

**MOUNTAIN  
CREST  
HIGH  
SCHOOL**



**STUDENT  
HANDBOOK  
2020-2021**

## FACULTY AND STAFF

### ADMINISTRATION

Teri Cutler, Principal  
Denise Mouritsen, Assistant Principal  
Joel Winkler, Assistant Principal  
Mike Richardson, School Resource Officer

### GUIDANCE DEPARTMENT

Dave Clark, Counselor  
Kris Hart, Counselor

Rebecca Henrie, Career Center  
Coordinator

Amy Nielson, Counselor  
Angela Wood, Counselor

### FACULTY

Ali Adair  
Artus Amundson  
Kevin Andersen  
Cade Bassett  
Justin Beus  
Jessi Bingham  
Michael Boam  
Summer Bott  
Mindy Burgon  
April Cooper  
Nathan DeMonja  
Madison Dillingham  
Kyle Durazzani  
Allison Feinauer  
Stephaine Ferguson  
Rich Gittins  
Mike Gurney  
Tyler Hansen  
Danielle Harrop  
Lindsey Haslam  
Megan Haslam  
Blake Heaton

Dani Hervey  
Stacie Hofmeister  
Wendi Hoskins  
Amber Hyatt  
Christal Jackson  
Melissa Jensen  
Allyson Jeppeson  
Pam John  
Lisa Johnson  
Karlie Jordan  
Lori Karaghoulis  
DonNel Lamb  
Jason Lee  
Katherine Lucero  
Trudy Mair  
Steven Mamanakis  
McKenzie Martindale  
Nicole Martineau  
Marcus Maw  
Rebecca Maxwell  
Angela Meacham  
Jacquelyn Mukherjee

Sadie Murdock  
Brad Noble  
Amy Norman  
Sallie Petersen  
Tyler Putnam  
Isaac Reeder  
Jeanne-Louise Shelton  
Tammy Short  
Katie Shupe  
Andrea Smith  
Chandler Smith  
Kim Sorensen  
Sari Sparks  
Tyrell Stephens  
Mark Stevenson  
Abbey Swenson  
Doug Tovey  
Jay Tovey  
Shaunda Wenger  
Tom Williams  
Joel Yoder

### SECRETARIES/PARAPROFESSIONALS

Amy Archibald, Registrar  
Cristy Poppleton, Attendance  
Julie Call, Administrative  
Rosa Hall, Receptionist  
Steffanie Hansen, Finance

Dawna Webb, FLEX/Receptionist  
Amy Johnson, Finance  
Lori Reynolds, Lunch  
Becky Merritt, EDNET/Concurrent

## STUDENT LEADERS

### EXECUTIVE COUNCIL

*Beth Apedaile*  
*Daniel Newman*  
*Jaycee Osborne*  
*Joshua Hunsaker*  
*Myles Hancock*  
*Seth Clawson*  
*Tanner Bone*  
*Tyson Merrill*

*Melissa Jensen, Advisor*

### SENIOR CLASS

Bree Torrie  
Brooke Bury  
Logan Shock  
Tess Henrie  
Valerie Duncan

*Cade Bassett, Advisor*  
Jacquelyn Mukherjee, Co-chair

### JUNIOR CLASS

Addi Jensen  
Jenna McDougal  
Marissa Hancock  
Todd Rigby  
Trevor Allen

*Jessie Bingham, Advisor*  
Tammy Short, Co-Chair

### SOPHOMORE CLASS

Bracken Hertzler  
Brody Schock  
Brynlie Chambers  
Ray Robins  
Samantha Watrin

*Stephanie Ferguson, Advisor*  
*Sadie Murdock, Co-Chair*

### FRESHMAN CLASS

Analise Williams  
Caden Rupp  
Clara Croshaw  
Joseph Hunsaker  
Ryen Reilly

*Shaunda Wenger, Advisor*

### REPRESENTATIVES

Brooklyn Robins	--	Academic
Parker Smith	--	Arts
Elijah Jackson	--	Athletic
Alexandria Norton	--	Club
Jennifer Cendejas	--	Diversity
Jake Black	--	Student
Sam Morgan	--	Student
Gracie Garlock	--	Tech

Maddie Dillingham/Blake Heaton, Advisors

## CHEERLEADERS

*ADVISOR: Baylee Carroll*

*ADVISOR: Kylie Hansen, Kenzie Andersen*

Mya Archibald  
 Alana Baxter  
 Tracie Bodily  
 Rebecca Brower  
 Madison Burnett  
 Haylee Cardall  
 Jaci Cheney  
 Julie Dennis

Paige Felt  
 Alivia Fannesbeck  
 Alizabeth Fannesbeck  
 Caitlin Hale  
 Skye Jensen  
 Jessica Kendrick  
 Alexandra Kingston  
 Marissa Kingston

Vianca Linares  
 Brianne Mitton  
 Anna Morgan  
 Maycee Murray  
 Avery Robbins  
 Brynlee Sorensen  
 Ellie Wiberg  
 Alexis Wood

## PUBLICATIONS

Yearbook and “Express” Newspaper  
 Mark Stevenson, Advisor

## CLUBS AND ORGANIZATIONS

A Capella Choir	DonNel Lamb
Art	Katie Shupe
Authors Club	Madison Dillingham
Ballroom Dance	Jeanne-Louise Shelton
Business/FBLA	Doug Tovey Angela Meacham
Chess	Jacqueline Mukherjee
Chinese	Mark Stevenson
Colorguard	Joel Yoder
Debate	Karlie Jordan; Nathan Demonja
Drama	Nicole Martineau
Drone Club	Justin Beus

Fans In The Stands	Mckenzie Martindale; Danielle Harrop
FCCLA	Summer Bott; Lindsey Haslam; Artus Amundson
FFA	Megan Haslam Tyrell Stephens
French	Cade Bassett
German	New German Teacher
GSA	Stacie Hofmeister; Kris Hart
Guitar	Tyler Putnam
GYC	Kris Hart
Hammock	Madison Dillingham
Harry Potter Club	Nathan Demonja; Sari Sparks
Hiking	Tyler Hansen
HOSA	Marcus Maw; Dani Hervey
Japan	Andrea Smith
Jazz/Marching/Pep Band	Joel Yoder
Journalism(Yearbook & Newspaper)	Mark Stevenson
Key Club	Sallie Petersen; Wendi Hoskins
Light & Sound	Brad Noble
Math	Kyle Durazzani
MCHS Native American	Kris Hart; Trudy Mair
MESA	Jacquelyn Mukherjee; Shaunda Wenger
Model United Nations	Stephaine Ferguson
Mountain Bike	Shaunda Wenger

Multicultural	Christal Jackson; Ali Adair
National Honor Society	Steve Mamanakis
Nerd Herd	Nate Demonja
Photography	Katie Shupe
Robotics	Justin Beus
Role Playing Games (RPG)	Madison Dillingham
Show Choir	DonNel Lamb
Ski Club	Steve Mamanakis
Spanish	Kim Sorensen
Spirit (Mustang Mob)	Amber Hyatt
Treble Choir	DonNel Lamb
Unified Sports	McKenzie Martindale; Danielle Harrop
Youth Connect	Pam John
Yo-Yo	Jessi Bingham

The Mission Statement of Mountain Crest High School:

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

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.

