

Mountain High School
Policy Manual
2021-2022 School Year

Academic Grades

Grades are awarded every Mini Term, earning .125 credits per class toward graduation. There are 8 mini terms in a school year. Student schedules are updated as needed every mini term to ensure students are taking the classes needed to meet their graduation requirements.

Standards for academic grades are high yet attainable. Academic success requires regular attendance. To earn credit a student must complete 100% of their coursework with a minimum standard of 80% or higher on all assignments and assessments.

If a student fails to earn credit in a course for 2 mini terms, the student will be moved to another course.

Accidents/Illness

Accidents and illnesses are to be reported to the office where immediate care can be arranged. Parents should be contacted before students will be allowed to check out of school with an injury. An accident/ injury report will be completed as needed.

Accommodations for Students with Disabilities

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Mountain High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Wendy Marland (801.402.0450), their principal or supervisor or you may contact the District ADA Coordinator, Steve Baker (801.402.5315), for parent or employee accommodations; or 504 Coordinator, Midori Clough (801.402.5180) for student accommodations.

(TDD hearing impaired) (801.402.5358)

Assembly Policy

All students are expected to attend the assemblies at Mountain High School. Students who attempt to leave campus without properly checking out through the Attendance Office will be considered truant. Students are expected to go directly to the assembly and to return to class immediately at the conclusion of the assembly and/ or follow instructions for dismissal.

Attendance

Mountain High School, Davis School District and Utah State Law requires that students attend regularly and that parents bear considerable responsibility in helping to ensure that students are in school when they are required to be there. The guidelines for student attendance at Mountain High are as follows:

1. All absences must be parent excused within two days upon the student's return to school. This may be accomplished in one of four ways: (1) by bringing a note from home signed by a parent or guardian; (2) by having a parent or guardian call the Attendance Secretary (801.402.0450) from 7:30 A.M. to 3:30 P.M. Monday through Friday; (3) by having a parent or guardian come to the Attendance Office in person; or (4) by emailing the Attendance Secretary at (mhsattendance@dsdmail.net).
2. Students who are absent (excused or unexcused) from a class 5 or more times in a mini term, may be removed from that class and placed in an Independent Study class for that period. Students will be expected to makeup the missed credit through the online platform Edgenuity before returning to a regular day school class period.
3. School-excused absences are considered part of the educational process. All school-excused absences must be authorized in advance.
4. Students are considered absent if they are late to class by more than twenty minutes or are not making an honest effort to get to class on time.
5. Students who are late for any class need to report to the attendance office to get an admit to class. The attendance secretary will indicate on the teacher's rolls in the computer whether the late was an excused late/absence or if it was not excused. Teachers will mark students late unless students have a "Do Not Mark Tardy" slip from the office.
6. Students who leave school any time during the school day are required to check out through the Attendance Office. This may be done with the student's parent or guardian permission only. Students who leave school or class without permission may be considered truant.

Students do not need to check out for: off-campus lunch, home release, magnet classes, released time, or internships.

Authority to Suspend or Expel

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a student, the school administrator shall make a referral to the District's Case Management Team. A suspended must meet with an administrator before returning to school.

Building Evacuation/Fire Drills

Schools are required by law to conduct regular fire drills and other drills such as a lockdown, lockout or earthquake drill. An exit procedure for such drills exists and instructions are posted in each classroom regarding the route and procedure to safely exit the building. Evacuation must take place quickly and as orderly as possible. Students are to remain at least 100 feet outside all buildings until instructed by a school authority to return to class.

Prank alarms have serious legal consequences which may include suspension, expulsion, fines, legal prosecution, and payment for the cost of fire equipment sent to the school, and/or any damages that are incurred.

Bullying/Cyber-Bullying/Harassment/Hazing

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activity regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at 5S-100 Conduct and Discipline.

