insubordination - Involves misconduct subversive to the discipline of the school and/or the display of gross disrespect or contempt for school personnel.

(2) Use of vulgar or profane language - Use of obscene, vulgar, or indecent language, either spoken, written on school property or at school activities, or electronically disseminated, particularly where the language is directed at a school administrator, teacher, staff member, or student. Students should be aware that the 1996 State Legislature passed legislation authorizing a school to expel students for willful, flagrant use of profane, vulgar, or abusive language.

(3) Possession of obscene literature - The possession and/or the dissemination of obscene pictures, literature, or publications on campus, including electronic as well as printed materials and student composed materials as well as those commercially acquired.

(4) Possession, sale, or use of controlled substances - Possession, sale, or use of any controlled substance (tobacco, drugs, and alcohol) or drug paraphernalia. A mandatory suspension of at least one day will be imposed in the instance of violations.

(5) Violent behavior - Potential or actual violent behavior including fights, assaults toward students or staff, and/or intimidating threats of violent behavior toward students or staff. A mandatory suspension of at least one day will be imposed in the instance of fighting.

(6) Disturbance of the school environment - Behaviors or dress which disrupts the classroom or school impeding the legitimate education goals and objectives of the school or the school's discipline, or the well being of the classroom or school through individual or gang activity.

(7) Default in educational requirements - Failure to maintain a satisfactory level of scholastic attainment as defined by the Student Educational Occupational Plan.
(8) Disruptive behavior - Loitering, trespass, extortion, criminal mischief/vandalism, burglary/theft, or rape, regardless of whether criminally convicted.

(9) School rules and regulations - Noncompliance with any school rule or regulation.

(10) Harassment/Stalking – Hazing, harassment, or stalking of students or staff.

(11) Dishonesty in student work or testing, including cheating and/or plagiarism.
    a. A teacher may give the student a zero grade for the assignment/test.
    b. Discipline Report will be completed and put in the student’s discipline record.
    c. Parent(s) will be notified.

(12) Sexual harassment

(13) False fire alarms

(14) Disrupting the Operation of a School: Utah State law (76-9-106) provides that a person is guilty of disrupting the operation of a school if the person, after being asked to leave by a school official, remains on school property for the purpose of encouraging or creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a public or private school. Such disruption is a class B misdemeanor.

Behavior Policy Interventions

Discipline measures for classroom misbehavior will include the following:

1. Immediate referral to a building administrator.

2. Parent meeting to include teacher(s) involved, administrator, parent(s), and student. During the parent meeting the following options will be explored:
   A. Resolution of the problem
   B. Suspension temporarily
   C. Removal from class

3. In the event that a satisfactory solution to the behavior is not obtained via the parent meeting, a referral for further action may be made to the school resource officer.

4. Teachers may remove a student from class for one day for misbehavior as defined in their school plan provided the teacher contacts the parent(s) and requests a parent/teacher conference and notifies the school principal of the action. Teachers may include in their class disclosure statements additional expectations for student behavior which are unique to their classes.

5. School district administrators may suspend a student from school for up to ten days for misbehavior as defined in school policy, provided parents are notified and a parent conference is arranged. The student shall be considered truant if a parent fails to meet with a school administrator for readmission.

For student misbehavior outside of the classroom, occurring on school grounds, common areas, in school vehicles, or in connection with school-related activities or events, a student may be disciplined.
Computer Tracking of Student Behavior

A computer tracking system (Power School) is in place at Mountain Crest and provides a record of all student interventions, grades, attendance, demographics, and academic progress. These records are updated daily. As with all records on students, the contents of the student files are confidential, and the information gathered will be used under the direction of the principal.

The failure of an administrator, teacher, or staff member to comply with and support a school discipline plan and related district policies may be considered an act of insubordination under the personnel policies of the district.

Mountain Crest High School
Discipline and Conduct Policy Matrix

<table>
<thead>
<tr>
<th>Area of Concern</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assault on a School</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
</tr>
<tr>
<td>Employee**</td>
<td>Parents Conf</td>
<td>Parents Conf</td>
<td>Parents Conf</td>
</tr>
<tr>
<td></td>
<td>Long-Susp</td>
<td>Long-Susp</td>
<td>Expulsion Recommended</td>
</tr>
<tr>
<td>Assault or Fighting**</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
</tr>
<tr>
<td></td>
<td>Parents Conf</td>
<td>Parents Conf</td>
<td>Parents Conf</td>
</tr>
<tr>
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<td>Short-Susp</td>
<td>Short-Susp</td>
<td>Long-Susp</td>
</tr>
<tr>
<td>Assault with an object**</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
</tr>
<tr>
<td></td>
<td>Parents Conf</td>
<td>Parents Conf</td>
<td>Parents Conf</td>
</tr>
<tr>
<td></td>
<td>Short-Susp</td>
<td>Long-Susp</td>
<td>Expulsion Recommended</td>
</tr>
<tr>
<td>Computer Abuse</td>
<td>Warning</td>
<td>Administrative</td>
<td>Administrative</td>
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<td>New Password</td>
<td>Referral</td>
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<td>Account Frozen</td>
<td>Computer Privilege</td>
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<td>for one week</td>
<td>terminated for remainder of trimester</td>
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<tr>
<td></td>
<td>Restitution</td>
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<td>Short-Susp</td>
<td>Long-Susp</td>
</tr>
<tr>
<td>Dangerous Object**</td>
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<td>Student Conf/</td>
<td>Student Conf/</td>
</tr>
<tr>
<td>( Possession or Sale)**</td>
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<td></td>
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<td>Long-Susp</td>
</tr>
<tr>
<td>Disorderly Conduct**</td>
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<td>Parents Conf</td>
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<td>Short-Susp</td>
</tr>
<tr>
<td>Disruption of School</td>
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<td>Student Conf/</td>
<td>Student Conf/</td>
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<tr>
<td>Operations**</td>
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<td>Parents Conf</td>
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<td>Area of Concern</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense</td>
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</tr>
<tr>
<td>Drug Paraphernalia (sale, use, or possession)**</td>
<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
</tr>
<tr>
<td></td>
<td>Short-Susp</td>
<td>Short-Susp</td>
<td>Long-Susp</td>
</tr>
<tr>
<td>Explosive Device/ Chemical Weapons/ Flammable Materials Possession/Use**</td>
<td>Student Conf/ Parents Conf</td>
<td>Exclusion for one (1) calendar year from date of incident.</td>
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<tr>
<td>False Information given to Staff Member</td>
<td>Student Conf/ Parents notified</td>
<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
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<td>Written Warning</td>
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<tr>
<td>Frequent/Flagrant Willful Disobedience of Staff Member</td>
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<td>Written Warning</td>
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<td>Harassment</td>
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<td>Student Conf/ Parents Conf</td>
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<td>Written Warning</td>
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</tr>
<tr>
<td>Hazing**</td>
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<td>Student Conf/ Parents Conf</td>
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<tr>
<td></td>
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<td>Short-Susp</td>
</tr>
<tr>
<td>Obscene/Abusive Language/Behavior</td>
<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
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<tr>
<td></td>
<td>Short-Susp</td>
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</tr>
<tr>
<td>Obscene/Abusive Language/Behavior Directed towards a Staff Member**</td>
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<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
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<tr>
<td></td>
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<td>Long-Susp</td>
<td>Expulsion Recommended</td>
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<tr>
<td>Sexual Harassment**</td>
<td>Student Conf/ Parents Conf</td>
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<td>Student Conf/ Parents Conf</td>
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<tr>
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</tr>
<tr>
<td>Stalking**</td>
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<tr>
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<td>Written Warning</td>
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<tr>
<td>Substance Distribution**</td>
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<td>Student Conf/ Parents Conf</td>
<td>Student Conf/ Parents Conf</td>
</tr>
<tr>
<td>(Drugs/Alcohol)</td>
<td>Short-Susp</td>
<td>Short-Susp</td>
<td>Long-Susp</td>
</tr>
<tr>
<td>Violation</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
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<tr>
<td>Substance Use/ Possession**</td>
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<td>(Drugs/Alcohol)</td>
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<td>Parents Conf</td>
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<td>Parents Conf</td>
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<td>Restitution</td>
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<td>Short-Susp</td>
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<tr>
<td>Threats to School/ Person’s Welfare/ Safety/</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
</tr>
<tr>
<td>or Morals**</td>
<td>Parents Conf</td>
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<td>Parents Conf</td>
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<td>Short-Susp</td>
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<td>Short-Susp</td>
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<tr>
<td>Tobacco Use/ Possession**</td>
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<td>Student Conf/</td>
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<tr>
<td></td>
<td>Parents Conf</td>
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<td>Parents Conf</td>
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<td>Short-Susp</td>
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<tr>
<td>Truancy**</td>
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<tr>
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<td>Parents Conf</td>
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<td></td>
<td>Written Warning</td>
<td>Citation</td>
<td>Citation ##</td>
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<tr>
<td>Violation of Dress Code</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
<td>Student Conf/</td>
</tr>
<tr>
<td></td>
<td>Asked to Change</td>
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</tr>
<tr>
<td></td>
<td>Parents notified</td>
<td>Short-Susp</td>
<td>Short-Susp</td>
</tr>
<tr>
<td>Weapons (Real/ Facsimiles)**</td>
<td>Student Conf/</td>
<td>Parents Conf</td>
<td>Exclusion for one (1) calendar year from date of incident.</td>
</tr>
</tbody>
</table>

**Police Notification**

*Short Suspension = 1 to 5 Days*

*Long Suspension = 6 to 10 Days*
SECTION IV: GENERAL INFORMATION

Activities
If a club or organization wishes to sponsor an activity (dance, selling refreshments at football games, etc.), the sponsoring organization must abide by the following procedures:

1. Receive permission from the administration and Executive Council.
2. Report to the Executive Council the progress made on the activity.

Aides
Some students may elect to work as student aides. Only senior students are eligible, and they may work as an aide for only one trimester. Additionally, only the principal can approve a student's request to be an aide. As an aide, the student works under the direction of a staff member, receives a grade and credit, and is expected to carry out tasks assigned by the staff member. Students working as aides are given a P grade, not a letter grade, and some colleges and universities view P grades negatively in granting scholarships, placement, or admissions.