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 three sections: a copy of the Mountain Crest Constitution; a School Policies and Guidelines 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, a copy of the handbook is online.

## 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 Running 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 (EXEC) 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. Treasurer
    - f. Three Executives
      - (1) Pride
      - (2) Social
      - (3) Student
  2. The Executive Council officers shall be seniors the year they serve
  3. 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
  4. Attendance at Summer Leadership Conference is mandatory.
  5. 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."*
  6. EXEC candidates will run for "EXEC" and not for individual council positions. Through the election process, the top 8 candidates will be selected as members of the Executive Council. Specific EXEC positions will be assigned following elections.
- B. Representatives
1. There shall be eight (8) Representatives (REPS), elected to direct this group:
    - a. Student Rep: This student will represent the Mountain Crest High School student-body.

- b. Academic Rep: This student must be affiliated with National Honor Society and/or be recognized for their academic successes.
  - c. Arts Rep: This student must be active in and affiliated with Mountain Crest High School band, choir, debate, theatre, or another MCHS Arts program.
  - d. Athletic Rep: This student must participate in at least one (1) Mountain Crest High School varsity sport.
  - e. Ag Rep: This student must be active in and affiliated with FFA or the local Agricultural community.
  - f. Diversity Rep: This student must be from a diverse background and connected to a diverse local community.
  - g. Tech Rep: This student must have a strong talent in photo and movie editing/shooting/producing. They will be responsible for producing MCHS videos as assigned by advisors.
  - h. Club Rep: This student must be active in and affiliated with any official Mountain Crest High School club.
2. Candidates will run for a specific "REPS" position. Candidates may only run for one (1) REPS position. Prior to the election, candidates must meet the requirements for the REPS position they wish to hold.
  3. The officers shall be seniors the year they serve
  4. Attendance at Summer Leadership Conference is mandatory.

#### C. Class Officers

1. Class officers for freshmen, sophomores, juniors and seniors will consist of five (5) officers. All class officers will be hold the office of "Class Rep". For example, "Junior Class Rep" or "Freshman Class Rep", with each of the five class officers holding the same title:
  - a. Class Rep
  - b. Class Rep
  - c. Class Rep
  - d. Class Rep
  - e. Class Rep
2. The Class Reps will work with the Representatives (REPS) and serve on the REPS committee, in addition to their class officer duties.
3. Attendance at Summer Leadership Conference is mandatory for Senior class officers.

#### D. 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

#### E. Coordinating Council

1. A Coordinating Council consisting of presidents and/or designated representatives of all school clubs and organizations
  - a. 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. The following requirements will be applied to all levels of student body officers
  - 1. Nominations shall be by petition
  - 2. Signatures of ten students are required
  - 3. Requirement standards for application are that prospective candidates must have:
    - a. Full-time student status (refer to VII. B-1)
    - b. A minimum cumulative academic grade point average (GPA) of 3.0
    - c. A minimum 3.0 GPA from the preceding two trimesters
    - d. No academic "F" during the preceding two grading periods
    - e. 90% Attendance during 2<sup>nd</sup> Trimester
    - f. No outstanding school fees
  - 4. Petitions must be submitted to the advisor
    - a. The deadline for petitions will be announced by the Executive Council
- B. Limitations
  - 1. Royalty
    - b. Royalty candidates must be in compliance with school rules and policies
    - c. Royalty of any major school function shall be elected by ballot
    - d. A student may not be elected to a royalty of any major school function more than once in their four years of high school
  - 2. Elected Offices/Positions
    - a. No student shall hold more than one elected office/position at the same time. Elected officers may not also participate in Cheerleader/Stunt Squad or Caprielles the year they serve as officers.

## VI. ELECTION AND SELECTION PROCEDURES

- A. All campaigning is done under the direction of the Executive Council
  - 1. Votes for a "write-in" candidate will not be counted
  - 2. Students must go through both the primary and final elections before being elected, unless they are unopposed.
  - 3. Rules and regulations for all candidates may be obtained from the advisor
  - 4. Primary elections will be held at such a time as determined by the student body advisors, in consultation with school administration and school calendar
    - a. All candidates who are eligible will appear on the ballot.
    - b. Each student will vote for one student for each position.
    - c. For the final voting, there will be 16 EXEC candidates, up to 3 REPS candidates per position (for a total of 24 candidates), 10 Class Officer candidates (per grade), unless determined otherwise by EXEC advisor and administration.
  - 5. Final elections will be held in accordance with the following guidelines:
    - a. Each student will vote for one candidate for each position
    - b. Voting will be held for 2 school days
    - c. Winners will be determined by a combination of:
      - 1. Popular vote (50%) and

2. Teacher evaluations (30%)
  3. Student interview (20%)
- B. Cheerleader and Stunt Squad selection procedures: see Cheerleader and Stunt Squad Constitution.
- C. Club Officers will be chosen according to individual club constitutions
1. Editors, assistant editors and business managers of the Cavalier yearbook, the Express Newspaper, shall be chosen by the advisor and administration

## VII. TENURE

- A. The tenure for elected officers shall be from installation to the conclusion of the following school year
- B. Any student holding an elected office must be registered as a full-time student at Mountain Crest High School
1. Full-time is defined as a minimum of four graded classes during each trimester
    - a. BATC classes are included
    - b. Online classes are not included
- C. If a vacancy occurs in any office other than that of president, the principal and executive council may 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 a new vice-president

## VIII. 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
    - a. If a member does not complete their duties then they are subject to probation
- B. If any elected or appointed officer of the school, while in office, fails to maintain a 3.0 GPA, receives an "F" grade, or does not meet the 90% attendance requirement, they will automatically be put on probation for a maximum of three weeks (probation duration will be decided by the advisor).
1. Probation is defined as:
    - a. Cannot vote or participate as an officer at any activity, or wear any item of clothing affiliated with the position
    - b. Cannot function in an official capacity
  2. Failure to comply with grades, attendance, and behavior standards after period of probation will result in termination from office
- C. Infractions (criminal, civil, behavior, and attendance) as incurred by an elected or appointed officer of Mountain Crest High School will be dealt with as follows:
1. An informal investigation for each individual officer will be conducted by administration, advisor, and when appropriate the school resource officer
    - a. Ineligibility results when effective leadership ability is compromised
    - b. If the individual is found ineligible, he/or she will not be able to represent Mountain Crest High School
      - (1) The length of the period of probation or decision to remove from office will be determined by the above mentioned officials and procedures as part of the

ineligibility decision

## **IX. CLUBS**

- A. New clubs may be organized according to Cache County School District policies and must meet the following requirements:
  1. They must have a faculty advisor.
  2. They must present a written application to MC administration that, if approved, will be presented before the CCSD school board for final approval.
  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.