Bus Conduct

To ensure safety, students must demonstrate responsible behavior while riding the school bus. All students being transported are under the authority of the bus driver and must obey driver requests. Bussing is a privilege not a right. Students should follow these rules:

- Stay off the pavement as the bus approaches;
- Enter the bus in an orderly manner;
- Be seated and remain seated while the bus is in motion;
- Obey bus driver's directions immediately;
- Do not place objects or arms, legs, or heads out the windows of the bus;
- Do not eat or drink on the bus;
- Do not litter or vandalize;
- Do not open the emergency door or window except in case of emergency;
- Do not carry any item that could cause a hazard to passengers, including skateboards and scooters.

A school administrator will contact parents and/or the police in cases where students have engaged in disorderly conduct or behaviors that endanger passengers.

Eligibility - To find out if a student is eligible for busing, please log on to the myDSD link at the following internet address: <http://www.davis.k12.ut.us> and select the Reports/Transportation Information tabs. Bussing information should be available within a week prior to the beginning of school each year and will be provided during quick start throughout the school year.

Cafeteria/Commons

Provided students maintain appropriate behavior and respect of the school building and common areas, students will not be restricted to eat in certain areas. Misbehavior such as throwing food, crowding in lines, leaving trays, not picking up their trash, or other inappropriate behavior will result in disciplinary action.

Change of Address

Parents and students should notify the office when their address or phone number changes or when there is a change in the legal guardian. Such notification allows the office to be able to contact parents and send information to the accurate address.

Cell Phones/ Electronic Devices

Appropriate use of cell phones and other electronic devices is expected at all times. Use of these devices will be based on individual teacher discretion. Students not following cell phone/ electronic device policies, may be referred to the administration. Faculty, staff, and administration have the right under law to confiscate any electronic device from students who violate this policy. When any electronic device is confiscated, staff shall take reasonable measures to label and secure the device. The phone may be picked up from the teacher at the end of the period or may be turned in to the office for pick up. Parents may be notified. School employees will work with students and parents regarding violations of the cell phone policy. **Students who have multiple violations of this policy may have additional consequences such as limited use of cell phone at school by checking it in/out in the office daily.**

Cell phones and other electronic devices are strictly prohibited during standardized assessments unless specifically allowed by statute, regulations, student IEP, or assessment directions.

The use of cell phones or other electronic devices are strictly prohibited in sensitive areas. Sensitive areas include, but are not limited to: locker rooms, restrooms, training rooms, or other areas where there is an expectation of privacy. Individuals who use electronic devices for the purpose of recording or filming in these areas will be subject to disciplinary action and referral to law enforcement.

Students may not use electronic devices in any way that threatens, intimidates, humiliates, or harasses students, employees, and visitors, or violates local, state, or federal laws.

All students and employees must comply with the Davis School District Acceptable Use Agreement. Violation or misuse of school or personal electronic devices may be reported at any time to the Mountain High School administration.

Students shall be personally and solely responsible for the security of personally owned and school issued electronic devices while at school. The school shall not assume responsibility for theft, loss, damage, or unauthorized calls made with an electronic device. If devices are loaned out or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or potential policy violation(s).

Exceptions to this policy will only be granted in special circumstances after meeting with an administrator.

Character Standards/Honor Code

All students at Mountain High will perform in a highly ethical and honest manner in all areas of their involvement at school. Students are expected to do their own work to the best of their

ability. Some examples of unethical or dishonest behavior would include, but are not limited to, plagiarism, copying other students' assignments, allowing others to copy their assignments, copying and pasting items into an assignment, using any electronic device to get unauthorized answers, or doing anything that would be considered dishonest in their work and dealings with teachers and classmates. Teachers and administrators will deal with students who violate this standard in a fair and appropriate manner. Consequences may include, but are not limited to, calling home to inform parents, getting a zero on the assignment or assessment, doing an alternate assignment with direct supervision. The faculty and staff of Mountain High are united in the belief that all students should practice ethical and honest behavior.