Assemblies
Assemblies are an integral part of school life. They are planned to be educational, informative and entertaining. Students should move to the center of the row of their choice. Whistling, booing, stomping and food or drinks of any kind will not be tolerated in the auditorium.
All students are expected to attend assemblies. If students leave the school grounds, they may be ticketed under the Hyrum City Truancy Law.

Awards (adopted by On-Site Committee/17 May 1994)
Mountain Crest High School recognizes two types of awards: School Awards and Special Awards. School awards are those given by the school or one of its departments; special awards are those given by organizations or individuals outside of the school. The criteria for school awards are set by the school, and the criteria for special awards are set by the organization or individual making the award. While there are criteria for award recognition that must be met, awards are recognitions, not entitlements--No one has a "right" to an award.
The following awards are given by Mountain Crest High School:

1. Honor Roll: Each trimester, students who have maintained a 3.667 GPA while enrolled in at least three classes are recognized on a school honor roll.
2. Department Scholars: Each of Mountain Crest's departments will identify a senior student who has demonstrated scholarship, leadership, interest, and success in that particular department. Each department may develop its own standards for identifying that outstanding senior student. (Revised 3/18/2014)
3. Mustang Academic Achievement Awards (Triple A Award): The school gives the Triple A award to all students who have achieved a 3.667 GPA for two, consecutive trimesters in any one year. Conceivably, a student could earn three Triple A awards during his/her education at Mountain Crest.
4. Academic Letter Awards: Academic letters are granted to juniors or seniors who have been on the honor roll at least six trimesters during grades 9-12 and who have carried a course load of at least one-half of his/her classes being academic: math, language arts, social studies, and/or science classes during those six trimesters. This award can only be awarded one time during the student's high school career.
5. Activity Letter Awards: Activity letters are given to students who have met the particular activity's criteria for a letter. Academic letters are given at the school's honors night. Other letters may be given when an organization holds its honors celebration.
6. National Honors Society Membership: Membership in National Honors Society is reserved for the top 15% of the graduating senior class who have demonstrated scholarship. Additionally, students seeking NHS membership must provide evidence of service to community and school, leadership, and good character. A formal application is required, including letters of recommendation. A Junior National Honors Society chapter exists for the top 15% of the junior class.
7. Sterling Scholars: The school and its departments will seek to identify a student to compete in each area of Sterling Scholar competition according to criteria developed by the school and its departments.
8. **Graduation Recognition** (Revised 18 March 2014)

**Valedictorian(s)** Any student in the current graduating class at Mountain Crest High School with a **4.0 GPA** 14 days prior to graduation will be considered a valedictorian.

**Salutatorian(s)** Any student in the current graduating class at Mountain Crest High School with the second highest GPA (after the 4.0 students) 14 days prior to graduation will be considered a salutatorian.

**Valedictory Speaker(s)**
1. Student must qualify as a valedictorian (4.0 Cumulative GPA) of the current graduating class.
2. Students will be ranked by
   a. **Academic Rigor - 67%**
   b. **ACT/SAT test performance - 33%**.

**CRITERIA:**

*Academic Rigor (67%):*

Academic Rigor: Total number of Trimesters of AP and/or Concurrent classes taken in grades 9-12 will ranked highest to lowest and then multiplied by 67%. Low points being top academic students.

*ACT/SAT Score: (33%)*

ACT composite score will be ranked highest to lowest (current conversion chart will be used if the student took only the SAT) and then multiplied by 33%.

**Computing top students:**
1. Add the two scores: **Academic Rigor + ACT/SAT score**.
2. Rank students on the total. Low points = top student.
3. From this ranking a determination will be made as to the top student(s) who will be the “Valedictory Speaker(s)” at the graduation ceremony. **In case of a tie, the administration will select the speaker(s).**
Bell Schedule

School begins all days at 8:00 A.M. and ends at 2:45 P.M., with the exception of Friday.

DAILY TIME SCHEDULES

**Monday – Thursday**

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Length</th>
<th>Period</th>
<th>Time</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00 – 9:00</td>
<td>60 min.</td>
<td>1st</td>
<td>8:00 – 9:00</td>
<td>60 min.</td>
</tr>
<tr>
<td>2nd</td>
<td>10:00 – 11:00</td>
<td>60 min.</td>
<td>2nd</td>
<td>10:00 – 11:00</td>
<td>60 min.</td>
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<tr>
<td>Lunch</td>
<td>11:00 – 11:30</td>
<td>30 min.</td>
<td>Lunch</td>
<td>12:05 – 12:35</td>
<td>30 min.</td>
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<tr>
<td>3rd</td>
<td>11:35 – 12:35</td>
<td>60 min.</td>
<td>4th</td>
<td>12:40 – 1:40</td>
<td>60 min.</td>
</tr>
<tr>
<td>5th</td>
<td>1:45 – 2:45</td>
<td>60 min.</td>
<td>5th</td>
<td>1:45 – 2:45</td>
<td>60 min.</td>
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**Friday**

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<th>Period</th>
<th>Time</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>8:00 – 8:50</td>
<td>50 min.</td>
<td>1st</td>
<td>8:00 – 8:50</td>
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</tr>
<tr>
<td>Lunch</td>
<td>10:15 – 10:45</td>
<td>30 min.</td>
<td>Lunch</td>
<td>11:10 – 11:40</td>
<td>30 min.</td>
</tr>
<tr>
<td>3rd</td>
<td>10:50 – 11:40</td>
<td>50 min.</td>
<td>4th</td>
<td>11:45 – 12:35</td>
<td>50 min.</td>
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<td>5th</td>
<td>12:40 – 1:30</td>
<td>50 min.</td>
<td>5th</td>
<td>12:40 – 1:30</td>
<td>50 min.</td>
</tr>
</tbody>
</table>

First Lunch –  Downstairs, PE, & Math Annex
Second Lunch – Upstairs, Seminary & Pool

Bridgerland Applied Technology College

Mountain Crest students may elect to attend BATC while enrolled at MCHS. Students so electing must understand that BATC is a separate educational institution with its own rules, policies, and requirements. BATC attendance, behavior, and grading policies are independent of those at MCHS. During the time a student is enrolled at BATC, the student is not allowed to be on campus at Mountain Crest and could be cited for trespass or violation of Hyrum’s Truancy/Curfew ordinance if found within City limits. Additionally, if the student is removed from BATC because of attendance or behavior violations, there is no option for enrollment at MCHS for substitute classes until the start of the next trimester. Transportation to and from BATC is provided by the school district. Our experience with students at BATC dictates that success at BATC is directly correlated with student maturity and readiness. Accordingly, the school recommends that sophomores not enroll in BATC classes.

Buses

The following bus policy will be in force: Buses will leave Mountain Crest 10 minutes after the last bell. The bus loading areas are located at the west end of the building and at the south side of the building. Bus drivers are in complete charge of students while the students occupy the bus. Drivers are authorized to issue temporary suspensions to any students who do not conduct themselves properly on the bus. Student misbehavior on a bus may also result in discipline by school administrators. Severe or continued misbehavior may result in loss of bus privilege.
Cache High School

Cache High School is an alternative high school with enrollment based on decisions made at Mountain Crest High School by counselors and administration. Positions are limited to space available (50 total positions), and preference for additional placements is based upon the following criteria: (1) evidence that student is making serious effort to succeed at MCHS, (2) class rank (preference to seniors, then juniors, and lastly sophomores), (3) other considerations unique to the student/situation. Regardless of all other issues, unless the student is cleared of payment of all fees due to Mountain Crest, the student will not be transferred.

Calendaring

Organizations wishing to calendar an event should submit their requests in writing before the end of April to the administrator coordinating the school calendar.

Cell Phones & Pagers

The Cache County School District has determined that cell phones have limited or no educational value and their use may create a distraction to the learning environment. Student possession of cell phones in the Cache County School District is only allowable subject to the following rules and regulations. Strict adherence to these rules and regulations is required. Additionally, the District prohibits the use of other communication devices (i.e., two-way radios, pagers, PDA’s and laptops with two-way messaging capabilities) by students. The Cache County School District reserves the right to define the educational value of any new electronic wireless devices that may become available in the future and to prohibit their use if they have no educational value or if such use creates learner distraction or disruption.

Possession of a cell phone by a student is a privilege that may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Cache County School District shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

High Schools, Ninth Grade – Twelfth Grade: Students may use cell phones before and after school, as long as they do not create a distraction or a disruption. Students may also use cell phones during passing time between classes and during the lunch break, as long as they do not create a distraction or a disruption or cause the student to be tardy for the next class period.

During the entire class period, cell phones will be secured in lockers or vehicles. Cell phones are strictly prohibited in classrooms, locker rooms, restrooms and shower facilities.

Camera or Picture Cell Phones: While the use of cell phones by students is allowed subject to these rules, the capability of a cell phone to take, store or transmit pictures is strictly prohibited. It is the District’s position that picture phones pose threats to freedoms of privacy. Additionally, picture phones can be used to exploit personal information and compromise the integrity of educational programs. Accordingly, the camera function of a cell phone is strictly prohibited on school premises at all times. Students who violate this provision of the policy will have their cell phone confiscated and held until the end of the school year.

Use of Cell Phones on Buses

Cell phone usage by students while riding to and from school on the bus, or on the bus during school sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.
Civil Rights/Section 504 Grievance Procedure

Local Procedure

Step 1: A written grievance signed by the complainant shall be submitted to the appropriate Coordinator. The Coordinator shall further investigate the matter of grievance and reply in writing to the complainant with 10 business days.

Step 2: If the complainant wishes to appeal the decision of the Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within 10 business days after receipt of the Coordinator’s response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within 10 business days.

Step 3: If the complainant is not satisfied, she/he may appeal through a signed statement to the Cache County School Board of Education within 10 business days of her/his receipt of the Superintendent’s response in step 2. In an attempt to resolve the grievance, the Board will meet with the concerned parties and their representative within 40 days of such an appeal. A copy of the Board’s disposition of the appeal shall be sent to each party within 10 business days of this meeting.

Class Changes

Students may NOT drop or transfer from a class after five school days. After the two week mark, the student will receive the grades for all classes enrolled in, regardless of whether or not the student is attending or wishes to withdraw or drop the class.

Classroom Parties

According to Cache County School District policy, classroom parties are not allowed.