## **X. STUDENTBODY MEETINGS**

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

## **XI. 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 prior to voting on such amendments.
- D. An amendment may be proposed either by the Executive Council or a member of the student senate.

## **XII. 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; May, 1989; March, 1991; April, 1994

Revised for language June 1998; August 2013

Revised for legality June 1999

Revised for Constitution change February 2013

Revised for Constitution, language change and format, June 2017

Revised for Constitution, government adjustments and changes, December 2019, to be effective for the 2020/2021 school year, beginning with elections held in February and March 2020. [Changes effective 1/20/20](#)

## Section II: Mountain Crest High School Policies and Guidelines

### ATTENDANCE POLICY

#### Definitions

State law requires that all students attend school daily. The Compulsory Attendance Law is defined by Utah Code 53G-6-2 and provides the following definitions for non-attendance:

1. "Valid Excuse" means:
  - i. An illness, which may be either mental or physical
  - ii. A family death
  - iii. An approved school activity
  - iv. An absence permitted by a school-age child's:
    - a. Individualized education program or
    - b. Section 504 accommodation plan
  - v. An absence permitted in accordance with Subsection 53G-6-803 (scheduled family event or proactive visit to healthcare provider)
  - vi. Any other excuse established as valid by a local school board. . .or school district
    - a. "Valid Excuse" does not mean a parent acknowledgement of an absence for a reason other than a reason described in Subsections (9)(a)(i) through (vi), unless specifically permitted by the local school board. . .or school district under Subsection (9)(a)(vi)
2. "Truant" is an absence without a valid excuse

#### Attendance Philosophy

Mountain Crest High School embraces the philosophy that regular attendance in class greatly enhances the learning opportunities of the individual student as well as the class as a whole. The dynamics of interactive instruction and the interaction of students and teachers in a class, once lost, cannot be regained. Frequent absences from the classroom disrupts the learning process for the student, the class, and the teacher. Learning at a high level requires consistency and continuity of instruction. This includes class participation, authentic study, and attendance. To help promote attendance Mountain Crest embraces a multi-tiered approach to intervention:

<b>Absences--Excused/Unexcused/Truant</b>			
	<b>Tier 1 -- All Students Satisfactory Attendance</b>	<b>Tier 2 -- Chronic/At-Risk</b>	<b>Tier 3 -- Exceptionally Chronic/At-Risk</b>
<b>Threshold</b>	0-11 Per Tri	12-19 Per Tri	20 or More Per Tri
<b>Support and Intervention</b>	-FLEX attendance checks -FLEX attendance conversations with teacher (as needed) -Attendance Rewards	All Tier 1 supports plus: -Attendance School -Parent Contact -No Grade (NG) earned -Participation in	All Tier 1 and Tier 2 supports plus: -Check-in/Check-out -Peer Court -Refer to social work

	<ul style="list-style-type: none"> <li>-Daily attendance sheets for students (yellow sheets)</li> <li>-Automated attendance phone calls/emails through PowerSchool</li> </ul>	<p>extracurricular activities withheld</p>	<p>intern</p> <ul style="list-style-type: none"> <li>-Assign mentor</li> <li>-Project Aware</li> <li>-Schedule changes</li> <li>-Push-Start</li> <li>-Home Visit</li> <li>-ADAPT Program referral</li> <li>-Student Attendance Contract</li> <li>-Student, Parent, Admin, Counselor meeting</li> <li>-The Family Place referral</li> </ul>
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**Absences**

Utah State law allows parents of students enrolled in public schools to excuse their students from school, but only for legitimate reasons such as illness, doctor/dentist appointments, family death, or a prior approved absence for a family activity. All absences must be verified by parent/guardian within **5 school days** of the absence, otherwise it is considered a truancy. Once marked as a truancy, the absence may not be excused by a parent.

Parents/Guardians may excuse absences by calling the attendance office at (435)792-7765 during school hours or leaving a message after school hours. Messages should include the student’s name, date(s) of absence(s), class period(s) missed, and name of person calling to excuse the absence. **An excused absence clears a student only from unexcused absences. It does not remove the absence from attendance records. Students with excessive absences, whether excused or unexcused, may be referred to Attendance School or face other administrative actions meant to increase attendance.**

Mountain Crest makes every effort to inform parents of their students’ attendance using daily telephone notification. In addition, parents are strongly encouraged to track their students’ attendance and grades on PowerSchool. Parents may also set up their PowerSchool account to send them email alerts for attendance. Please call the help desk at the Cache School District office, (435)792-7614, to set up a PowerSchool account or if you are not receiving phone call attendance notifications.

Teachers are allowed to use attendance as participation points and have it tie into student grades. Unverified absences and tardies may adversely affect grades and credit. See individual teacher disclosure statements for exact details.

**Additional Consideration Regarding Attendance and Online School During COVID-19 Restrictions**

Students at Mountain Crest High School in person or online are expected to attend and participate in all classes in which they are enrolled. School attendance during restrictions as a result of COVID-19 may look

different, but the expectation is still the same. Students cannot become educated if they are not regularly participating in the curriculum requirements of the class, whether online or in live classes. In the event of a school closure, MCHS will make every effort to ensure students’ continued access to education through Chromebooks or packets. Students who do not participate in online instruction may face disciplinary action appropriate to the circumstances.

With the opening of schools, students will be expected to attend classes on campus. Students who are unable to attend classes on campus due to health concerns or quarantine restrictions should work with counselors to find an appropriate enrollment solution. Through the course of the year it may become necessary for some students to work online for a temporary period. Students who need to participate online on a more permanent basis, whether full or part-time, should work with counselors to find the right options.