PLAGIARISM - occurs when a writer deliberately uses someone else's language, ideas, or other (not common knowledge*) material without acknowledging its source. Plagiarism may also include unintentional or close paraphrase. Plagiarism may take many forms including the following:

- Copying word for word from any outside source (print, video, online) without proper acknowledgement. This applies to the use of an entire paper, to use of entire sections and paragraphs, and to the use of a few distinct words and phrases.
- Paraphrasing ideas from an outside source without proper acknowledgement.
- Using any other organization or person to prepare work which one then submits as his/her own, including submitting in whole or in part a paper written by another student.
- Citing a source that does not exist.
- Attributing to a source ideas and information that are not included in the source.
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

*Common-knowledge: A piece of information may be regarded as common-knowledge if the information is found undocumented in at least 5 credible sources.

CHEATING - is any deceitful and dishonest act associated with academic performance. Examples include but are not limited to:

- Copying from another's test or assignment.
- Allowing someone to copy from your test or assignment.
- Using materials during a test or on an assignment not authorized by the instructor.
- Collaborating with a group or an individual during a test or on an assignment without the instructor's permission.
- Continuing to work on a test after the allocated time has ended.
- Altering a graded assignment or test after it has been returned and then submitting for re-grading.
- Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.

- Knowingly obtaining, using, buying, selling, reproducing, circulating or soliciting in whole or part the contents of any test without prior authorization of the instructor.
- Bribing another student to obtain a test. Soliciting or receiving unauthorized information about a test.
- Retaining, possessing, using or circulating previously given test materials where those materials clearly indicate they are to be returned to the instructor at the conclusion of the examination.
- Providing false information in connection with any inquiry regarding academic honesty and integrity.
- Falsifying records or official documents such as: academic records, report cards, letters of permission, ID cards, absence excuses, parent notes, etc.

Citizenship Requirements for Graduation

Davis School District requires each student to have 35 credits in Citizenship. All unsatisfactory grades in citizenship must be made up in order to graduate as well as participate in extra-curricular activities. Citizenship make-up credit is available by doing one of the following, **each option will clear 2 U's** :

- Arrange for 4 hours after school to work with a teacher or custodian. Return form signed by teacher/custodian to the office.
- Take home a "Meals for U" and return form signed by parent/guardian to the office.
- Attend Parent Teacher Conference with your parent/guardian and sign the roll.
- Attend 6 hours of Satellite.
- Attend Parent Teacher Conference Seminar with your parent/guardian offered at each Parent Teacher conference and sign the roll.
- Additional options may be approved on an individual basis by administration.

Classroom Behavior

Mountain High School has high expectations in the classroom and your attitude and behavior should contribute to an environment of learning. Specifically, we expect that you will:

1. Arrive to class on time.
2. Be prepared for class, with all materials necessary, each day.
3. Show respect and consideration for others in the learning environment.
4. Demonstrate care and consideration for school property and the property of others.

Students are expected to observe the rules and procedures that have been established by each teacher for their classroom and respond promptly to the direction of your teacher or be subject to due process.

Class Changes

Students have been assigned to classes based on their graduation credit needs and their requests where space is available. Changes will be limited to the following:

1. Classes will be added when the student does not have a full schedule or when the school has made an error. A schedule may not be changed after the first day of academic classes without administrative approval.
2. Changes will be based upon the PCCR (Plan for College and Career Readiness) and will require approval by the administration and review of the counselor and a parent.

Compulsory Education Requirements

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

Computer Information Access

Mountain High parents are able to make additional contact with the school through any carrier's computer networking service. You may find access through the Davis School District Home Page at www.davis.k12.ut.us Click on the Student Information System, give the student number, get a pin number and follow the steps outlined.

Dances

Only students enrolled at Mountain High school will be permitted to attend dances at Mountain High School. School dress and behavior codes apply to all dances. Anyone who violates the following outlined regulations will not be allowed into the dance and/or will be removed from the dance. Once inside the dance, if students alter their attire and/or behavior so as to violate the regulations, they will be escorted out of the dance and not be allowed to return. Students in violation of these regulations may not be allowed to attend any other dances at Mountain High School, and further disciplinary measures may apply. "Slam-dancing", "Moshing", suggestive dancing, or any other unacceptable student behavior will not be tolerated, and the student may be asked to leave without refund; this will be determined by the administration.