Clean Campus

We strongly encourage students to help maintain a beautiful and clean campus, including the grounds and inside our building. We ask students to pick up after themselves and use the trash cans that are placed throughout the building and around the campus. We further strongly encourage students to pick up litter off the floor and grounds, whether they put it there or not, and place it in a trash can.

We have an outstanding school in a beautiful setting. Let’s show our pride in MC and keep it clean!

Clubs

Clubs may be organized to meet the educational objectives of our school and provide benefits to the student. Only clubs approved by the administration and the Executive Council may exist on campus at Mountain Crest.

Procedure for club organization:

1. Club must submit a constitution
2. Identify a faculty advisor at Mountain Crest High School
3. Club is approved by Mountain Crest administration
4. Club is approved by School Board

The club is presented and approved by the Cache County School Board. These presentations can be scheduled through the activities administrator at the high school. Generally speaking, club activities are to be confined to the school campus. Please be advised that even when all steps have been completed, club approval may not be granted. An appeal process may go through the Mountain Crest administration and the school board.

The Federal Equal Access Act, 20 U.S.C. Sec. 4071-4074 applies to school clubs. Membership in school clubs is available only to students of Mountain Crest High School. Participation in school clubs is strictly voluntary, and the school reserves the right to discipline students involved in club activities for behaviors inappropriate to students. Mountain Crest High School shall not be identified or otherwise associated with the goals, objectives, activities, or opinions of any non-curriculum related student groups. In affording student groups an opportunity to meet, the school is merely making its facilities available.
**Computer Use**

Mountain Crest High School offers sophisticated computer equipment and training to students. To assure that the equipment is serviceable and the system secure, students must comply with computer access guidelines provided by the teacher or computer lab director. All students will be given a computer identification code which they are to use as they work with computers. The computer code identifies the user and also allows access. **STUDENTS MUST KEEP THEIR CODES SECURE. UNDER NO CIRCUMSTANCE MAY A STUDENT ATTEMPT ACCESS INTO THE SCHOOL’S CENTRAL FILES OR ATTENDANCE RECORDS. Violations may result in criminal prosecution (felony), school discipline, and denial of computer access.**

Additionally, Mountain Crest enjoys access through INTERNET to a world of data. Only students authorized access into INTERNET may use the system. There are strict penalties for abuse of the INTERNET system, including financial and criminal penalties.

Student use of school computers is monitored with NetOp software. Students agree, when signing their AUP (sample is available at the end of this document) and receiving their username and password, not to participate in playing of games of any kind or participating in chat rooms of any kind. **Students may not use personal e-mails or conduct personal business at any time on school computers or other technology.** Should a student violate this agreement the following steps will be taken:

- **First Offense:** Student will be ‘Attentioned’ when they are found in chat rooms or playing games and will have to get a new password before they can use the computers again. A Discipline Report will be completed and placed in the student’s file.
- **Second Offense:** Student will be ‘Attentioned’ when they are found in chat rooms or playing games, will be referred to an administrator, and their computer account will be frozen for one week. A Discipline Report will be completed and placed in the student’s file.
- **Third Offense:** Student will be ‘Attentioned’ when they are found in chat rooms or playing games, will be referred to an administrator, and will be terminated from computer use for the remainder of the current trimester. A Discipline Report will be completed and placed in the student’s file.

**Constitution**

In addition to the copy in this handbook, copies of the Mountain Crest High School Constitution may be obtained from the Administration, an Exec Council officer, or a faculty member.

**Corporal Punishment**

Corporal punishment is defined as the intentional infliction of physical pain upon the body of a minor child as a disciplinary measure. School employees may not inflict or cause the infliction of corporal punishment upon a child who is receiving services from the school.

This policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense or otherwise appropriate to the circumstance to:

1. Obtain possession of a weapon, other dangerous object, or controlled substances in the possession or under the control of a child.
2. Protect the child or another person from physical injury.
3. Remove from a situation a child who is violent or disruptive.
4. Protect property from being damaged.

Individuals who report alleged violations to the school principal are subject to the same requirement of confidentiality as provided under child abuse reporting.

**Counseling Services**

Extensive individual and group guidance counseling services are provided. School counselors have access to student files which contain a complete record of grades, tests, activities and interviews from past school years. Each counselor is assigned a particular group of students. Students should sign up for a counselor conference in the counseling office. Students will be seen in the order of their signing up.

**Credit**

The school day is divided into a five period schedule. One-half (1/2) unit of credit will be awarded for the successful completion of each twelve week, full period class.

**Dances**
Dances are designed to provide an enjoyable and safe atmosphere for students. To help protect the safety of all who attend our dances, please note that there is no "moshing," slam dancing, "freak or grind" dancing, nor any other behavior (dance or otherwise) that is considered inappropriate or unsafe by school personnel. Should students engage in such dance or behavior, they are subject to: (1) removal from the dance, or (2) suspension from all dances for the rest of the year, or (3) parent conference, or (4) suspension from school, or a combination of any or all of these actions depending on the severity of the behavior. Disruptive or belligerent students are subject to arrest by the Cache County Sheriff department. School dances end promptly at 11:00 p.m. Students with perfect attendance the preceding trimester are admitted FREE to all school activities, including dances, sponsored by MCHS for the following trimester.

Admittance to high school dances may require possession of a current year student body card.

Detention of a Student

Students may not be detained after school unless prior notice has been given to parent/guardian. The exceptions would be in instances where the student's health or safety is in jeopardy, or law enforcement has detained the student.

Dress Code

Purpose: The courts, state, and federal laws, as well as Mountain Crest High School and school district policies, require a school atmosphere which provides for a safe, orderly, and distraction-free learning environment. The following dress code has been designed to support such an environment.

Responsibilities: Adherence to dress and grooming standards is the responsibility of the student and his/her parents/guardians. Enforcement of the school’s dress code and standards is the responsibility of the school administration, faculty, and staff. Teachers are expected to remind non-complying students of the rules and to seek compliance, according to Cache County School District Board policy (Policy Section 10. b.). Teachers are expected to report to the principal any student who does not comply with the teacher’s request.

Consequences: Students who choose not to comply with the staff member’s request will be reported to the school’s administration. When the first dress code violation occurs, the student will be required to change clothing (turn clothing article inside out or call home for a change of clothes or wear a school-designated article of clothing loaned by the school—all of which is determined by the school administration). Should the student violate the dress code again, the school administration will request a parent conference and/or will suspend the student. Any item which violates the dress code may be confiscated and not returned to the student or parent at the discretion of the administration or law enforcement.

Exceptions: It is recognized that school-sponsored activities may arise that call for variations of student dress (i.e., drama performances, assemblies, etc.); therefore exceptions to the policy may be made for special occasions, with prior approval of the administrative staff of the school (Board Policy Section 10.b., paragraph 3).

Modifications to Standards: The school administration reserves the right to modify the dress code standards at any time in the interests of school safety and/or appropriate learning environment (U. S. Supreme Court, Tinker vs. Des Moines Independent School District, 1969). These modifications will be published before they are enforced unless, in the administration’s judgment, the safety of the students or the appropriate learning environment must be protected by immediate action.
Specific Standards: The following details provide you, our students and parents, with specifics to better assist our students in knowing how to dress at school. The dress code standards include, but are not limited to, the following requirements:

**MOUNTAIN CREST DRESS CODE**

The Cache County School District has established the following guidelines to aid parents and students in selecting proper school attire:

1. **HAIR/APPEARANCE** students should be clean, well groomed and **not cause a disruption** (mohawks, tall spikes or brightly colored hair are not permitted). If safety is a factor, more stringent standards may be applied.
2. **SHOES** or sandals must be worn at all times while on campus. Slippers and pajamas are not considered appropriate school attire and may not be worn at school.
3. **HATS** except for religious or medical purposes, hats, caps, hoods, and other head coverings shall not be worn or displayed inside school facilities during school hours.
4. **PANTS** shall sufficiently cover undergarments at all times, holes in pants/shorts above mid-thigh must not reveal skin. No baggy pants/shorts etc.
5. **SHIRTS** see-through or net fabrics, halter-tops, off-the shoulder or low-cut tops, bare midriffs, and muscle shirts (sleeveless/bare midriff shirts) are prohibited. Shirts must have sleeves that cap over.
6. **SHORTS/SKIRTS/DRESSES** must be near the knee, No more than a horizontal dollar bill (about 2 1/2" inches) above the knee.
7. **JEWLERY/GANG PARAPHERNALIA** clothing, jewelry, personal items (backpacks/bags, binders, bandannas, etc.), and skin shall be free of writing, pictures, symbols, insignia, or color combinations which: (a) Communicate crude, profane, or sexually suggestive messages (b) Displays drug, alcohol, or tobacco advertising, promotion, or likenesses (c) Advocate racial, ethnic, or religious prejudice (d) Represent or give evidence to gang membership or affiliation
8. **FACIAL/BODY PIERCINGS** must not be excessive or cause a disruption.
9. **METAL/PLASTIC** accessories that present a hazard to the health or safety of the wearer or others are prohibited on school grounds. Chains larger than ¼ inch in diameter may not be worn. Spikes of any size or shape will not be allowed as jewelry or on clothing or accessories.

This dress code is for the protection and preservation of the teaching and learning environment and for the safety of all students, staff members, and visitors. Please remember that the dress code applies to all students whether attending school or any school function (as participant or member of the audience), regardless of the time or place.

Thank you for your assistance in following these standards. Compliance with these dress and grooming standards is the responsibility of the student and the parent/guardian. Offenders will be asked to change and/or will be sent home for the remainder of the school day.

Thank you for your assistance in following these standards. Compliance with these dress and grooming standards is the responsibility of the student and the parent/guardian. Offenders will be asked to change and/or be suspended for the remainder of the school day.

MC Administration Revision 7/1/2015
Mountain Crest School Community Council Revision: May 18, 2004
Cache County School Board Approval Date: April 24, 2003
Due Process

A fundamental right enjoyed by all citizens of the United States is "due process." Specifically, students are entitled to the following safeguards:

1. A right to have proper notification of potential deprivation of educational rights. Such deprivation must be connected to a school policy and must have a relationship to a school purpose.
2. A right to a fairly conducted hearing where the student has the right to be heard, to be represented by counsel, and the right to bring evidence in his/her behalf.
3. A right to appeal to a higher authority.
4. These rights apply only to the state-mandated school day and not to voluntary participation such as clubs, student activities, school teams, pep groups, etc.