Attendance Expectations and Interventions	
On Campus	Online
<ul style="list-style-type: none"> <li>-Students are expected to attend at least 90% of the time. Attendance below 90% is considered chronic absenteeism which may result in interventions by administrators.</li> <li>-Students with attendance below 90% are ineligible to participate in cheerleading, student government, and any UHSAA sponsored activities.</li> <li>-Students with 12 or more absences in a trimester, excused or unexcused, may be subject to, but not limited to, the following: required parent meetings, home visits, after school classes, Canvas Attendance School course, peer court referral, truancy fines, attendance contract, withholding of grades, assignment to CUBE, check-in/check-out, Push-Start referral, reduced/modified schedule, online school, suspension/expulsion.</li> <li>-Students are held accountable to the MCHS truancy policy. Any student who accumulates 5 or more truanancies in a year is subject to the consequences outlined in the truancy policy.</li> </ul>	<ul style="list-style-type: none"> <li>-90% participation in online courses is expected and students should log in regularly to complete modules.</li> <li>-Teachers will identify students who are falling behind and have not completed at least 90% of modules assigned to date.</li> <li>-Students who are not completing at least 90% of modules are considered chronically behind which may result in intervention by administrators.</li> <li>-Students who are not completing at least 90% of modules are ineligible to participate in cheerleading, student government, and any UHSAA sponsored activities.</li> <li>-Students falling behind the 90% participation rate in a trimester may be subject to, but not limited to, the following: required parent meetings, home visits, student support classes, Canvas Attendance School course, peer court referral, truancy fines, attendance contract, withholding of grades, assignment to CUBE, check-in/check-out, Push-Start referral, reduced/modified schedule, required on-campus attendance, on campus small group attendance, suspension/expulsion.</li> </ul>

**Truancy**

Students are expected to be in all classes every day. Students found in the halls or off campus during school without proper permission of school officials or a parent/guardian are considered truant. Students with permission to be out of class should present administrators with a valid hall pass, office summons, or FLEX pass. It is a violation of school/district policy and state law to be absent without being properly excused. A



Parent may not call and excuse a student after the fact if their student is deemed by school officials as being truant. If a student is deemed truant, a truancy ticket can be issued by an administrator.

Initially, most absences are marked “unverified (A)” until excused by parents. After **five school days** the absence turns into a “Truancy (Z)”. Truancies can impact eligibility for extra-curricular activities such as athletics, cheer and drill team, drama and debate, band, and student government, as well as other activities.

Truancy letters are generated by PowerSchool for students who have accumulated truancies. Letters are sent home to parents/guardians after 5, 10, 15, and 20 days for which the student is truant one or more class periods, including FLEX. Students are contacted by administration and may be put on attendance contracts, assigned time in the CUBE, put on check-in/check-out, or given a truancy ticket. Students who violate attendance contracts may receive a “NG” on their transcript for the classes in which they were truant and be required to participate in an online Attendance School course before their grades will be posted. Failure to participate in Attendance School may require students to repeat courses in order to receive credit.

Students who are habitually truant (15+ days of truancy) will be enrolled in a mandatory JJS (Juvenile Justice System) class. Continued truancies and/or failure to complete the JJS course may result in long term suspension and or expulsion from Mountain Crest. State law and educational policies require both parents and students comply with the Utah Compulsory Education Law and attend school.

### **Student Check-In/Check-Out**

Students must check in at the attendance office when arriving late or returning to campus and must also check out at the attendance office when leaving early. Checking in/out does not excuse the absence and parents are still required to verify the absence by calling the attendance office. Students are required to check in/out even if parents have called in advance to excuse the absence. This is a legal requirement. Failure to check in and check out at the attendance office will result in a truancy. Truancies may not be excused by parents.

### **Extra-Curricular Activity Participation**

Any student involved in student government, cheer, or any activity governed by the UHSAA (Utah High School Activities Association) is required to maintain 90% attendance, 5 tardies equals 1 absence. Students can miss no more than 3 class periods per week to maintain 90% attendance. If students go below a 90% they may be temporarily suspended from participation until attendance is brought up to 90%. Attendance and tardies from a prior trimester can affect eligibility for the next trimester.

### **Excessive Excused Absences**

Chronic absenteeism is defined as attending school less than 90% of the school year. Students must be in class in order to achieve and learn at the highest level. Chronic absenteeism is an indicator that a student is at risk and a predictor of a student’s likelihood of dropping out or failing to graduate. Student attendance is considered chronic even when absences have been excused. Excessive excused absences are just as likely to impede learning and achievement as unexcused absences. Students with 12 or more absences (excused or

unexcused) in a class in any given trimester will be referred to an online Attendance School course and a “NG” will be placed on his/her transcript for that class until participation in Attendance School is satisfied. Students who continue to miss school due to COVID-19 restrictions or concerns will be referred to their school counselor to develop a more appropriate enrollment plan.

### **Pre-Approval of Extended Absences**

Utah State Law 53G-6-205 allows for the pre-approval of extended absences for a valid excuse as defined in 53G-6-201(9)(e) if it is determined “that the extended absence will not adversely impact the school-age minor's education.” If a student is planning on extended absence, such as a family vacation, an absence approval form must be filled out, signed, and returned to the attendance prior to the absence. Extended absence approval does not excuse students from work missed and may have a negative impact on student grades. Extended absences may still be considered excessive excused absences resulting in the referral of a student to attendance school. Exceptions to attendance school requirements may be made at the discretion of administration depending on the nature of an extended absence and the total number of days missed as a result of the extended absence.

### **Attendance School**

Students who do not attend classes regularly will receive a “NG” on their transcripts for the classes they are not attending and will be required to participate in an online Attendance School course in order to receive credit for those classes. **A “NG” in a class stops a student from receiving credit even if that student would have had a passing grade otherwise.** Failure to participate in Attendance School may require a student to repeat courses in order to receive credit necessary for graduation.

#### **How It Works**

1. Students with 12\* or more absences in a class (not including school sponsored activities/absences) and students with trancies (see Habitual Truancy Program) are referred to participate in Attendance School.
2. Students referred to the online Attendance School course will receive a “NG” for the class(es) they have been referred unless and until the online Attendance School is completed.
3. Students who complete Attendance School during a trimester may be required to complete Attendance School in a following trimester if attendance does not improve.
4. Students who do not make up the required absences during the current trimester may do so by participating in Attendance School in subsequent trimesters.
5. Any “NG” grade received by students who have been referred to attendance school and have not completed the online course by the end of the school year will remain a “NG” and students will not receive credit for the course.
6. Students referred to the online Attendance School may register for the course by contacting Ms. Iverson in the attendance office.
7. There is no cost for Attendance School for the 2020-2021 school year.

8. Students with 20 or more absences in a class in a trimester are required to meet with parents, administration, and counselors to determine Attendance School requirements and will be placed on an individualized contract which they must complete to receive credit.

\*Students who exceed the 12 absences due to a temporary quarantine resulting from COVID exposure, symptoms, or diagnosis will not be referred to Attendance School and should communicate with the attendance office to assure that school officials are aware of the student's situation.