Deliveries

Non-school related deliveries to Mountain High for a student will be held in the main office until lunch or after school. Students who order food from a delivery service will not be allowed to leave class to pick up the order. Non-school related deliveries include balloons, flowers, food, gifts, stuffed animals, valentines, etc.

Disruption of School Operations

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession

of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing or abusive language.

Dress Code

School dress code standards should be followed whenever attending any school activity. Anything that is disruptive to the normal operation of school or any dress or grooming that may be considered extreme and is not permitted. Any student violating the dress code will be asked to change into clothing that meets Mountain High requirements. If a student does not have appropriate clothing with them at school, the student may be loaned clothing or have clothing brought to them.

DRESS CODE STANDARDS

1. Students must wear their lanyard and ID at all times.
2. Students must be fully clothed. Clothing that exposes bare midriffs, buttocks, open back, upper thigh, cleavage or undergarments are not allowed, this includes spaghetti straps, muscle shirts, halter tops, and tube tops. Additionally, the bottom of the shirt should contact the top of the pants when standing in a normal stance.
3. Students must wear shoes.
4. Pants/Shorts and skirts must cover at least mid thigh, typically at least a 4 inch inseam.
5. No articles of clothing that advertise obscene, sexually suggestive, illegal, discriminatory or perceived as offensive to the general school population, as determined by administration, are allowed. Clothing logos not permitted include Playboy, alcohol products, etc.
6. Clothing determined to be gang related in colors, graphics, or other references are not permitted.
7. No sunglasses can be worn in the building. Medical exceptions to be made on an individual basis.
8. Any attire, hairstyle, hair color, piercing, tattoos or makeup which can be considered extreme and which brings undue attention to the student, or disrupts the educational process, is not permitted. Tattoos that may be considered offensive should be covered.

Drugs/ Alcohol/ Tobacco/ Controlled Substances

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

Due Process

When a student is suspected of violating Mountain High or District policy, the school administrator must meet with and inform him/her of the allegations and provide the student

the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline, the school administrator shall notify the parent or guardian that: 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet a designated school official to review the suspension.

Extra-Curricular Activities

Participation in UHSAA sanctioned events, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

Eligibility for UHSAA Sanctioned Events

Academic Requirements - Participating students must have a minimum 2.0 GPA, no more than one F, and no U citizenship from the previous term. This standard must be maintained throughout the playing season in order to participate. Coaches may increase requirements for individual teams/organizations as long as it is disclosed during or before try-outs. Mountain High students not earning full credit in all assigned courses may not be eligible for participation.

Determination of academic eligibility shall be made no later than the seventh calendar day following the last day of the grading period. Grade changes after that time cannot restore lost eligibility.

Citizenship Standards – All unsatisfactory citizenship must be cleared prior to the first scheduled contest/event.

Eligibility for student officers are set in the by-laws and try-out disclosures. In most cases they exceed the requirements above.

FERPA

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their student's education records. These rights are:

1. ***Inspect and review*** all their student's education records maintained by the school within 45 days of a request for access.
2. ***Request*** that a school correct education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed and specify why it should be changes. If the school decides not to amend the record as requested by the

parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

3. **Provide consent** before the school discloses personally identifiable information (PPI) from a student's record, except to the extent that FERPA authorizes disclosure without consent.

Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools to which a student is transferring;
- [c] individuals who have obtained court orders or subpoenas;
- [d] individuals who need to know in cases of health and safety emergencies;
- [e] official in the juvenile justice system to improve education outcomes;
- [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
- [g] specified officials for audit or evaluation purposes; or
- [h] organizations conducting studies for or on behalf of the District.