Reasonable steps in assuring due process shall include the following: The Administrator/teacher shall--

1. Make reasonable attempts (documented) to notify a parent or guardian immediately of the decision to suspend the student including the following:
   A. That the student has been suspended or excluded,
   B. The grounds for the action,
   C. The period of time for which the student is suspended or excluded; and
   D. The time and place for the parent or guardian to meet with the administrator to review the action.
2. Prepare documentation of charges, evidence, and action taken which will be explained and made available to the student. The student shall be given an opportunity to be heard and counseled by school officials.
3. If the student denies the charges, an explanation of the evidence and an opportunity to present his/her version when the student version differs from the charges shall be offered in a hearing with parent or guardian.
4. Parent/guardian notice shall precede the student's removal from school. If, in the judgment of the administrator, notice is not possible because of unavailability of the parent/guardian and the student's presence poses a danger of disruption to the education process, he/she may be removed immediately. However, in such cases, the necessary notice shall follow as soon as possible.
5. A student's re-admission to school is contingent upon a parent conference. This conference is for the purpose of planning for the student's success.
6. Student's non-attendance due to the failure of a parent or guardian to promptly schedule and/or keep appointments for due process shall be considered truant.
7. For exclusions, the student services council will approve all requests forwarded to the school superintendent and develop a due process plan to safeguard student interests in the action.
8. The school shall maintain a record of all suspended or excluded students and a record of follow-up contacts which shall be at least once a month during the period of disciplinary action.

Eighteen Year Old Students

All students attending the regular high school, regardless of age, are subject to the same rules. An 18 year old is, therefore, required to have the same parent permission and the same parent involvement as a younger student requires. An 18 year old who does not wish to conform to this ruling and who wishes to be treated as an adult should enroll in the adult high school program.

Elections

Packets for school elections may be obtained from the main office. Before a candidate will be allowed to enter the primary campaign, the packet must be completed, submitted on time, and the candidate be eligible for office. Prospective candidates for elected offices must have:

1. An accumulative academic grade point average of 3.0 (9th grade to present) or an accumulative academic grade point average of 3.0 or better (from the preceding two trimesters).
2. No academic "F" or "I" during the preceding two grading periods.
3. 90% attendance and tardies during the election school year.
Eligibility to Represent Mountain Crest High School Through Sports, Clubs, Elected Offices, Performing Groups, etc.

The Mountain Crest High School Administration reserves the right to declare any student ineligible to represent the school in any organization or activity, including UHSAA (Utah High School Activities Association) activities. These privileges will be revoked if a student fails to uphold adopted school standards during the student’s participating season or term of office.

We endorse and uphold the eligibility standards of the Utah High School Activities Association and the following procedures:

1. Standards for participation in groups that represent Mountain Crest High School are to be in the form of a constitution for that particular group. The constitution must be approved by the administration. A meeting with the group advisor, parents and administration may be held to clarify any standards.
2. A contract statement must be signed by the student and parent as to their understanding and acceptance of eligibility requirements.
3. The advisor is responsible to check with faculty and administration each performance to determine the status of the member of the organization.
4. If faculty members have any concerns as to the eligibility of a participant in a group representing Mountain Crest High School, they should be voiced directly to an administrator. The administration will identify these concerns to either the athletic director and/or advisor of the appropriate group.

Infractions of The Law--as it Relates to Eligibility

Infractions of the law (substance abuse, shoplifting, theft, vandalism, etc.), as related to eligibility to represent Mountain Crest High School as an elected officer, appointed officer, and/or participant in regular and extracurricular activities may be dealt with as follows:

Where there is an infraction or alleged violation, the student's eligibility to represent Mountain Crest High School will be determined on an individual basis through an informal investigation conducted by school officials.

If the individual is found to be a major party or participant in a violation, he/she may not be able to participate as a member of any extracurricular group, or in any way represent Mountain Crest High School. This ineligibility will continue through the sports or activity season, or the term of office to which the individual has been appointed or elected. (For substance abuse infractions see district policy on illegal substance abuse in their handbook.)

Infractions of Eligibility Requirements

An individual must be a full-time student at his/her school to be eligible to represent the school in interscholastic competition. Eligibility involves three criteria: Attendance, grades, and behavior. A student who is in violation of any of these three criteria may not be eligible to represent the school.
Attendance

Based upon absences in the trimester during which the activity occurs, a student may lose his/her eligibility to represent the school and to participate in the activity. Such eligibility determination may be made by the activity coach/director and/or a school administrator. The ineligibility continues for the balance of the trimester. Additionally, if a student has two or more failing grades, the student is ineligible to participate the following trimester. A student must have 90% attendance the trimester before the activity occurs to be eligible to compete. A coach or advisor can permit a student to be a part of a team or organization if they have not met this requirement with the understanding that the student cannot compete until they have reached the 90% attendance requirement.

Grades

According to Utah High School Activities Association policies, no student shall be eligible to represent his or her school if he/she has academically failed two or more classes the preceding trimester. 1, WP or WF grades are considered the same as F grades. This requirement also applies to those who are entering high school for the first time, having been duly promoted from the grade below. Participating students must have a 2.0 GPA from the trimester immediately preceding the trimester when the sport takes place.

FLEX – as it Relates to Eligibility

For a student to be eligible to represent Mountain Crest High School in an interscholastic competition, student government or extracurricular activities, students must have made up any prior failed FLEX class. Failed FLEX classes are dealt with on an individual basis through the Mt. Crest Peer Court.

Behavior

No student shall be eligible to represent Mountain Crest High School or to participate in any activity if his/her behavior is deemed unacceptable by school officials.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of the Cache County School District to provide equal educational and employment opportunity for all individuals. Therefore, the District prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. This policy extends to all aspects of the District’s educational programs, as well as to the use of all District facilities, and participation in all District-sponsored activities.

FAILURE OF A CLASS

IF A STUDENT FAILS A CLASS OR KNOWS THAT HE OR SHE WILL FAIL A CLASS, HE OR SHE MUST SEE A COUNSELOR IMMEDIATELY TO DISCUSS HOW TO MAKE UP (IF POSSIBLE) THE FAILED CLASS. Consequences to failing a class are as follows:

1. Generally, a student may take a particular class only once during the regular school program. Should a student fail a class, he/she may be required to retake that class through Adult Education courses, which require payment of a tuition fee and which are held after the regular school day or through VIP courses held at Bridgerland Applied Technical College.
2. In the event a student fails Driver's Education, the student will only be allowed to enroll in a make-up, Summer Driver's Education program, again offered at a fee.
3. In the event a student fails a Bridgerland Applied Technology College (BATC) program and is dropped from the program during a trimester, the student will not be allowed to register into a Mountain Crest class until the end of the trimester.
4. In the event a student fails or is removed from Released Time during a trimester, the student will not be allowed to register into a Mountain Crest class until the end of the trimester.
5. In the instance of chronic failure, or default in meeting educational requirements, a student may be referred to Superintendent and Board of Education for removal from school.

FEES

Fees for activities, participation to run for an office or be on a team, books, Advanced Placement (AP) tests, etc. are required to be paid before the student is allowed to participate. If student fees are still unpaid by the time the student is ready to graduate, the student will not be allowed to participate in the graduation ceremony.
FERPA
Under the federal Family Educational Rights and Privacy Act (FERPA), parents may annually review student records. Parents wishing to review their son/daughter's records should contact the school for an appointment. In a timely manner, the school will respond to such requests within 45 days of the notification. Parents or eligible students (those 18 years of age) may ask the school to amend the records they believe are inaccurate or misleading. Their request must be in writing, to the principal, and state what part of the record is inaccurate and why and what they want changed. If the school decides not to amend the record as requested, the District will notify the parent or eligible student and advise them of their right to a hearing regarding their request for a change.

Parents/guardians/eligible students have the right to consent to disclosures of personally identifiable information contained in student records except as provided by FERPA. Disclosure without consent is allowed to school officials with legitimate educational interests. A school official has a legitimate educational interest if that official needs to review an educational record in order to fulfill his/her professional responsibility.

Fire Alarms
Fire alarm stations and devices safeguard students and the school. False fire alarms are illegal, and anyone who triggers a fire alarm falsely is subject to prosecution and arrest and may be charged as a class B misdemeanor.

The signal for a fire drill is a continuous sounding of the emergency alarm. When the fire alarm sounds, students are to exit the building immediately according to the exit plan posted in each room. Students are to gather in the parking lots outside the building. An all clear PA announcement will signal when it is safe to re-enter the building.

FLEX Class Overview
The Flex program is designed to allow students time within the school day to get extra help from teachers, have extra time to work on school assignments, participate in enrichment activities, and/or earn credit. This class is sandwiched between first and second hours. Each FLEX class is six weeks long, with two sessions per trimester.

Students should preregister for the classes they need or want from the school website at announced times. Students who fail to register themselves will be assigned a FLEX class. Students below a 2.0 GPA must register for the study hall class that will be of the most benefit to them. Because students choose their own FLEX class, they are expected to attend that class regularly. On occasion when a student needs help from one of his/her other teachers, the student needs to obtain a FLEX pass from that teacher prior to the FLEX hour. All students must go to their assigned FLEX class for roll call and to listen to announcements, and then if they need to move to another class, they can at that time. Students must present the FLEX pass to their teacher for approval before moving to another class.

All FLEX classes other than those taken for credit are pass /fail classes. To pass, students must meet the teacher’s attendance and participation requirement. This means students need to attend, be on time and be productive in class. Students who fail a FLEX class jeopardize their opportunity to “walk” at graduation. To earn back “walking” privileges, after failing a FLEX class students must appear in Peer Court to determine the makeup requirements.

It is the expectation of the Mt. Crest faculty and administration that students will take full opportunity of the FLEX program to enhance student learning.