### Habitual Truancy Program

If a student continues to miss school without a valid excuse they are considered habitually truant. In accordance with state law, Mountain Crest has established the following procedures for dealing with habitually truant behavior:

- A student who has 5 days of trancies in one or more class periods is placed on a "Truancy Watch List". They will meet with administration and parents will be notified by phone and/or a letter. The student may be placed on a contract and may be assigned to the CUBE and referred to their counselor and other support staff. Students who continue to accrue trancies may be subject to fines.
- If a student accumulates 10 days of trancies in one or more class periods, contact is again made with parents and a letter is sent home. Our school resource officer is notified and may be present during a meeting between the administration and the student in an effort to resolve the issue. **A truancy fine of \$25 will be issued by administration.** A "NG" (No Grade) may be placed on the student's transcript for the grading period in the classes in which the trancies occurred and the student referred to an online Attendance School course. Successful completion of the Attendance School course may waive the truancy fine. If this occurs, the student will be given a contract that will allow him/her to get his/her grade back upon fulfilling the contract and completing Attendance School. If the student fails to meet the conditions of the contract, the class or classes in question may need to be repeated to receive credit.
- If a student reaches a total of 15 days of trancies in one or more classes, a "Notice of Truancy" letter is sent home and the student will be enrolled in a class with JJS (Juvenile Justice System). Failure to attend class (90% attendance) or continued truancy will result in a "NG" (No Grade) being placed on the student's transcript for the grading period in the classes in which the trancies occurred. The student will be given a contract that will allow them to get their grade back if they fulfill the contract. If the student fails to meet the conditions of the contract, the class or classes in question may need to be repeated to receive credit. A truancy citation may again be issued.
- If the student accumulates 20+ days of trancies, a "Habitual Truancy Notice" letter is sent home and the student may not attend classes at Mountain Crest High School until attending a meeting with parents, administration, and counselor. The student will be referred to Peer Court and must satisfactorily comply with its decision. A "NG" (No Grade) will be placed on the student's transcript for the grading period and in the classes in which the trancies occurred until the student has completed the terms of the peer court decision and is back in good standing with the Mountain Crest attendance

policy. The student will be referred to Cache County School District officials as well as the school board for possible disciplinary action including, but not limited to, alternative placement, long-term suspension, or expulsion from Mountain Crest High School.

### **Graduation Ceremony**

Any student who is referred to juvenile court for attendance or is eighteen years old or older who has five or more days with trancies in the last trimester of their senior year may forfeit their participation in the graduation ceremony. This also applies to students who fail FLEX more than three times. Students with outstanding fines resulting from truancy tickets will also forfeit their participation in the graduation ceremony.

### **Appeal**

Mountain Crest High School's attendance policy allows parents and students to appeal trancies or credit loss as a result of excessive absences due to rare, uncontrollable, extenuating circumstances. Any appeal should take place as close to the absence(s) in question as possible and no later than two weeks after the end of the trimester in which the absences occurred. Appeal forms may be picked up at and returned to the attendance office and will be reviewed by administration who will contact parents if necessary.

### **Tardies--Tardy (T) & Excused Tardy (Y)**

A tardy is defined as reporting late to class 10 minutes or less. A tardy may not be excused except in extenuating circumstances. School officials may mark a student "excused tardy" if they had to detain the student for school business. Tardies may impact the student's grade and eligibility for extra-curricular activities. Teachers are allowed to use attendance as participation points and have it tie into student grades. Tardies may adversely affect grades and credit. See individual teacher disclosure statements for exact details and make sure you have read for understanding each teachers' policies on tardies and how it affects your grades in your classes. Excessive tardies will result in disciplinary action.

### **Make-Up Work During Absences**

Making up work missed during an absence is the responsibility of the student. Make-up work may 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.

### **Policy on Removing Minors 16 Years Old and Older From School**

Utah State Law 53G-6-204 states that minors may be exempt from school attendance for the following reason: 1(D) the district superintendent or charter school governing board has determined that a school age minor

over the age of 16 is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.

### **Policy on 18-Year-Old Seniors**

Seniors who are 18 years old are under the same attendance and behavior policies as all other students. Seniors who are 18 years old and choose not to follow school policies may be removed from the school regardless of whether they have met graduation requirements.

### **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

<b><u>Area of Concern</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
<b>Assault on a School Employee**</b>	Student Conf/ Parents Conf/ Long-Susp	Student Conf/ Parents Conf/ Long-Susp	Student Conf/ Parents Conf/ Expulsion Recommended
<b>Assault or Fighting**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp	Student Conf/ Parents Conf/ Long-Susp
<b>Assault with an object**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp	Student Conf/ Parents Conf/ Expulsion Recommended
<b>Computer Abuse</b>	Warning New Password	Administrative Referral Account frozen for 1 week	Administrative Referral Computer Privilege terminated for remainder of trimester
<b>Criminal Mischief** (Vandalism)</b>	Student Conf/ Parents Conf/ Restitution/ Short-Susp	Student Conf/ Parents Conf/ Restitution/ Short-Susp	Student Conf/ Parents Conf/ Restitution/ Long-Susp
<b>Dangerous Object (Possession or Sale)**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp
<b>Disorderly Conduct**</b>	Student Conf/	Student Conf/	Student Conf/

	Parents Conf/ Short-Susp	Parents Conf/ Short-Susp	Parents Conf/ Short-Susp
<b>Disruption of School Operations**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Drug Paraphernalia (sale, use, or possession)**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp
<b>Explosive Device/Chemical Weapons/ Flammable Materials Possession/Use**</b>	Student Conf/ Parents Conf Exclusion for one (1) calendar year from date of incident.		

<b><u>Area of Concern</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
<b>False Information given to Staff Member</b>	Student Conf/ Parents notified Written Warning	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Frequent/Flagrant Willful Disobedience of Staff Member</b>	Student Conf/ Parents notified Written Warning	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Harassment</b>	Student Conf/ Parents notified Written Warning	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Hazing**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Obscene/Abusive Language/Behavior</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Obscene/Abusive Language/Behavior Directed towards a Staff Member**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp	Student Conf/ Parents Conf/ Long-Susp
<b>Reckless Burning w/intent**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp	Student Conf/ Parents Conf/ Expulsion Recommended



<b>Sexual Harassment**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Stalking**</b>	Student Conf/ Parents notified Written Warning	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Substance Distribution** (Drugs/Alcohol)</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp
<b>Substance Use/Possession** (Drugs/Alcohol)</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Long-Susp

<b><u>Area of Concern</u></b>	<b><u>1<sup>st</sup> Offense</u></b>	<b><u>2<sup>nd</sup> Offense</u></b>	<b><u>3<sup>rd</sup> Offense</u></b>
<b>Theft**</b>	Student Conf/ Parents Conf/ Restitution/ Short-Susp	Student Conf/ Parents Conf/ Restitution/ Short-Susp	Student Conf/ Parents Conf/ Restitution/ Short-Susp
<b>Threats to School/Person's Welfare/Safety/ or Morals**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Tobacco Use/ Possession**</b>	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Truancy</b>	Student Conf/ Parents Conf Written Warning	Student Conf/ Parents Conf Citation	Student Conf/ Parents Conf Citation ##
<b>Violation of Dress Code</b>	Student Conf/ Asked to Change Parents Notified	Student Conf/ Parents Conf/ Short-Susp	Student Conf/ Parents Conf/ Short-Susp
<b>Weapons (Real/Facsimiles)**</b>	Student Conf/ Parents Conf Exclusion for one (1) calendar year from date of incident.		