A **school official** is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Student Privacy Policy Office (SPPO)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
(202) 260-3887

Informal inquiries may be sent to FPCO via the following email address: [**FERPA@ED.Gov**](mailto:FERPA@ED.Gov)

For additional information please visit the SPPO website at the following address:

[**https://studentprivacy.ed.gov/**](https://studentprivacy.ed.gov/)

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

Fighting

Students fighting or threatening to fight, on school grounds, traveling to and from school, or at any school sponsored activity may be suspended for two to ten school days and/or have a change of program for the remainder of the mini term. In order to be reinstated in school, a parent conference is required. Repeat offenders may have a change of program.

Fines and Fees

Students and parents are responsible to pay all applicable school fees and fines. To apply for a fee waiver, contact the main office. Fines and fees must be paid in order for a student to pick up his/her yearbook on yearbook day and must be paid for seniors to participate in commencement activities.

Graduation Requirements

The Davis School Board of Education has set this requirement for the four-period rotating block to 27 units of credit. These requirements are as follows:

- English - 4 credits
- Math (recommended each year) - 3 credits
- Science - 3 credits
- Social Studies - 2.5 credits
- U.S. Government and Citizenship (Civics) - .5 credits
- CTE - 1 credit
- Fine Arts - 1.5 credits
- Health - .5 credit
- Fit for Life - .5 credit
- Physical Education - 1 credit
- Digital Studies - .5 credit
- Financial Literacy - .5 credit
- Electives - 8.5 credits

Total Credits Required: 27 credits

Mountain High offers students the opportunity to earn one of three diplomas.

Mountain High 27-credit diploma

- Requirements are listed above.

Mountain High 24 credit Skills Enhanced Diploma

- Requirements listed above
- Exception is 5.5 elective credit instead of 8.5.
- Students must successfully complete a semester at DTC or MHS Certified Nurse Assistant program.

Davis School District 24 credit diploma

- Requirements listed above
- Exception is 5.5 elective credit instead of 8.5.

Participating in commencement exercises is a privilege not a right. Students who do not have the required academic credits and 35 citizenship credits, will not receive a diploma or participate in Spring graduation. Continuing seniors must have all credits submitted by September 28 to receive a diploma and participate in Fall graduation.

Late Opening/No School/Snow Days

If a severe blizzard, heavy snowstorm, or ice storm occurs during the night, which makes driving hazardous, and such conditions are known by 7:00 a.m., or for any other emergency identified hazardous by the superintendent, an announcement will be made over local radio stations informing parents of the status of the schools in the district. Parents will also be able to find out whether schools are closed by dialing (801) 402-5500, as well as by visiting Davis District's homepage.

Meal Charges

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age-appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student attending a secondary school that his account is in the negative. The cost of the unpaid meal will be charged to the student's account.

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mail boxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.

Medicine (prescribed and over the counter)

A student who needs to take prescription medicine during the school day should complete the medication authorization forms found in DSD Policy manual 5S-300. This policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one day's dosage of medication on their person. Any misuse of such medication by the student may be subject to disciplinary action under District Policy 5S-100 Student Conduct and Discipline.

myDSD

Student information including grades, attendance, lunch account balances, and busing information can be accessed by clicking on the following link [Mountain High School homepage](#) and clicking on the myDSD link at the top.

Non-Discrimination Policies

Davis School District and Mountain High School do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

ADA (Employment Issues) Compliance Officer

Davis School District

45 East State Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5315

Email: sbaker@dsdmail.net

Midori Clough, Section 504 Coordinator, Educational Equity Department

Disability Compliance Officer

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5180

Email: mclough@dsdmail.net

Caray Long, Educational Equity Department

Compliance Officer

Race, Color, National Origin, or Religion in other than Athletic Programs

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5357

Email: clong@dsdmail.net

Bianca Mittendorf, Title IX Coordinator, Educational Equity Department

Title IX Coordinator

Gender in other than Athletic Programs

Davis School District

70 East 100 North, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5447

Email: bmittendorf@dsdmail.net

Tim Best, Healthy Lifestyle Coordinator

Title IX Compliance Officer

Discrimination in Athletic Programs

Davis School District

20 North Main Street, P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-7850

Email: tbest@dsdmail.net

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Officer

Davis School District

20 North Main Street. P.O. Box 588

Farmington, Utah 84025

Tel: (801) 402-5307

Email: szigich@dsdmail.net

Parent Notification

Parents or guardians will be notified of student's absences by:

1. A recorded phone message from the school and /or email.
2. Parents may call the Attendance Secretary during regular business hours at 801-402-0455.
3. Parents may access student attendance information on the internet through [myDSD](#).