GED
Adults (18 years and over whose high school class has graduated) may pay for and take a GED test at any time. Successful passage may result in up to 5 credits toward an adult high school diploma. The GED may not be given to anyone under 17 years of age. Students 17-18 years of age whose high school class has not graduated may only take the GED by presenting: (1) a letter from the local Utah school district verifying the individual is not currently enrolled; and (2) a letter from the parent/guardian authorizing the individual be allowed to take the GED or a marriage certificate from the applicant (if s/he is married). Under no circumstances may GED test results be converted to credit towards a regular high school diploma. No 16-year old or younger student is eligible for GED testing under any circumstance.
Graduation Ceremonies

Participation at graduation is a privilege and not a right. It is an important and dignified recognition of accomplishing 13 years of education. It is not a “party” nor “game-type” atmosphere. Beach balls, inflatable toys, air horns, noise makers, silly string, or any other devices that will disrupt this dignified event are not to be brought to graduation ceremonies by either the graduates or anyone in the audience. Graduates are not allowed to use cell phones or any other electronic devices or games during any part of the graduation ceremonies. Any person who disrupts this event will be immediately removed from the building and may be arrested.

Graduation Requirements

The Board of Education will award a Diploma of Graduation to students who have completed all requirements.

Grade Change Policy

Report cards are issued three times each year. They are issued to enable the home and the student to be informed of the student's progress.

The following terms are used in describing grades.

A  Superior quality of work
B  Above average work
C  Average work
D  Passing but poor quality
F  Failure (no credit given)
I  Incomplete (can change to passing grade if made up within six weeks from the end of the trimester, unless falling under university concurrent enrollment classification) (Typically teachers do not give I grades third trimester.)

Once a teacher assigns a grade to a student, that grade can only be changed by the teacher giving the grade. In any case, such changes must be made during the first six-weeks of the term following the term in question, no later.

An "incomplete" or I grade may (1) be requested by the student if illness or other extenuating circumstance arise which will prevent him/her from completing the required course work or (2) be given in a Performance-based class by the instructor if the student has not yet demonstrated mastery. The I grade may be given for purposes of remediation only, not for postponement or evasion of a failing grade. Unless the student has earned at least 60% of the possible points, an I grade may not be given. If a student receives an I, he/she must make arrangements with the teacher to complete the assigned work as quickly as possible, in no case no later than six weeks after end of the trimester. After an incomplete has been on the transcript beyond the sixth week and the student has failed to complete requirements, the grade will be changed to an F. The sole exception to this policy is if the student is enrolled in a university concurrent enrollment class requiring more than one trimester to complete. In this instance, the instructor may opt to give the student an I for the first trimester grade, which will be changed to reflect the final class grade at the end of the second trimester.

Regardless of reason, students who retake a class should understand that the previous grade received for the class retaken remains on their transcript and is unaffected by the new grade in the class retaken.

Grievance Procedure

The high school administration recognizes that each student has the right to present through accepted channels of communication, any grievance that he/she may have. The grievance may be presented, reviewed and equitably resolved through due process.

Each student is entitled to register a grievance by the following steps:

1. The grievance should be presented to the assigned assistant principal in writing clearly outlining the grievance and the desired outcome. The assistant principal has five days to render a decision, which shall be presented to the grievant in writing.
2. If the grievant is not satisfied by the decision of the assistant principal, the grievant may appeal the decision to the principal for arbitration. The appeal must also be in writing, clearly outlining the grievance and the desired outcome.
3. The principal may, at his option, interview, conduct an open hearing, and/or consult with the Mountain Crest Executive Council and/or Student Senate to obtain input from all necessary parties. The principal will give a decision or direction within ten consecutive days from the filed grievance.
4. If the grievant is not satisfied by the principal's decision, the grievant may then submit the grievance in writing to the superintendent within ten consecutive days from receiving the principal's written decision.
Gun Free Safe Schools Legislation

The 1995 Utah State Legislature passed legislation stating: "A student shall be suspended or expelled from a public school for any of the following reasons:

"Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including the possession, control, or actual or threatened use of real, look alike, or pretend weapon, explosive, or noxious or flammable material under Section 53A-3-502, or the sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2, an imitation controlled substance defined in Section 58-37b-2, or drug paraphernalia as defined in Section 58-37a-3;"

"A student who commits a violation of [this] Subsection involving a real, look-alike, or pretend firearm, explosive, or flammable material shall be expelled from school for a period of not less than one year, unless the district superintendent determines, on a case-by-case basis, that a lesser penalty would be more appropriate."

Additionally, the Federal Gun Free Schools Act states that as a condition of receiving any federal assistance under the Elementary and Secondary Ed ACT (ESEA), a district must have in effect a policy requiring the expulsion from school for a period of not less than one year, any student who brings a firearm to school, except that the district's chief administrative officer may modify the expulsion on a case by case basis.

Students must understand that the policy penalties are very stringent and required by law. They should also understand that the school parking lot is school property, and a firearm in a vehicle is a violation of state and federal laws. Vehicles on school property are subject to search.

Homebound

A parent or guardian may request instructional materials for a student if accident or illness necessitates more than three consecutive days of absences. Requests should be made through the Attendance Office, and the materials may be picked up at the Attendance Office. To curb abuse, a letter from a doctor may be required before a student is placed on homebound rolls.

Immunizations

The State of Utah requires all students in grades 7-12 to have a second immunization of a measles vaccine. Students who have not updated their immunization in this manner will not be admitted to school. State law requires the school review all student immunizations to assure compliance with the state law.

Lagoon Trip

This is an activity only for seniors to celebrate graduating from high school. Seniors are required to show I.D. confirming their grade status at the time of boarding buses for Lagoon. Breaking of Lagoon rules may result in arrest, removal from the park, and/or not participating in graduation ceremonies. Students who are rude to or defy MC faculty/staff members may not participate in graduation ceremonies as determined by the administration.

Laser Pointing Devices

Because of the risk of eye injury from laser pointing devices, students may not possess such devices on campus. Any laser device found in a student's possession will be confiscated and not returned.

Library/Media Center

Students and teachers are invited to use the Library/Media Center to browse, to read, and to study. Books and materials may be signed out. No late fines are charged. In case of lost or damaged materials, replacement costs will be assessed. While using the Library/Media Center, students should remember to be considerate of others. The media specialist and media student assistants will help as needed. The center will be open one-half hour before and one-half hour after school.
Lockers

Student lockers are school property and are subject to search by school administrators. Because the school cannot control the student's dissemination of locker combination numbers, the school is not responsible nor liable for thefts from lockers. Students are encouraged NOT to leave valuables or money in lockers. Students will be responsible for the assigned locker. Any destruction to a locker will be charged against the occupants unless reported otherwise. A $1.00 service fee will be charged for a locker combination change.

Lost and Found

Found items should be turned in to the office. Lost items must be reported immediately. Owners must identify lost articles before they are returned. Lost articles not picked up at the end of each trimester will be disposed of.

Make-up Policy

Class work or tests missed because of student absence must be promptly made up. Teacher disclosure statements reveal the limitations imposed by the teacher, usually noting the work must be completed within 5 days. Teachers may not accept make-up work after that time limit.

It is the responsibility of each student to arrange for his/her own make-up work when absent, whether it be due to illness, suspension, vacation or other school or parental excused activities. To arrange for make-up work, a student and/or parent may contact teachers directly, call a fellow student for assignments, get the work beforehand, or pick up the homework when he/she returns to school.

When a student's absence is unverified or the result of a suspension, the school is under no compulsion to provide for make-up work or examinations.

Matches and Fireworks

No person shall be allowed to use matches, lighters, candles or any uncovered flames in any building except in a proper laboratory and with the consent of the teacher in charge.

Fireworks will not be tolerated at any time. Because of school fires and resultant danger to lives and property, the Cache Board of Education has determined that any act of arson is grounds for automatic expulsion of a student for the remainder of the trimester and loss of credit for the trimester during which the student was expelled. See also the above Gun Free Schools policy.

Medicine

It is against the law for teachers or administrators to dispense any kind of medicine. If a student has need of aspirin or any other kind of medicine, he/she should bring it from home.

Messages & Deliveries to Students

During class time, no messages or deliveries to students will be made. Instead, between classes or at lunch time, announcements of messages and deliveries will be made, inviting the student to come to the office for the message/delivery.

Off-Campus Areas

While strictly speaking, the school campus is restricted just to the school property, students should be aware that Hyrum City constantly receives complaints from citizens regarding students parking in front of their driveways, mailboxes, and property. Additionally, the city soccer fields and adjacent property is heavily patrolled by law enforcement, and entry onto those areas is subject to city control. Students are strongly advised to stay away from those areas during school hours.

Parking

The District provides busing for all eligible students, but recognizes that some students choose to drive to school. A student parking lot is provided to accommodate their cars. Students electing to park at the school do so at their own risk. In providing a safe environment, vehicles on school campus are subject to search. The school is not responsible or liable for damage or theft done to vehicles or contents of vehicles while parked at school.

Students are not to park in faculty parking lots, fire lanes, compound areas, or in visitor parking areas. Vehicles parked improperly will be cited, booted, or towed at the driver's expense.

The parking lots are patrolled during school hours by Cache County Sheriff officers, and violators will be cited. A $15 fine is standard for violations, payable to the school bookkeeper. Following your third unpaid violation, you will be booted. Should a “boot” be placed on your car, a $50 fine will be required before the boot is removed. Student vehicles
with repeat or outstanding violations or student vehicles parked in unauthorized areas may be towed (vehicle driver subject to impound fees), and the vehicle will not be released until impound fees AND outstanding fines at Mountain Crest are paid in full.

Vehicles parked in front of driveways, mailboxes, and garbage cans will be towed at the driver's expense.

**Photographing/Videotaping**

If any parents or guardians have concerns about photographs or videos of their student(s) in activities or events, they are invited to contact the school principal to discuss those concerns. Students participating in school activities, performances, or events are understood to also consent to photography, videotaping, or other means of recording the activity, performance, or event.

**Practices (Athletics and Group Activities)**

- **Morning** 6:00-7:45 1 3/4 hours
- **Afternoon** 2:45-5:15 2 1/2 hours

No practice for any group will start before 6:00 a.m. and no practice will continue past 5:15 p.m. District policy provides that school buildings are closed on Sundays.

**Public Address System**

As a general rule announcements are to be made once a day. The P.A. System should be used only for announcements bearing a school-wide impact. Announcements should be submitted to the Main Office. The signature of the advisor should be on the announcement.