**\*\*Police Notification****Short Suspension = 1 to 5 Days****Long Suspension = 6 to 10 Day****SCHOOL GUIDELINES****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.

**Advertising for Commercial Gain**

Flyers, handbills, posters, or any other form of communication for commercial gain is prohibited without express permission from Mountain Crest Administration.

**Advertising for School Activities**

Flyers, handbills, posters, or any other form of communication for school events is prohibited without express permission from Mountain Crest Administration. Any material must be approved and stamped by Administration before displaying in designated areas.

**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 during an assembly they are considered truant.

**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. A full time student is a student who is enrolled in 4 or more classes that can be checked or monitored for a credit towards graduation.

The following awards are given by Mountain Crest High School:

1. **Honor Roll:** Each trimester, full time 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 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 four 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 full time 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 full time 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:**

1. **Academic Rigor (67%):**
  - a. Total number of Trimesters of AP and/or Concurrent classes taken in grades 9-12 will be ranked highest to lowest and then multiplied by 67%.
2. **ACT/SAT Score: (33%)**
  - a. 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.
4. ***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***

<u>First Lunch</u>			<u>Second Lunch</u>		
1 <sup>st</sup> Period	8:00 – 9:00	60 min.	1 <sup>st</sup> Period	8:00 – 9:00	60 min.
FLEX Period	9:05 – 9:55	50 min.	FLEX Period	9:05 – 9:55	50 min.
2 <sup>nd</sup> Period	10:00 – 11:00	60 min.	2 <sup>nd</sup> Period	10:00 – 11:00	60 min.
Lunch	11:00 – 11:30	30 min.	3 <sup>rd</sup> Period	11:05 – 12:05	60 min.
3 <sup>rd</sup> Period	11:35 – 12:35	60 min.	Lunch	12:05 – 12:35	30 min.
4 <sup>th</sup> Period	12:40 – 1:40	60 min.	4 <sup>th</sup> Period	12:40 – 1:40	60 min.
5 <sup>th</sup> Period	1:45 – 2:45	60 min.	5 <sup>th</sup> Period	1:45 – 2:45	60 min.

##### ***Friday***

<u>First Lunch</u>			<u>Second Lunch</u>		
1 <sup>st</sup> Period	8:00 – 8:50	50 min.	1 <sup>st</sup> Period	8:00 – 8:50	50 min.
FLEX Period	8:55 – 9:20	25 min.	FLEX Period	8:55 – 9:20	25 min.
2 <sup>nd</sup> Period	9:25 – 10:15	50 min.	2 <sup>nd</sup> Period	9:25 – 10:15	50 min.
Lunch	10:15 – 10:45	30 min.	3 <sup>rd</sup> Period	10:20 – 11:10	50 min.
3 <sup>rd</sup> Period	10:50 – 11:40	50 min.	Lunch	11:10 – 11:40	30 min.
4 <sup>th</sup> Period	11:45 – 12:35	50 min.	4 <sup>th</sup> Period	11:45 – 12:35	50 min.
5 <sup>th</sup> Period	12:40 – 1:30	50 min.	5 <sup>th</sup> Period	12:40 – 1:30	50 min.

**First Lunch** – Upstairs, & Math Annex

**Second Lunch** – Downstairs, Seminary, & P.E.

### **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 complete Cache County School District Student Cell Phone Policy may be viewed at <http://www.boarddocs.com/ut/ccsdut/Board.nsf//Public?open&id=policies>.

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 class time, cell phones are to be powered off and secured away unless otherwise noted by the instructor. Cell phones are strictly prohibited in locker rooms, restrooms, and shower facilities.

***Camera/Video function on Cell Phones:*** It is the District's position that certain cell phone functions can pose threats to freedoms of privacy. Additionally, cell phones can be used to exploit personal information and compromise the integrity of educational programs. Any misuse of a camera function on school property will be dealt with by the School Resource Officer and school administration.

***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 in response to district policy. 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 within 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.

Plan for College and Career Readiness (PCCR) guide a student's class registration. 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.

### **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 (typed application)
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 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 username and password which they are to use when they work with computers. The username identifies the user and also allows access. **STUDENTS MUST KEEP THEIR PASSWORDS SECURE. IF A STUDENT ATTEMPTS TO BREACH THE SCHOOL/DISTRICT FIREWALLS FOR ANY REASON, THEY WILL BE SUBJECT TO CRIMINAL PROSECUTION, SCHOOL DISCIPLINE, AND/OR DENIAL OF COMPUTER ACCESS.**

Student use of school computers is monitored with *iBoss* and *GoGuardian* 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.

### **Concurrent Enrollment**

Concurrent Enrollment courses are an opportunity for students to earn college credit while still in high school. Some Concurrent Enrollment policies may differ from that of the high school, including dates for dropping a course. If a student drops a Concurrent Enrollment course on the University level after the MCHS five-day course change period, they will stay in that Concurrent Enrollment course for MC credit. They will not be able to switch into another MC course.

### **Constitution**

The Constitution is included in this handbook.

### **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**.

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, bandanas, 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. See-through or net fabrics are not acceptable. Excessive holes in pants/shorts are not acceptable. 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. **JEWELRY/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.

MC Administration Revision 2019

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 readmission 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.

### **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.

#### **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. 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 the 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 pre-register 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. However, *if you fail FLEX 4 TIMES, you permanently lose the opportunity to walk at Graduation.* We feel that is a generous policy considering you are at MCHS for 4-years.

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.

\*Please note: *9th graders are assigned one FLEX class for all of Trimester 1* and do not change FLEX classes after six-weeks. This is in support of our Freshman Mentoring Program. Freshmen are still able to use FLEX passes and participate in all other aspects of FLEX. 9th graders may change FLEX classes in Trimesters 2 and 3.

## 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 Utah State Office of Education and Cache County School Board graduation 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)

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 trimester following the trimester in question, no later.

USBE Rule R277-717, High School Course Grading Requirements, is to assist students in earning higher grades when effort is made to do so. Cache County School District will use the following procedures and guiding principles when following this board rule:

1. Student will receive grade forgiveness and receive the higher grade for transcripts when: A course is repeated either on campus, online or comparable course is available. Learning packets are not a qualifying comparable course.
2. This rule applies retroactively for students currently enrolled in high school courses (2016-17 school year) if qualifying procedures are followed as listed above.
3. Student fees apply as they would for any course recovery as indicated in Board Policy.
4. Prior approval from administration and/or counselors is required. (Some retroactive exceptions may be accepted if guidelines are followed above).
5. School Principal must approve any and all course requests related to USBE Board Rule R277-717 Course Grade Forgiveness.