Parental Rights in Public Education

The Davis School District and Mountain High School shall reasonably accommodate** a parent's or guardian's:

- Written request to retain a student on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. (An excuse does not diminish expectations for the student's academic performance).
- Request to excuse the student from taking a test that is administered statewide or the National Assessment of Educational Progress.
- Request to visit and observe any class the student attends.
- Request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

**Reasonably accommodate" means to make its best effort to enable a parent or guardian to exercise a parental right without substantial impact to staff and resources including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures while balancing the parental rights, the educational needs of other students, the academic and behavioral impacts to a classroom, a teacher's workload, and the assurance of the safe and efficient operation of a school. Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.

**Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

Parking

Parking permits may be purchased by all students. All vehicles parked on school property must be registered with the school and MUST ALWAYS DISPLAY a current permit. Cost of the parking permit is \$5.00 per school year and \$5.00 for a replacement permit. Students must not park in the following restricted areas: faculty, visitor, fire lane, handicap, etc. Student vehicles parked inappropriately or do not have a parking pass (purchased or displayed) are subject to a warning (1st offense), \$5.00 fine (2nd offense) and a \$10.00 fine for each additional offense. A vehicle parked in handicap and/or fire lanes may be subject to a ticket from Kaysville City. Student vehicles in violation of the parking policy, along with repeat offenders, may be towed at owner expense. Parking privileges may be revoked at any time.

Any student that duplicates a parking pass, sells a parking pass to another student, steals a parking pass, or is in possession of a stolen parking pass will lose the privilege of parking on campus for the remainder of the school year, could be suspended from school, may be fined \$25, and could be charged with theft.

Pledge of Allegiance

The Pledge of Allegiance shall be recited by students at the beginning of each school day in each public school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

Profanity/Offensive Language

Profanity/offensive language is inappropriate and will not be tolerated at Mountain High School. (Refer to disruption of school operations).

Public Displays of Affection

Displays of affection, other than hand-holding will not be allowed in any part of the building at any time. A warning will be given and/or parents will be contacted if the offense happens during the school day. Students will be asked to leave the building if it occurs outside the school day.

Home Release/Off-Campus Programs

Students who are granted permission to participate in off-campus programs are not allowed in the building or on campus during that time without special permission from the administration. Students who do not follow through with their commitment to these programs, either by failing to leave campus before the tardy bell sounds, or by returning to campus before the designated time, may be issued a trespass citation.

The first citation will be a verbal warning; subsequent citations will begin at \$10.00 and increase to as much as \$25.00. Students who lose the privilege of continued participation in their off-

campus programs will be released to the care of their parents until such time as they can be enrolled in a class at Mountain High School. The usual time for enrollment back on campus is at the beginning of each Mini Term.

Religious Express in Public Schools

In compliance with existing Federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information. These include the right to:

Consent before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- [a] Political affiliations or beliefs;
- [b] Mental or psychological problems;
- [c] Sexual behavior, orientation or attitudes;
- [d] Illegal, anti-social, self-incriminating, or demeaning behavior;
- [e] Critical appraisals of others with whom the student or family have close family relationships;
- [f] Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- [g] Religious practices, affiliations, or beliefs; or
- [h] Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

Inspect, upon request and before administration or use of:

- [a] Protected information surveys designed to be administered to students; and
- [b] Instructional material used as part of the educational curriculum.