**Region Policies Regulating Sportmanship**

Mountain Crest High School follows all policies set forth by *Utah High School Activity Association* in their current Handbook.

**Student Exchanges:**

No student exchange days are allowed unless arranged by principals for a special purpose.

**Public Address System:**

1. Public address systems should not be used as a cheerleading instrument.
2. Game announcers should be as objective as possible.

**Release Time**

This is a time during the school day for which students have registered to participate in off-campus instructional activities. Students are not allowed to be on campus during this time. If students choose to be on campus instead of their release time activity location, they will be ticketed for truancy.

**Residency**

Students must live with parents or legal guardian while attending Mountain Crest. Students who are not living with their parent/guardian may be denied enrollment. They must call the District Office (435-752-3925) to complete a permit to register form if living outside Mountain Crest High School boundaries.

**Resource Officer**

A deputy sheriff maintains an office at the school and assists in investigations at the school, conducts routine patrols, enforces all applicable laws, as well as teaches a law enforcement class. Students are welcome to contact the resource officer for law enforcement related matters.

All thefts should be reported immediately to the resource officer. The school is not responsible nor liable for lost or stolen items.
Roads Less Traveled

A literary magazine, Roads Less Traveled, is published yearly by the school. Any student wishing to submit poems, essays or stories written by them may do so. The final acceptance date is near the end of the second trimester and will be announced. The publication will consist of the works considered best by the Roads Less Traveled staff.

Roller Blading/Skateboarding

Individuals are not permitted to roller blade or skateboard in buildings or anywhere on school property.

Scholarships

Scholarships worth thousands of dollars are given to our students each year. Students should check with the counselors on scholarship possibilities. Some private universities require applications to be sent in between the junior and senior year.

School Rings

A school ring is available to those students who desire to own one. There are no restrictions. Further information may be obtained through the office.

Searches & Seizure

In order to maintain order and discipline in a school and to address the challenges posed by drugs, weapons, and theft, school administrators are empowered to conduct on-campus searches of student lockers, bags, and automobiles. Students are advised that searches by school administrators may occur on campus. Additionally, law enforcement may be summoned if sufficient cause for a search is apparent.

Selecting Performing Groups/Teams Members

Selection of members of school performing groups or teams is based upon that group's/team's director's/coach's criteria, which may include try outs and outside judging. Selection is not based upon voting of the student body or of those trying out.

Seminary

Released time for seminary is a privilege. If this privilege is abused the administration has the right to revoke this privilege.

Sexual Harassment

The Cache County School District forbids sexual harassment as an illegal form of discrimination. This includes student-to-student as well as adult-to-student or student-to-adult harassment.

If you believe you are being sexually harassed, your best recourse may be first to tell the person involved that you are uncomfortable with the behavior and do not like it, and that you want it stopped. In many cases your clear indication that you want something stopped will be enough to take care of the situation.

You are not required, however, to confront the person in this way. You have the right to take the problem immediately and directly to appropriate school or district authorities. When appropriate, complaints should be submitted to the building principal or supervisor.

Anyone who is a victim of, or a witness to, sexual harassment taking place has the right to file a complaint with the Title IX Director Kirk McRae at the District Office.

Sick Room

The sick room is located in the Main Office. Students must check in with the school secretary before using the facilities.

Solicitation for Profit

Flyers, handbills, posters, or any other form of communication for commercial gain is prohibited without express permission from Mountain Crest Administration.
Speed Limits
Maximum speed limits on campus driveways and parking lots is 15 miles per hour or slower according to existing conditions. Patrolling of the campus speed limits is done by law enforcement. Violators will be cited.

Student Body Cards
A student body card is a form of identification. It is your passport to school functions and your Lunch card. It is not transferable. A card will be confiscated if used improperly.

If a student loses his/her card, a $5.00 replacement fee will be charged.

Students with Disabilities
Students with disabilities are those individuals who qualify for special education and related services under Public Law 101-476, the Individuals with Disabilities Education Act (IDEA), and/or under Section 504 of the Rehabilitation Act Amendments of 1973 and/or under the Americans with Disabilities Act of 1990.

All students with disabilities enrolled in Cache County School District are accountable for the same standards of behavior as non-disabled students unless their Individualized Education Plan (IEP) teams have determined that their disabilities prevent adherence to these standards and have agreed upon altered standards on their IEP’s. Students with disabilities represent a protected class of individuals.

Suspension
The school may suspend a student for misbehavior or poor attendance for up to ten days. During a suspension, the student may not be on the school campus without facing being cited for trespass. Teachers are under no obligation to provide homework or tests for students suspended from school. Every student suspended from school will be referred to a counselor for guidance.

Theft
Students should report thefts to the school resource officer immediately. The school is not responsible for losses due to thefts. Students are advised to leave valuables at home.

Transportation to Activities
The school will provide transportation for students representing the school in most school sponsored activities. At times, busing will be offered for spectators who purchase a transportation ticket. For their own welfare and safety, students are requested to use buses arranged for by school officials. The Mountain Crest High School Administration does not advocate students traveling to out-of-town activities in vehicles operated by students.

Transfers
Student Educational Occupational Plans (SEOP) guide class registration. In any case, no transfers are possible after the first five days of a trimester. If a transfer is made during a grading period, any academic grades earned and attendance infractions from the exited class will be transferred to the new class records.
Travel
When students are representing the school, they must travel as a group to and from the activity and use district approved transportation. The only exception to this policy is that, at the discretion of the advisor, the advisor may elect to allow a student to travel home after an activity with that student's parent/guardian. In no event will a student be allowed to travel home with anyone other than that student's parent/guardian. Any student who knowingly avoids school officials so that he/she can not be transported to or from the activity may be excluded from all bus transportation. All school activities must utilize district approved transportation and adhere to this policy.

Trespass
Utah State law provides that a person is guilty of criminal trespass upon school property if the person does the following:
1. Enters or remains unlawfully upon school property, and:
   A. intends to cause annoyance or injury to a person or damage to property on the school property;
   B. intends to commit a crime; or
   C. is reckless as to whether the person's presence will cause fear for the safety of another; or
2. Enters or remains without authorization upon school property if notice against entry or remaining has been given by:
   A. personal communication to the person by a school official or an individual with apparent authority to act for a school official;
   B. the posting of signs likely to come to the attention of trespassers;
   C. fencing or other enclosure obviously designed to exclude trespassers; or
   D. a current order of suspension or expulsion.

During class time, students are expected to be in class. Students are not allowed to be in the school building if they are not enrolled in a class. Violators will be cited for trespass and referred to the courts.
If you are in the building or on school grounds after hours or on weekends without adult supervision and direction, you can be arrested for trespass.

Truancy/Daytime Curfew
Hyrum City has passed a truancy/curfew ordinance (October 15, 1998). The purpose of the law is to keep students in class as required by Utah Compulsory Education Requirements, Utah Code Ann. 53A-11-101-106. If a school-aged student is found out of class anywhere in the City of Hyrum during class time and without a valid excuse from the school or involved in an emergency situation stated by the parent or guardian, the student may be cited. Fines for violations are not to exceed $500. Students may go to lunch off campus as long as they return to their next class on time. The law does not apply to students who are accompanied by their parent/guardian or are on an errand or appointment at the direction of their parent/guardian. The law also does not apply to interstate or intrastate travel as long as the student has the permission of the parent or guardian, and it does not apply to emergency situations or to school, religious, or recreational activities supervised by adults and sponsored by the city or other entity taking responsibility for the student. This policy will be strictly enforced for student safety.

Video Assembly Guidelines
The following are suggestions that will help you when making a video to show the MCHS Student Body. This is not meant to be a checklist or an all inclusive guide. This guideline is meant to be a help so the students will enjoy your production:
1. Your production needs to be under 2 minute long.
2. Make sure your scenes are short and not long or drawn out.
3. Make sure your audio (speaking) is loud enough to hear.
4. Even if your audio is good, you should use subtitles (captions) to help the viewer understand the most important points you wish to teach.
5. Have some rockin music that makes your video exciting.
6. It is helpful to show people's faces and expressions.
7. Follow MCHS school policies and procedures. (see school calendar for specifics)

All DVD’s or Flash Drives (preferable) must be given to Mr. Hamilton at least 3 days prior to viewing.
All Videos/Skits Must be Under 2 minutes or they will be not shown/performed.

Visitors
Visitors may attend Mountain Crest High School only with the permission of a principal and with the receipt of a visitor's pass. Admission into each class is by showing the visitor's pass to the instructor and by the permission of the classroom teacher. Visitors to the school without a visitor's pass may be cited for trespass. Student visitors from other Cache Valley schools are not permitted during school hours unless they are part of an official student delegation from a valley school and are here to represent that school.

Weapons
State law provides that a person who possesses a weapon, explosive, flammable material, or other material dangerous to persons or property in a public or private elementary or secondary school, on the grounds of the school, or in those parts of a building, park, or stadium which are being used for an activity sponsored by or through the school is guilty of a class B misdemeanor or higher penalty as provided in Title 76, Criminal Code. See also Gun Free Safe Schools Legislation

Withdrawals and Refunds
The student must contact his counselor for an interview and withdrawal form. This form is to be presented to each teacher and the Media Coordinator who will list any charges due and sign the space provided. Any grade the student has earned to date will also be listed by each teacher on the right hand margin of the withdrawal form.

No refunds can be made for insurance because premiums are submitted to the insuring company at the beginning of the school year.
SECTION V: APPENDIX

State laws governing student attendance include the following:

**Ed. Code 53-24-1.**

**Minimum time—Exceptions, excuses and exemptions.**

Every parent, guardian or other persons having control of any minor between six and eighteen years of age shall be required to send such minor to a public or regularly established private school during the regularly established school year of the district in which he resides; provided:

1. That any minor over the age of sixteen, who has completed the eighth grade or whose services are required for the support of mother or invalid father may be legally excused to enter employment, but if such a minor is so excused, the parent, guardian or other person shall be required to send such a minor to a part-time school or class at least one-hundred forty-four hours per year.