### **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. 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 busses 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. Students must ride in school provided transportation to and from Lagoon, unless they are physically released to a parent by an administrator. Parents may not transport any students other than their own.

**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 library media teacher and student assistants will help as needed. The LMC will be open one-half hour before and after school as well as during lunch when there are no classes scheduled.

**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 share combinations or leave valuables/money in their lockers.

Students will be responsible for their assigned locker. Any destruction to a locker will be charged against the occupants unless reported otherwise. A \$5.00 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 regarding makeup work. 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 the result of a suspension, the school is under no obligation to provide for makeup 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**

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 for Athletics and Group Activities (Recommendations)**

It is recommended that no practice for any group will start before 6:00 a.m. and no practice will continue past 6:00 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 at the beginning of FLEX. The P.A. System should be used only for announcements bearing a school-wide impact. Announcements are submitted on the Mountain Crest website, clicking on the Activities tab, and then clicking on Announcement Request. Once submitted online, announcements will be approved by an administrator before being announced. Whenever possible, announcements should be submitted online by 2:45 the school day before it needs to be announced.

### **Public Address System: (Athletic Events)**

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

### **Region Policies Regulating Sportsmanship**

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

### **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, A deputy sheriff conducts routine patrols, enforces all applicable laws, as well as teaches a law enforcement class. Students are welcome to contact the school 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.

### **Roller Blading/Skateboarding/Heelys**

Individuals are not permitted to rollerblade, skateboard or use heelys in buildings or anywhere on school property.

**Safe Schools Violations**

The District Policy may be viewed at

<http://www.boarddocs.com/ut/ccsdut/Board.nsf//Public?open&id=policies#>

**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.

**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 Seminary administration has the right to revoke this privilege. A student may not be on the MCHS campus during their assigned Seminary time. If a student is found in violation, they may be cited for trespassing.

**Sexual Harassment**

The Cache County School District forbids sexual harassment. 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 School Resource Officer or the Administration.

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.

**Speed Limits**

Maximum speed limits on campus driveways and parking lots is 10 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, used to check out books from the LMC, and your Lunch card. It is not transferable. A card will be confiscated if used improperly.

If a student loses their card, a \$5.00 replacement fee will be charged. Replacement cards may be obtained in the main office.

### **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 exams 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.

### **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 their parent/guardian. Any student who knowingly avoids school officials so that he/she can not be transported to or from the activity with someone other than their legal parent/guardian 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:
  - 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.

## 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.

**All Flash Drives must be given to the EXEC advisor at least 3 days prior to viewing.**

**All Videos/Skits Must be Under 2 minutes or they will not be 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 secondary school is guilty of a class B misdemeanor or higher

penalty as provided in Title 76, Criminal Code. This applies to the buildings, 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. See also Gun Free Safe Schools Legislation.

**Withdrawals and Refunds**

The student must contact their counselor to start the withdrawal process and receive the withdrawal form. This form is to be presented to each teacher, Library Media Teacher, Lunch and Financial secretaries, and administrator, who will list any charges due, current grades if applicable, and sign the space provided.

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

### Section III: Appendix

For the most current and comprehensive information regarding district policy refer to the Cache County School District website: [www.ccsdut.org](http://www.ccsdut.org)

#### Computer Acceptable Use Policy

Please remember: School computers are not for students' personal use, including personal e-mails, text messaging, internet use, etc.

***The Acceptable Use Policy, for the current school year (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 are handed out during 3rd hour on the first day of school. Copies may also be obtained in the Library Media Center.***

2017-18 School Year

Cache County School District

#### Mountain Crest HS Student Computer & Internet Acceptable Use Policy

*Revised: July 2017*

Cache County School District has given students the opportunity to gain computer skills necessary for coursework 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 76-10-1235\*\***
- 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 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 signature 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 signature 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.

## Policies

### Student Body Officer

#### Eligibility Contract and Conflict Resolution

As highly visible, public figures in the school and community, Student Body officers set the standard for other students of the school. Represent them with dignity and be a model for students to follow. As a condition of your office, you will be expected to comply with all policies and laws of the school and community. You will be expected to maintain high academic grades and attendance standards. Failure to do so could result in removal from office. You also should remember that all of your actions represent MC, your advisor, and the people who elected you. Think about how any actions you take will reflect on others before making your choice.

Students will be responsible for:

- Maintaining a 3.0 GPA with no “F” grades
- 90% attendance
- No outstanding school fees
- Meeting the responsibilities of their office as directed by their advisor
  - Includes attending all assigned school events
- Upholding all school and community policies and laws
  - Includes posts on personal social media accounts
- Showing respect and kindness to all members of the MCHS community
- Attending the USU Leadership Conference **June 18-21st** (Seniors Only)
- Understand that the above-named grade and attendance standards must be maintained from the announcement of your election to office. Students who do not meet the standards listed can be put on probation with, at most, three weeks to fix the issue. If students do not fix the situation, are placed on probation multiple times, or the action is extremely problematic, further actions will be taken and removal of office could occur. Probation and removal from office procedures are explained in Section VIII of the Student Handbook.

Any conflicts, concerns, or issues should be dealt with the following steps.

1. The student will hold a meeting with their advisor to express their concerns.
2. If the issue is unsolved after that meeting, a meeting between the parent, student, and advisor will be held.
3. If the student still feels the issue is unsolved, they will ask their advisor to establish a meeting with their advisor, parent, and administration to solve the issue.

\*The goal of this process is to teach students how to self advocate and handle situations as a student leader should.

Student Name

Date

---

SBO Position

---

Parent Name

---

Student Signature

---

Parent Signature

## Mountain Crest High School Cheer and Stunt Squad Constitution

### I. Organization

A. The name of this organization shall be known as the Cheer and Stunt Squad of Mountain Crest High School.

B. The purpose of this organization is to develop leadership, good citizenship, sportsmanship, and school spirit and to promote interest and participation in school activities through the spirit of loyalty and unity among students, faculty, and the community.

C. This organization shall be affiliated with Mountain Crest High School and will uphold all ideals and regulations as set forth in the constitution of the school. It shall also uphold the rules and regulations as set forth by the Cache County Board of Education.

### II. Membership

#### A. Eligibility

1. Prospective cheer squad candidates must have:

a. An accumulative grade point average of 3.0 (9th grade to present) or a cumulative grade point average of 3.0 or better (from the preceding two trimesters). b. No academic "F" during the preceding two grading periods. C. An "I" (incomplete) is considered a "F" until made up.

1. "I"s must be made up before tryouts in front of the judges. d. Must be in compliance with the Mountain Crest High School's attendance, behavior and discipline policy of current school year.

1. Any person removed from class due to attendance violation will not be allowed to participate. 2. Must currently be a Freshman, Sophomore or a Junior.

#### B. Attainment

1. Attaining membership for this organization will be determined by

teacher evaluations and judge's decision. Coach will have final say. 2. Judges are from an independent national cheer organization. 3. Judges will not be from the Cache Valley area.

#### C. Maintaining Participation

1. Retaining membership in this organization shall be governed by the requirements in this constitution, advisor, administration and the Mountain Crest High School constitution.

- a. All members are required to carry a full class schedule. b. Members must have at least a 3.0 GPA for the spring and fall trimesters, or a cumulative 3.0 GPA. Receiving an "F" or an "I" grade from the preceding trimester, he or she will automatically be put on probation for the period of one trimester. An "I" will create probation until made up. C. If the 3.0 GPA is not attained or receive an "F" during the probationary period, he or she will be terminated from membership.
- i. Probation: Not able to participate, affiliate or dress with group in any activities or games for a trimester. d. Students must maintain a 3.0 GPA and no F's during the season.

Grades will be checked on a weekly basis. Students will have one week to attain the 3.0. If grades are not met, then students will sit out until their grades improve. e. Members must be in compliance with the standards and guidelines of this constitution and the Mountain Crest Constitution or will be terminated as seen fit by the advisor and administration of Mountain Crest High School.

### III. Attendance

A. Members will be receiving a letter grade for two trimesters. PARTICIPATION DETERMINES THE GRADE.

B. Members will be required to participate as assigned by the advisor in activities concerning school athletic events (boys and girls) and school functions.

1. Athletic events: football, basketball, volleyball, wrestling and other sports as required.
2. School functions, pep rallies, hall decorations, homecoming activities, assigned fundraising dance and anything else to promote unity and school spirit.
3. Assignments and responsibilities will be determined throughout the year.

C. MEMBERS MUST NOT HAVE A JOB THAT INTERFERES WITH PRACTICES, SCHOOL ACTIVITIES, AND FUNDRAISERS ETC. WHEN YOU ARE REQUIRED TO BE IN ATTENDANCE. FAILURE TO ATTEND THESE ACTIVITIES WILL RESULT IN A REDUCTION OF GRADE.

D. You are allowed to play another sport, however, be sure you are willing and able

to handle both. There is a lot of time involved with this organization!

E. Members must attend all practices/class and games. Your grade is based on this.

The week before a performance (halftime) ALL members will be in attendance to class and any special practices. Only the advisor can excuse you.

1. Members missing practices, classes and events for FAMILY VACATIONS OR

EMERGENCIES must give at least 24 hours notice for absences. 2. Proper notification will not affect your grade involvement in the next event. (Exceptions for valid emergencies only if notified by parent/guardian as soon as possible).

F. If a member misses daily class, or a called practice, advisor must be notified preferably before school begins. Missing a game because of illness that has been excused by notification will not affect your grade or involvement in the next event.

1. Participation points are given on a daily basis. 2. Absences (verified or not) and/or tardies will be deducted from the grade. THIS IS A PARTICIPATION CLASS! G. If 2 practices or a game/event is missed, without notification, you will not be

able to cheer or participate at the next game/event.

1. Discipline: you will be in attendance to the game/event in uniform but not allowed to participate.

2. Deduction in participation points will occur. H. On game/event days you must be in attendance to all classes. Do not come late or leave early or you will not be able to cheer. If a situation/emergency occurs, let the advisor know as soon as possible.

1. Discipline: you will be in attendance to the game/event in uniform but not allowed to participate.

2. Deduction in participation points will occur. 1. Members must be at the game/event 72 hour before the event begins. If late, a tardy will be assessed and points deducted.

#### IV. Appearance

##### A. Uniforms

a. Uniforms will be clean and pressed. b. Members will be uniformly dressed on game days.

i. Decision of the uniforms rests with the heads of the event or the advisor.

a. Nails must be kept short and no fake nails are allowed. b. Hair will be neat and clean.

i. Hair will be pulled back away from the face to ensure safety while

performing. ii. Hair devices shall be safe and reasonably secure.

iii. Team will wear their hair the same way for all events. This decision rests with the heads of the event. C.

#### Jewelry

a. Wearing jewelry is prohibited at all times (religious or medical medals may be worn under clothing if they are taped to the body).

D. Violation of any of the above will result in point reduction.

#### V. Fees

A. Members must be financially able to assume all expenses incurred and to be paid

by date specified. Problems can be discussed with the advisor or financial office prior to the due date. B. All members are required to participate in fundraisers. If a member does not

participate she may be required to pay compensation to the Cheer Squad fund. This will be determined by the advisor and an administrator.

#### VI. Travel

A. Transportation will be provided for each event away from the school. Members

must ride together as a group to and from on the bus. You may be released only to a parent or guardian at the end of the event.

a. A release waiver must be signed by parent or guardian for each event and

given to the advisor releasing the school from liability. b. If release waiver has not been given to the advisor and member is not on

the bus, he or she will not participate in the next event/game. C. If a member drives to an event when transportation has been provided, he

or she will not participate in the event. d. Any violation can result in a grade reduction.

#### VII. Rules of Conduct

A. All standards of the school constitution must be upheld.

B. Members will be dismissed for drinking, smoking, and unlawful conduct.

C. Members will be dismissed for improper social media usage.

1. "Social media" is defined as any form of online publication or presence that allows interactive communication. This includes, but is not limited to, Facebook, Twitter, Snapchat, Youtube, Instagram, online chat rooms, blogs, or other internet websites/forums.
2. Improper social media use constitutes anything that may substantially disrupt or interfere with the mission of Mountain Crest High School, or anything that is contrary to the known or posted goals of the Cheer and Stunt Squad of Mountain Crest High School. Examples of inappropriate social media use include, but are not limited to:
  - a. Cyberbullying and harassment in all forms;
  - b. Posting/tweeting lewd, or sexually explicit content;
  - c. Promoting illegal activities (alcohol, illegal drugs, etc.);
  - d. Posting/tweeting profane or discriminatory language/content
  - e. Posting/tweeting violent threats or
  - f. Re-posting/re-tweeting any or all of the above
3. In light of the primary goals of Mountain Crest High School to encourage critical thinking and communication skills, this social media policy should never be construed to prohibit members of the Cheer and Stunt Squad from respectfully expressing their political, religious, or social views on social media.
4. A dismissal under this provision may be appealed according to the "Grievance Procedure" outlined in the Mountain Crest High School Student Handbook.

D. Members will conduct themselves appropriately on MCHS property or at other schools before, during or after school or they will be dismissed.

E. Even when you are not on MCHS property, at another school's property, or at a school-sponsored event, REMEMBER you are representing MOUNTAIN CREST HIGH SCHOOL everywhere you go!