Davis School District has policies in place to protect student privacy as required by both State and Federal law. Mountain High will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

1-800-872-5327 Informal inquiries may be sent to FPCO via the following email address:
PPRA@ED.Gov.

For additional information please visit the SPPO website at the following address:
<https://studentprivacy.ed.gov/>

Safe and Orderly Schools

It is the policy of the Davis School District and Mountain High School to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

SOME SELECTED DEFINITIONS OF SAFE SCHOOL VIOLATIONS

- Arson - Graffiti - Vandalism
 - The willful burning, defacing, or destruction of student, staff, or school district property.
- Assault - Hazing - Harassment
 - Unwelcomed physical aggression, intimidation, or initiation of a school district employee, student, or volunteer, whether at school, a school related activity, or other locations which affect the environment at school. These actions are prohibited in any form including but not limited to, personally, by directing others to take the actions, or through the use of written word, social media, web pages, text messaging, instant messaging, or any other electronic means.
- Controlled Substances
 - Selling of or possession of, controlled substances, alcohol, prescription medications or substances represented to be controlled substances. Including paraphernalia materials.
- Robbery - Extortion
 - Taking anything of value from another by use of force or threat.

- Weapons
 - Possession, use, transmittal, or concealment of ANY weapon or facsimile of a weapon. Weapons are defined as firearms, knives, explosives, flammable materials, or any items that may cause injury, death, threat, or intimidation.
- Gang Activity
 - Engaging in any form of gang activity on or about school property, or at any school activity. Gang activities may include, but are not limited to: wearing, possessing, using, distributing, displaying, or selling items which evidence membership or association with gangs; committing acts which demonstrate membership or affiliation with a gang, such as flashing signs, soliciting membership, or requesting a person to pay for protection or claiming turf.
- Sexting
 - The creation of, possession of, requesting of, or sharing of sexually explicit messages, sexually explicit photos or videos that interrupts the academic and or social processes within the school, a school related activity, or other locations which affect the environment at school.
- Terroristic Threat
 - A threat to engage in an action posing a substantial risk of significant injury or harm to persons or property.
- Continued Disruption of the School/Learning Environment
 - Continual disturbances or problems that interrupt the academic and or social processes within the school. Violation of a Safety or Behavior Contract. Continual pattern of disruptive behaviors related to classmates, peers, school staff, or anything associated to the educational environment, including but not limited to social media, school activities, transportation, field trips, and extra-curricular activities.

Search and Seizures

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school storage areas provided for student use. Storage areas are the sole property of the Davis School District and Mountain High. Periodic general inspections of school property, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Serious Violations of Rules/Policy

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related

serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang related clothing or apparel, or soliciting others for membership in a gang.

Social Media Policy

Mountain High School respects the rights of students to express themselves and use social media platforms. MHS however, has the right to address and/or take disciplinary measures for information communicated through social media when it creates a disruption of the school environment for any student, comprises academic dishonesty, or is deemed threatening to any person associated with the school. For the purposes of these guidelines, social media contains any form of electronic communication, social networking, online communication, or online presence.

The following guidelines serve to help students avoid social media activities that could result in unsafe situations or school discipline. Participating in these electronic or online actions could be considered to be substantially or foreseeably disruptive to the MHS environment and could require official school involvement and possibly law enforcement agencies.

Students should:

- Avoid posting confidential information about themselves or others, i.e. phone numbers, addresses, school I.D., number, etc.
- Avoid unprofessional public profiles including the use of language of a profane or sexual nature. The image you create of yourself online can be seen by anyone. Privacy settings are NOT foolproof!
- Avoid participating in, sending messages or posting information about illegal activities or indicate knowledge of unreported crimes. i.e. incriminating photos or statements depicting violence; hazing; sexual harassment; sexting; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other illegal behaviors.
- Never post or communicate messages that include bullying\threats of violence. While MHS students have a right to free speech that right is NOT unlimited. Cyber-bullying is a serious problem and is not limited to student-to-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination.
- Never participate or post in activities considered cheating and/or plagiarizing or any activity that violates the MHS Character Standards.
- Avoid "Liking," "Retweeting," "Subtweeting," "trending," messages that violate any of the guidelines previously stated.