2. That in each year the parent, guardian or other person having control of any such minor may be excused by the board of education of the district from sending such a minor to a public regularly establish private or part-time school or class for any of the following reasons:
   a. That such minor has already completed the work of a senior high school.
   b. That such minor is taught at home in branches prescribed by law for the same length of time as children are required by law to be taught in the district schools, provided that a minor legally excused to enter employment may be excused from attending a part-time school or class for the reason that such minor is taught at home the required number of hours.
   c. That such minor is in such physical or mental condition (which must be certified by a competent physician if required by the board) as to render such attendance inexpedient and impracticable.
   d. That no such school is established, or class is taught for the requisite length of time, within two and one-half miles of the residence or the place of employment of the minor, unless free transportation is provided.
   e. The proper influences and adequate opportunities for education are provided for in connection with the employment of such minor.
   f. That any minor who has reached the age of sixteen years and whose school experience has, in the judgment of school officials demonstrated that such minor is unable to profit from school attendance, either because of the student's inability or because of the student's continued negative attitude toward school regulations and school discipline, may be excused from school attendance upon recommendation of the school superintendent, and approval of the district board of education.

3. The evidence of the existence of any such reason for non-attendance must be in each case sufficient to satisfy the board of education of the district in which the child resides, which if so satisfied, shall issue a certificate stating that the holder is exempt from attendance during the time therein specified.

**Ed. Code 53-24-1.5**

The boards of education in every school district shall make earnest and persistent efforts to resolve a child's attendance problem, which may include:

1. Conference between the child, his parents, and the school;
2. Monitoring of attendance by parent and school;
3. Counseling of the child by school authorities;
4. Adjustment of curriculum and schedule to meet special needs of the child;
5. Communication between the parents of the child and the school to encourage and enlist parental support for attendance;
6. Providing alternative programs if available;
7. Enlisting the assistance of community and law enforcement agencies; and
8. Establishing or designating educational receiving centers for truant children.
The parent or guardians of a truant child shall cooperate with school authorities in resolving the attendance problem. If the behavior is not corrected after earnest and persistent efforts are made by the parent or guardian and the school, the school district may expel or release a child from school as provided in section 53-24-1.

**Ed. Code 53-24-3.**

**Dereliction of parent or guardian—Penalty**

Any parent, guardian, or other person having control of any minor coming within the foregoing provisions who willfully fails to comply with their requirements is guilty of a misdemeanor.

**Ed. Code 53-24-4.**

**Duty of boards of education and juvenile courts**

It shall be the duty of the board of education of each district to inquire into all cases of misdemeanor herein defined, and to report the same and the offender concerned to the juvenile court of the district within which the offense has been committed; and it is hereby made the duty of the officers of such a juvenile court to proceed immediately to investigate and take appropriate action.

**Laws and Policies Related to Student Behavior/Citizenship**

The primary goal of education is the development of individuals who possess the knowledge, skills and human characteristics necessary to enable them to live meaningful lives and to be positive contributors to society.

The Supreme Court of the United States has ruled that society has the right to compel children to attend school for two reasons (Wisconsin vs Yoder, 406 U.S.205): (1) to prepare them to be good citizens, and (2) to teach them to be self-reliant and self-sufficient. The first of these reasons is evident. The relationship with the second has been made clear by research showing that people are rarely fired from their jobs because of lack of skill; firing is almost always the result of poor citizenship as evidenced by unreliability, excessive absence from work, and failure to get along with other people.

Utah State law requires that careful attention be placed upon citizenship education:

It shall be the duty of all district boards of education...to provide that persons employed to give instruction and guidance to young people under eighteen years of age...shall give special emphasis to common honesty, morality, courtesy, obedience to law, respect for the Constitution of the United States, and the Constitution of the State of Utah, respect for parents and home, the dignity of necessity of honest labor and other skills, habits and qualities of character which will promote an upright and desirable citizenry and which will better prepare our youth for a richer, happier life. (Section 53-14-10, Utah Code annotated 1953)

**Cache District policy (adopted 1990) Illegal Substance Use**

**Statement of Intent**

The Board of Education recognizes that all students have a right to attend school in an environment that is safe and conducive to learning. Since alcohol, tobacco, and other drug use is illegal and interferes with both effective learning and the healthy development of children and adolescents, the district has a fundamental legal and ethical obligation to provide education toward a healthy lifestyle, prevent drug use, and to maintain a drug-free educational environment.

**Definition of Terms**

The words "use," "possession," "drug paraphernalia," "alcoholic beverage," "drugs," "controlled substances," "anabolic steroids," and "imitation controlled substances," shall have the meanings ascribed to them in the Utah Code (32A-1-5; 58-37-2; 58-37b-2 and 76-10-101; 78-13-1). The word "tobacco" shall include cigarettes, cigars, pipes, smokeless or other tobacco products in any form. "Resorting/Visiting" means knowingly and intentionally being present where controlled substances are being used or possessed on school grounds or school activities where use is open, obvious, apparent, and not concealed from those present. The word "parents" means natural parents, foster parents, or legal guardians. The words "designated educator" mean the individual designated by the principal of a school to receive from other school personnel reports of prohibited acts by students. "Employee" means a person employed by the Cache County School District.

**Statement of Policy**

The Board of Education recognizes that the illicit use, possession, distribution, or sale of alcohol, tobacco, controlled substances, or drug paraphernalia constitutes a hazard to students and is illegal under the statutes of the State of Utah. Therefore, the use, possession, distribution, sale, or being under the influence of such substances and paraphernalia is prohibited on any district owned property, at any activity sponsored by any of the district schools or when students are being
transported in vehicles dispatched by the district or school whether or not it is district owned property or during regular school hours.

**Goals of the Policy**

1. To eliminate the disruptive influence of drug, tobacco, and alcohol use on students and the educational process.
2. To provide protection of the health and welfare of all students as required by the doctrine of in loco parentis (to act in the place of a reasonable parent).
3. To help students become capable people, to reinforce and encourage students to make decisions to adopt and lead healthy productive lifestyles.
4. To establish a management framework for administrators to provide equitable and expeditious handling of alcohol, tobacco, and drugs.
5. To make optimal use of opportunities available to educators to identify and assist students involved with alcohol, tobacco, and drugs.
6. To communicate with parent/guardian of the student who may be involved in illegal acts.

**Report of Violations of the Drug, Tobacco, and Alcohol Policy**

1. **MANDATORY REPORTING**
   Any employee who has reasonable cause to believe that a student has committed a prohibited act as outlined in "Statement of Policy" above shall immediately report to the school's designated educator. (78-3e-2 and 53A-11-402)

2. Notice shall be given to parents so they might avail themselves of school programs, assistance, materials, resources and other outside sources.

3. The district, in complying with Utah's mandatory reporting law (78-3e) will not be held responsible for any financial liability resulting from the disclosure, assessment, treatment or counseling. Payment for services or materials provided by substance use professionals who are not district employees will be the responsibility of the parent.

**POLICIES ON STUDENT USE OF TOBACCO, ALCOHOL, AND DRUGS**

*Note: These policies follow the Utah High School Activities Association regulations (Article XI, Sections 1 & 2).*

**Statement of Tobacco Policy**

Cache School District supports State Law in prohibiting any unauthorized student use, possession, sale or distributing of tobacco/tobacco products. These actions are prohibited in any school building, or on any other property owned or operated by the District, or at any school sponsored activity, or in any vehicle dispatched by the District to transport students to or from an activity. These prohibitions apply whether or not the action occurs during regular school hours.

**Definitions**

The word "tobacco" shall include cigarettes, electronic cigarettes, cigars, pipes, smokeless, or other tobacco products in any form.

**Tobacco Possession or Use**

When a tobacco violation occurs, the school's designated educator will take appropriate action including notice to parent/guardian and issuance of a citation.
A. FIRST OFFENSE
   1. The student is issued a citation by the school's designated educator or law enforcement officer and will be referred to the Juvenile Court.
   2. Student is suspended from school 1-3 days.
   3. The student will be ineligible for participation in all extra-curricular activities or events for the present sport or activity season.
   4. If the student agrees to attend and in fact, successfully completes a tobacco cessation class, the principal may reduce the loss of eligibility to at least two extra-curricular events or at least two weeks of the season in which the student is a participant, whichever is greater.

B. SECOND OFFENSE
   1. Student is issued a citation by the school's designated educator or law enforcement officer and will be referred to the Juvenile Court.
   2. Student is suspended from school from 1-10 days.
   3. The student will be ineligible for participation in all extra-curricular activities or events for the period of the present sport or activity season or six weeks (whichever is longer).
   4. If the student agrees to attend and, in fact, successfully completes a tobacco cessation class, the principal may reduce the loss of eligibility to four extra-curricular events or four weeks of the season in which the student is a participant, whichever is greater.

C. SUBSEQUENT OFFENSES
   1. Student is issued a citation for each violation by the school's designated educator or law enforcement officer and will be referred to Juvenile Court.
   2. The student will be suspended 1-10 days and/or expelled from school by action of the Board of Education or placed in an alternative education environment.
   3. At the discretion of the District Pupil Personnel Director, the student may be readmitted. If the student is readmitted he/she will be ineligible for participation in extracurricular activities for the period of 18 weeks. Where applicable, this suspension carries over into the following school year.
   4. Reinstatement of eligibility at the end of the 18 week suspension is predicated upon successful completion of a formal assessment intervention and treatment program (at the expense of the student/parent/guardian).

STUDENT POLICY ON ALCOHOL USE

Alcohol Possession or Consumption
Cache School District supports State Law in prohibiting any student possession, consumption of alcoholic beverages, or being under the influence of alcohol. These actions are prohibited in any school building, or on any other property owned or operated by the District, or at any school sponsored activity, or in any vehicle dispatched by the District to transport students to or from an activity. These prohibitions apply whether or not the actions occur during regular school hours.

A. PROCEDURE WHEN VIOLATION OCCURS
   When a violation occurs, the designated educator will take appropriate action including notice to a parent/guardian and the law enforcement.