MHS students should be aware that if their conduct negatively impacts the educational environment, such conduct may be subject to discipline, not only by school authorities, but also by law enforcement agencies.

MHS students should avoid the following:

- Derogatory language or remarks about students, teachers, staff members, administrators, or representatives of other schools;
- Demeaning statements and/or threats to any third party;
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

Student Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees and awards received, 9) photograph, 10) most recent educational institution attended by the student.

If you, as a parent, do not want Mountain High to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-800-872-5327

Informal inquires may be sent to FPCO via the following email address: FERPA@ED.Gov

Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

Student ID Badges

Students must wear their badges; Mountain High School Identification, on a lanyard, around their neck, and visibly displayed during the entire school day. Due to student safety, some teachers may require students remove their ID badges during class instruction. If a student does not have their ID badge with them, they must check in with an administrator to receive a temporary badge that is to be worn for the day. If a student is late to class or must leave class in order to obtain a temporary badge, a tardy may be given. One free replacement badge will be provided to students. A \$5.00 replacement fee will be charged after the second badge. Students who continually violate this policy may have additional consequences as determined by administration. Parents will be notified.

Tardy Policies

Being late to class is not only discourteous but can be disruptive and detrimental to the learning process. Nine tardies in a mini term is considered excessive and a truancy will be issued. The fine assessed will be determined by the number of prior truantries issued. Students can have the fine removed by attending Satellite, the MHS after school credit recovery program for 80 minutes. Students must obtain the truancy make up form from an administrator, have the Satellite teacher sign the form, and return to the administrator.

Teacher Contract Time

Teacher work hours are from 8:00 to 3:30 daily. Teachers are expected to return phone calls and emails within 24 hours.

Technology

Each student at Mountain High School will be issued a Cloud Book and charging cord. Laptops will be checked out to students at Quick Start, and checked in at the end of the school year. Laptops will only be issued to students assigned to Mountain High School. Similar to a textbook, each student will be responsible for any damages or theft.

Insurance on the device, which covers accidental damage and theft, can be purchased in the main office or online through myDSD during the registration window prior to the start of each mini term for \$25. A \$15 fee will be assessed per incident. Insurance may not be purchased after damage has occurred.

Hotspots can be requested online through myDSD.

Truancy

Daily attendance at school is required by state law. We encourage all students to be responsible and recognize the importance of being in class each day and on time.

“Students who have unexcused absences, excessive absence or tardies, suspicious absences, misrepresented parental verification or other related issues during school hours will be considered truant and are subject to a truancy citation and fined accordingly.”--- State Code

Absences will be cleared for family emergencies, illness, and extenuating circumstances (legitimate reasons). All absences need to be cleared by parent/guardian within two days upon returning to school or they are considered unexcused.

Students who have 9 tardies/mini term will be issued a truancy.

Students are responsible for tracking their attendance and making sure it is kept up to date and current by checking online or by requesting a copy of the record from the attendance office.

The first truancy is a warning, and no fee is assessed. Each additional truancy issued will have a \$10.00 fine.

Truancy Citations

Attendance will be tracked daily by the citizenship secretary. Students will meet with an administrator and the parent will be notified if a truancy citation is issued. Students who earn 4 or more truantries in the year will have a parent/ guardian meeting to discuss education options. Consequences are:

1st truancy: Warning, parent notified.

Each additional truancy: \$10 fine, citation issued, and parent notified.

Visiting Students

No visiting students will be permitted until further notice.

Visitors

All visitors must check in at the front office to receive a visitor badge which must be visible at all times while in the school building. Any unauthorized person on the MHS campus during school hours, before or after school, and during lunch, is prohibited and is subject to criminal trespass by the Kaysville City Police Department. Visitors may not attend class with students without administrative approval.

Weapons and Explosive Devices

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapon with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms weapon, explosive, and noxious or flammable material include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