B. FIRST OFFENSE
   1. Law enforcement will be notified for collection of evidence and referral to Juvenile Court.
   2. A reasonable attempt will be made by the designated educator to notify a parent or guardian.
   3. The student will be suspended for 1-3 days.
   4. The student will be ineligible for participation in extra-curricular activities or events for at least 2 consecutive games or events as determined by the school administration.
C. SECOND OFFENSE
   1. Law enforcement will be notified for collection of evidence and referral to Juvenile Court.
   2. A reasonable attempt will be made by the designated educator to notify a parent or guardian.
   3. The student will be suspended. (refer to 5 and 6 this section)
   4. The student will be ineligible for participation in extra-curricular activities for a period of the present sport or activity season or six weeks (whichever is longer).
   5. The school counselor will provide information to parents helping them to seek help for further evaluation of the child from outside agencies. Verification of participation in and/or commitment to outside assessment, counseling, and/or treatment will be required at parent/guardian expense before the student can be readmitted to school.
   6. If the student and a parent/guardian decline to follow the school's recommendations, a referral may be made to the School District Pupil Personnel Director that the student be expelled from school or placed in an alternative education environment.

D. SUBSEQUENT OFFENSES
   1. Law enforcement will be notified for collection of evidence and referral to Juvenile Court.
   2. A reasonable attempt will be made by the designated educator to notify a parent or guardian.
   3. The student will be suspended from school and may be expelled by action of the Board of Education or placed in an alternative education environment.
   4. At the discretion of the District Pupil Personnel Director, the student may be readmitted. If the student is readmitted he/she will be ineligible for participation in extra-curricular activities for the period of 18 weeks. Where applicable this suspension carries over into the following school year.
   5. Reinstatement of eligibility at the end of the 18 week suspension is predicated upon successful completion of a formal assessment intervention and treatment program (at the expense of the student/parent/guardian).

STUDENT POLICY ON DRUGS AND CONTROLLED SUBSTANCE USE

Procedure When Violation Occurs

A. Contact law enforcement.

B. Preserve and immediately transfer to law enforcement all real or imitation drugs, paraphernalia, or other related evidence. Drugs and paraphernalia should pass through as few hands as possible, due to court evidentiary constraints.

C. FIRST OFFENSE
   1. Immediately notify law enforcement and provide them with all confiscated evidence and information. Preserve and secure the evidence for law enforcement.
   2. A reasonable attempt will be made by the designated educator to notify a parent or guardian.
   3. The student will be suspended 1-3 days.
   4. The student will be ineligible for participation in extra-curricular activities or events for at least 2 consecutive games or events as determined by the school administration.

D. SECOND OFFENSE
   1. Immediately notify law enforcement and provide them with all confiscated evidence and information. Preserve and secure the evidence for law enforcement.
   2. A reasonable attempt will be made by the designated educator to notify a parent or guardian.
   3. The student will be suspended. (Refer to 5 and 6 this section)
   4. The student will be ineligible for participation in extra-curricular activities for period of the present sport or activity season or six weeks (whichever is longer).

   5. The school counselor will provide information to parents helping them to seek help for further evaluation of the child from outside agencies. Verification of participation in and/or commitment to outside assessment, counseling, and/or treatment will be required at parent/guardian expense before the student can be readmitted to school.
6. If the student and a parent/guardian decline to follow the school's recommendations, a referral may be made to the School District Pupil Personnel Director that the student be expelled from school or placed in an alternative education environment.

E. SUBSEQUENT OFFENSES
1. Immediately notify law enforcement and provide them with all confiscated evidence and information. Preserve and secure the evidence for law enforcement.
2. A reasonable attempt will be made by the designated educator to notify a parent or guardian.
3. The student will be suspended from school and may be expelled by action of the Board of Education or placed in an alternative education environment.
4. At the discretion of the District Pupil Personnel Director, the student may be readmitted. If the student is readmitted he/she will be ineligible for participation in extra-curricular activities for a period of 18 weeks. Where applicable this suspension carries over into the following school year.
5. Reinstatement of eligibility at the end of the 18 week suspension is predicated upon successful completion of a formal assessment intervention and treatment program (at expense of the student/parent/guardian).

Selling or Distributing Drugs

Any student who has violated any school rule or state law pertaining to selling or distribution of real or imitation drugs, or drug paraphernalia, will be recommended to the School District Pupil Personnel Director for expulsion. Participation in outside evaluation or assessment WILL NOT be allowed as an alternative for a student found to be in violation of this policy of selling or distributing drugs on school premises or off school premises at an approved school activity.

COURT ACTION PERMITTED BY STATE LAW

1st Conviction of Any Drug Offense*
1. Court must order $150 drug fee (applies to juveniles and adults);
2. Court must assess 20 to 100 hours of community service;
3. Community service hours may be credited for attending an approved substance abuse program;
4. Court must order suspension of driver license;
5. Court must notify the Driver License Division;
6. All of the above are in addition to any other penalties imposed.

1st Conviction of Alcohol Offense**
1. Court may order suspension of driver license;
2. Court may notify the Driver License Division;
3. Court may impose 20-100 hours of community service;
4. Community service hours may be credited for attending an approved substance abuse program;
5. Court may impose other sanctions.

2nd Conviction of Alcohol Offense**
1. Court must order suspension of driver license;
2. Court must notify the Driver License Division;
3. Court must order from 20 to 100 hours of community service;
4. Community service hours may be credited for attending an approved substance abuse program.

Effective date for fee or fine and community service hours: April 24, 1989
Effective date for driver license suspension: July 1, 1989

Note: If a juvenile does not yet have a driver license, and is convicted of a drug or alcohol offense, the issuance of the driver license may be delayed for at least six months from the time the juvenile would otherwise have been eligible to receive his/her license.

*A drug offense consists of the possession, use, or distribution (giving away or selling) of any controlled substance (including marijuana, cocaine, steroids, or other drugs listed in the law); or an imitation controlled substance (something that
looks like a controlled substance even though it isn't); or any drug paraphernalia (things like hypodermic needles, bongs, roach clips, hash pipes, etc. which may be used to produce, package, distribute, or use drugs).

**An alcohol offense consists of the possession, use, or distribution (giving away or selling) of any alcoholic beverage (including beer).**
Please remember: School computers are not for students’ personal use, including personal e-mails, text messaging, internet use, etc.

A copy of the 2014-15 Acceptable Use Policy (see the sample below) must be signed by both the student and the parent/guardian (even those 18 years of age) and on file at the school in order for a student to have access to ANY computer at Mountain Crest High School. Forms were included with registration materials and should have been returned with all other registration materials.

2014-15 School Year
Cache County School District
Mountain Crest HS Student Computer & Internet Acceptable Use Policy
Revised: July 2014

Cache County School District has given students the opportunity to gain computer skills necessary for course work and advanced learning. In order to protect the student, the District will provide Internet content filtering and virus control software. Per the school’s request, students will be issued usernames and passwords. The network will be monitored for safety. Computer use is a privilege and students can lose this privilege and be subject to disciplinary action should they choose to violate the conditions of this contract. If the student’s parent/guardian hasn’t signed this legally binding contract, this means that they do not want their student to have access to school computers and/or the Internet. This document must be renewed yearly.

Privileges: Use of the Internet and school computers is a privilege and not a right. Internet services provided by the school and district are not intended for personal or private use, CCSD computer system administrators will determine appropriate use. Their decision is final; the system administrator may deny user access at any time.

Privacy: Students have no expectation of privacy of electronic data or communications (i.e., files, disks, documents, emails, etc., which have been created in, entered in, stored in, downloaded from, or accessed on the CCSD computer system). System Administrators monitor, log, and may review any or all files and messages created on the CCSD computer system at any time.
**Terms and Conditions**

**Students will:**
- Only use school computer equipment with permission from and under supervision of lab advisor, faculty or staff member.  
- Respect and follow computer teacher/advisor instructions.

**Use computer hardware, the Internet, and the school network to work on school related assignments only.**
- Immediately report equipment failures to staff members.  
- Immediately report accidental access to unauthorized sites.  
- Use computer property properly, and ask for help when necessary.  
- Report unacceptable Internet sites to staff supervisor.  
- Follow basic net-etiquette and be a good network citizen.

**Students will not knowingly use school computers, equipment, or facilities to:**
- Access or distribute inappropriate materials objectionable to use in a public school environment.  
  This includes pornographic, obscene, sexually explicit, or threatening material.  
  **It is a Criminal Offense to view pornography on a school computer.  UCA 76-10-1234**
- Use one’s identity, misrepresent one’s identity or use another’s identity to illegally access student, school, or district information or send email, chat, or any form of electronic communication. 
- Communicate with vulgar, defamatory or threatening language, graphics, or artwork,  
- **Download, upload, install or execute software** without prior approval from an authorized teacher/advisor. 
  - Violate copyright or intellectual rights by knowingly downloading or distributing copyrighted material. 
  - Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulating system data. 
  - Engage in hacking or miscreant activity such as purposefully loading or transmitting computer viruses, worms, malware, sniffers, packet capture software, password grabbers, spy-ware, or software that compromises the network in any way. 
- Change or manipulate the configuration of computer hardware or software.  
  - Operate an unauthorized business.  
  - Lobby for political purposes.  
- Execute non-educational gaming at any time. In other words: **PLAYING GAMES is NOT allowed.**  
  - Customize computer settings for personal use.  
  - Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent.  
  - Use of any interactive real time Internet activity (such as chat rooms).  
  - Copy system or curriculum programs or files from a computer or the network without permission.  
  - Send mass emails.

**The above examples are not all-inclusive.**
**Non-District Equipment:** Non-district equipment is not allowed access to the school computer network.

Violation of ANY PART of this policy will be subject to consequences as determined by school, network, and district administration. This may include failure in citizenship, revocation of computer privileges, failure and/or removal from computer courses, suspension, expulsion, or other actions deemed appropriate by Mountain Crest High School Administration, Cache County School District Administration or the Cache County Sheriff’s Office.

**STUDENT SECTION:** I have read the *Cache County School District/Mountain Crest High School Computer and Internet Acceptable Use Policy* and agree to abide by ALL conditions. I understand that violation of the provisions stated in the Policy may constitute suspension or revocation of computer/network/Internet privileges and/or disciplinary action.

**SPONSORING PARENT OR LEGAL GUARDIAN SECTION:** I have read and understand the *Cache County School District/Mountain Crest High School Computer and Internet Acceptable Use Policy*. I understand that Mountain Crest High School administrators and the Cache County School District networks have taken reasonable precautions to ensure that controversial material is not accessible. Nevertheless, I understand that content which may be offensive may still be available and have discussed with my student appropriate actions to take if inappropriate content is discovered. I give my permission for my student to use the Mountain Crest High School/Cache County School District computers and Internet services provided at the school under appropriate adult supervision: