



## **The Foundation for Mountain View High School**

**Our Mission:** MVHS ensures a safe and rigorous education with high levels of learning for all.

Each member of the staff commits to the following to fulfill our fundamental purpose and become the school described in this **mission statement**:

**Mountain View High School provides a structured and safe environment for students to learn:**

- MVHS has a strong partnership with families and provides them with the information they need to monitor and support the learning of their children. We value the role of our school in the community and commit to having positive relationships with all stakeholders, especially students and their families.
- MVHS is an environment where students can safely share differing perspectives and all students are respectful of opposing viewpoints.
- MVHS supports educators' continuous learning and ongoing professional development.
- Staff at MVHS believe hard work leads to success.
- The MVHS community utilizes a growth mindset and encourage effort that leads to success.

**Each member of the staff commits to the following:**

- **We commit to** provide structured support for at-risk learners as well as strong extension activities for students who are prepared for that challenge.
- We provide opportunities for community and stakeholders to increase their level of engagement with the school.
- We provide positive and engaging learning opportunities that prepare students for life after high school.
- We provide a safe environment for students to learn *at high levels*.
- We hold ourselves accountable to high levels of learning for all.
- We will work with our colleagues to achieve our collaborative SMART goals.
- Teaching the guaranteed and viable curriculum.
- We seek out best research-affirmed practices to support all students learning at high levels.
- We keep families informed of the progress of their children.
- We encourage, support, and expect kindness from students and staff.

**Our school wide goals:** We will monitor the following indicators to mark our progress:

**Annual goals**

- 95% student attendance rate or higher each year.
- Our high school graduation rate will exceed 95% as measured by the State of Wyoming.
- Decrease the number of students who fail a course each year. Increase the percentage of students who pass all their courses each year.
- Increase the average GPA score of all students as class groups and as the school as a whole.
- MVHS students will exceed the average of a cohort of the best schools in the state of Wyoming on state-required assessments.
- MVHS juniors will average a composite ACT score of 21.5.

**Long term-goals**

- Increase the percentage of our high school graduates who are successful in post-secondary life.
- Increase the percent of students at each grade level who take college-level and other higher-level coursework.
- Increase the percentage of students who pursue post-secondary education within one year of high school.
- We provide opportunities for stakeholders to increase their level of engagement with the school.

**NON-DISCRIMINATION**

The Board reaffirms its commitment to nondiscrimination and equal educational and employment opportunities in all of its decisions, programs, and activities to ensure the following: all residents of legal school age will have equal access to educational programs, classes, extra-curricular activities, and services. Factors such as race, color, creed, sex, national origin, or handicapping conditions will not be used as reasons for denying these programs and benefits to any student. Students in underrepresented groups (girls, minorities, EL students, students with disabilities, migrant, homeless, etc.) have equal access to participation in programs offered by the school/Local Education Agency (LEA) as all other students. Equal employment opportunities will be extended to all persons without regard to race, sex, age, handicapping condition unrelated to performing tasks of the position, national origin, or religious or political affiliation or beliefs.

Title IX Coordinator: Jeffrey M. Newton, [newtonj@uinta4.com](mailto:newtonj@uinta4.com)  
129 W. 2<sup>nd</sup> St. Mountain View, Wyoming 82939  
(307) 782-3377 ext. 4201

## ACADEMICS GRADING

In order to maintain an equitable reporting system, it is recommended that teachers in all classes use a similar grading scale. The following scale shall be the basis for determining grades on a percentage scale:

<u>PTS</u>	<u>MARK</u>	<u>PERCENT</u>
4.0	A	100 – 90
3.4	B+	89 – 87
3.0	B	86 – 83
2.7	B-	82 – 80
2.4	C+	79 – 77
2.0	C	76 – 73
1.7	C-	72 – 70
1.4	D+	69 – 67
1.0	D	66 – 63
0.7	D-	62 – 60

## GRADE REPORTING

Progress reports/term grades are issued quarterly usually in November, January, March, and May. Teachers will keep students informed of their progress and a progress report may be sent to the home when a student is falling behind or failing a class. Additionally, notices will be sent out three weeks prior to the end of the first and second semester to all students who are receiving a D or F in any class. Parents can check their student's grades by logging on to: <http://ps.uinta4.com/public>. At the beginning of each year all students and parents will be assigned a web id number and a web password. You will need this information to log on to the PowerSchool server.

## GRADUATION REQUIREMENTS

### **Carnegie Unit Requirements:**

4	Credits English
3	Credits Science
3	Credits Social Studies
3	Credits Math & reach Proficient Level on math ACT test or 4 Math Credits
1	Credit Consumer Economics
1	Credit Computers I
1	Credit PE/Health
1	Credit Fine Arts (Students <u>must</u> take one Fine Arts class by the end of their Junior year)
1	Credit Speech and Reading
18	Required Subject Credits (18 for the class of 2018 and all incoming classes)
<u>10</u>	<u>Elective Credits required</u>
28	Total credits required of possible 32 credits

**and . . .**

- The School District, in consultation with the State Board of Education, shall establish requirements for students to earn a high school diploma as evidenced by course completion and as measured by the district's assessment system prescribed by rule and regulation of the State Board and required under W.S. 21-3-110(a)(xxiv).
- The District may also make such other arrangements for special education students as are not inconsistent with the law, and which are in accordance with the District's rules and regulations governing programs for handicapped children, including making provision to recognize those students who have met the requirements of their individualized educational plan but cannot receive a diploma reflecting completion of the state mandated graduation requirements.

## PRE-COLLEGE CURRICULUM PLAN

The following plan is a broad based tool to help college-bound students choose a curriculum that will prepare them for admission into most college programs. It is stressed that this is only a suggested course outline. Those students with skills in the many elective areas are encouraged to pursue their talents. However, it is necessary that an emphasis be placed on Math, Science, and English skills which the universities are stressing for admittance. (Please review the University of Wyoming's entrance requirements as these may change from year to year.)

- 4 English (recommend College / Honors Classes)
- 4 Math (recommend Geometry, Algebra 2, Pre-Calculus, Calculus)
- 4 Science (recommend Chemistry and/or Physics)
- Computers
- Foreign Language
- \*Art and Music classes recommended
- Include as many Dual and Concurrent College courses as possible

A ninth grade student should begin preparing for college and scholarships by striving to get good grades and skills in pre-college curriculum classes. Competition for scholarships is high.

## ADVANCED CLASSES

Advanced classes have the goal of producing higher achievement for students with high academic abilities and critical thinking skills. The program will offer sections in Math, Science, Language Arts, and Social Studies. Students, with the guidance of parents, teachers, and counselors may select to take all or some of these courses depending upon the individual student's abilities and motivation level. Honors students will have the opportunity to take one advanced class in the 10<sup>th</sup> grade, and ten honors classes in the 11<sup>th</sup> and 12<sup>th</sup> grades. Advanced classes include:

College English	College Government	Physics
College Computers	Calculus	College History
Chemistry	Pre-Calculus	Honors English 11
Honors English 10	Spanish III/IV	

## VALEDICTORIAN AND SALUTATORIAN POLICY

The following credit criteria beyond the regular graduation requirements must be met. Valedictorian and Salutatorian candidates must take an additional math credit, an additional science credit from the area of Chemistry or Physics, and take six of the advanced classes offered. **Seniors who meet the above criteria and have at least a 3.85 GPA will be ranked by adding their highest composite ACT score (moved to the hundredths place) and their GPA together.** (For example, if a student has a 3.93 GPA and scored a 28 on the ACT, the result would be  $3.93 + .28 = 4.21$ ). Valedictorian and salutatorian status for students above 3.85 GPA will be determined by the above criteria at the end of the first semester of their senior year. A student may still lose their valedictorian or salutatorian status, pending performance the second semester of their senior year. Those below 3.85 will be determined by GPA only. Class rank can be a determining factor in awarding scholarships.

Important Note\*: During the 2017 Wyoming Legislative Session, changes to the way high school GPA is calculated for Hathaway Scholarship award purposes were signed into law. In accordance with Senate Enrolled ACT 0056, the Wyoming Department of Education (WDE) established a grade-weighting policy that accounts for the increased academic rigor of dual and concurrent courses. Beginning in the 2018-19 school year all districts are required to use a weighted Hathaway GPA for all AP, IB, and +1000 level and above dual/concurrent courses for all students.

HATHAWAY SCHOLARSHIP GRADE-WEIGHTING POLICY*		
(Applies only to AP, IB, and +1000 level dual/concurrent courses)		
Letter Grade	Point Value on a 4.0 Scale	Point Value on a 5.0 Scale
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0	0

Districts will be required to display the weighted Hathaway GPA on all student transcripts for Hathaway Scholarship awarding purposes. Districts may continue to maintain their local policies for grade-weighting for other purposes. *Hathaway grade-weighting does not impact MVHS valedictorian, salutatorian, or overall class ranking. MVHS does not use a weighted GPA for calculations for other than Hathaway Scholarship purposes as required by the Wyoming Department of Education.*

**Receiving credit from outside educational institutions**

Any credit to be applied towards Mountain View High School graduation requirements must have prior approval by the principal and counselor. **Any coursework taken during the senior year from an outside educational institution as mentioned above must have completion verified by the issuing institution to MVHS no later than May 1<sup>st</sup>.** This means that makeup coursework must be **completed and returned to the crediting institution at least two weeks prior to May 1<sup>st</sup>.**

In order to receive credit that has been issued from an accredited educational institution other than Mountain View High School, official transcripts with accompanying grades must be provided to the Mountain View High school counseling office. This policy includes, but is not limited to, other high schools, college correspondence courses, and summer school on college campuses. Specifically, high school credit will be issued for college credit based on a ratio of 1:4. In other words, one hour of high school credit will be issued for every four hours of college credit.

Students who have failed a course may be allowed to earn *elective credit* towards graduation by taking community education coursework offered through Valley Learning Center. This coursework involves a signed contract/agreement between Valley Learning Center, the student/parent(s), and Mountain View High School. This contract specifies the requirements that must be met in order to receive credit.

**GRADUATION (Commencement) EXERCISES:** All students who have successfully completed graduation requirements (28 credits) and are eligible to receive a high school diploma have the opportunity to participate in the graduation ceremony held in the spring. Students who have not successfully completed all graduation requirements are not eligible to participate in graduation exercises. Only those students who are in good standing may participate in the graduation ceremony.

- Any student with pending criminal charges at the time of graduation may not be eligible to participate.
- All seniors must have cleared all MVHS debts to be eligible to participate in the graduation ceremony.
- Any student who violates the Code of Conduct requiring suspension prior to graduation may not be eligible to participate.
- Any student who misrepresents credit received or fails to obtain **prior** approval regarding non-MVHS credit may not be eligible to participate.
- Any student who has an alcohol/drug violation prior to graduation may not be eligible to participate.

**Qualifying for a Hathaway Scholarship**

Three levels of the Hathaway Scholarship are available to students: Opportunity, Performance, and Honors. **As Hathaway requirements may change after the printing of this handbook, students are**

**encouraged to review information on the Hathaway Scholarships website for the most current information.**

Additional Eligibility Requirements:

- Must be Wyoming resident, according to the following criteria:
  - Students who graduate from a Wyoming high school
- Students who are Wyoming residents but graduates of an out-of-state high school or high school in another country are eligible for Hathaway under the following conditions:
- The student attended an eligible high school in Wyoming at some point during their high school education and . . .
- The student's custodial parent or legal guardian was a Wyoming resident at the time the student applied for a Hathaway scholarship, as well as a Wyoming resident during the time the student was attending an eligible high school in Wyoming and ...
- The student's absence from the state was due to the custodial parent or legal guardian's employment or other conditions beyond the reasonable control of the parent or guardian and ...
- The student, or the student's parent or legal guardian must not have claimed residency in any other state or foreign country during the time the student was attending high school in the other state or foreign country
  - Student whose custodial parent or legal guardian is in active military service and maintains Wyoming as their domicile state
  - In addition to meeting one of the previous requirements, as set forth by Hathaway Scholarship legislation, a student must also demonstrate Wyoming residency as determined by the University of Wyoming



Hathaway Scholarship Level	Hathaway Success Curriculum Course Requirements
<b>Honors</b> \$1,680 per semester  <b>+3.5 GPA and 25 ACT (weighted according to Hathaway)</b>	<ul style="list-style-type: none"> <li>▪ Math – 4 years of math               <ul style="list-style-type: none"> <li>▪ Must include Algebra 1 &amp; 2, Geometry and an additional Hathaway approved math</li> </ul> </li> <li>▪ Language Arts- 4 years of Language Arts</li> <li>▪ Science- 4 years of science</li> <li>▪ Social Studies- 3 years of social studies (five content areas must be covered in 3 years)</li> </ul> <p><i>Additionally</i></p> <ul style="list-style-type: none"> <li>▪ 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b></li> </ul>
<b>Performance</b> \$1,260 per semester  <b>+3.0 GPA and 21 ACT (weighted according to Hathaway)</b>	<ul style="list-style-type: none"> <li>▪ Math – 4 years of math               <ul style="list-style-type: none"> <li>▪ Must include Algebra 1 &amp; 2, Geometry and an additional Hathaway approved math</li> </ul> </li> <li>▪ Language Arts- 4 years of Language Arts</li> <li>▪ Science- 4 years of science</li> <li>▪ Social Studies- 3 years of social studies (five content areas must be covered in 3 years)</li> </ul> <p><i>Additionally</i></p> <ul style="list-style-type: none"> <li>• 4 years of either fine and performing arts, foreign language, or career and technical education. <b><u>2 of the 4 years must be sequenced.</u></b></li> </ul>
<b>Opportunity</b> \$840 per semester  <b>+2.5 GPA and 19 ACT (weighted according to Hathaway)</b>	<ul style="list-style-type: none"> <li>▪ Math – 4 years of math               <ul style="list-style-type: none"> <li>▪ Must include Algebra 1 &amp; 2, Geometry and an additional Hathaway approved math</li> </ul> </li> <li>▪ Language Arts- 4 years of Language Arts</li> <li>▪ Science- 4 years of science</li> <li>▪ Social Studies- 3 years of social studies (five content areas must be covered in 3 years)</li> </ul> <p><i>Additionally</i></p> <ul style="list-style-type: none"> <li>▪ 2 years of either fine and performing arts, career and technical education, or foreign language (<b>FL must be sequenced</b>).</li> </ul>
<b>*Provisional Opportunity</b> \$840 per semester  <b>+2.5 GPA and 17 ACT or 12 WorkKeys (weighted according to Hathaway)</b>	<ul style="list-style-type: none"> <li>▪ Math- Current high school graduation requirements.</li> <li>▪ Must include two of the three: Algebra 1, Algebra 2 and Geometry</li> <li>▪ Language Arts- Current high school graduation requirements</li> <li>▪ Science- Current high school graduation requirements</li> <li>▪ Social Studies- Current high school graduation requirements</li> </ul> <p><i>Additionally</i></p> <ul style="list-style-type: none"> <li>▪ 2 years of either fine and performing arts, career and technical education, or foreign language (<b>FL must be sequenced</b>).</li> </ul> <p>* This scholarship is good for four semesters at a Wyoming community college. Upon successful completion of a certificate, students will then qualify for an additional four semesters at a Wyoming community college. Upon successful completion of a degree from a Wyoming community college, students will then qualify for an additional four semesters at the University of Wyoming.</p>

## ATTENDANCE

We understand that sometimes it is necessary for a student to be absent, but we also know that absences should be kept to an absolute minimum. Studies show there is a direct connection between good attendance and good grades. We feel the most valuable benefits of high school are found in daily classroom attendance. Making up work is, at best, less than an adequate substitute for a true teaching-learning experience which can only take place when the student is present in the classroom.

In dealing with attendance, as well as in all other areas, it is important that parents and the professional staff at Mountain View High School work together as partners.

Absences are to take care of extraordinary circumstances concerning:

- a. Personal illness
- b. Professional appointments that could not be scheduled outside of the regular day
- c. Other family or emergency situations

Students are allowed a maximum of **seven** absences from any class, including suspension, during a **semester**. The student is responsible for making up work missed if the absence is excused only. Absences are classified as excused or unexcused, **however both excused and unexcused absences will count toward the maximum days**. A student who is suspended from school for a disciplinary problem for any number of days will have that number charged against the total seven (7) permitted in the policy.

The school will make every effort to notify parents when a student misses five days (by a letter and/or other communication), although it is still the responsibility of the **parent and student** to be aware of the student's attendance. After the 7<sup>th</sup> absence (on the 8<sup>th</sup> absence) no credit (F) will be recorded for the missed class. On the 8<sup>th</sup> absence, a letter will be sent by certified mail to the parents explaining the child has exceeded the absence limit and is therefore receiving no credit for the class missed.

**Students are not be allowed to take semester final exams early or finish the school year early. If a student chooses to leave early for summer break then a zero on the final exam(s) that he or she miss will be calculated into the semester average and the absences for the remainder of the school year will count towards the student's semester total.** If a student ends up with more than 7 absences then he or she will lose credit for that course for the semester. There may be some instances where a student has a legitimate reason to miss the regularly scheduled final exam. Though this is not encouraged, it may be allowed as long as the student makes up the final exam(s) after he or she returns on or before the last day of school. **No incompletes will be given during the second semester. Grades are final on the last day of school.**

**Saturday School:** The one way for students to make-up missed days is to agree to attend Saturday School. Students will receive credit for a missed class period by attending one hour of Saturday School. In order to make up a full day, the student must stay the full four (4) hours. Saturday Schools will be scheduled after school begins. Saturday School begins at 8:00 a.m. sharp and concludes at approximately 12:00 p.m. Students assigned to Saturday School are required to bring their homework and spend their time studying. Students can ask the certified staff member on duty for help if they are having trouble with their standards based courses. Students will be suspended from Saturday School for tardiness or inappropriate behavior.

### **Saturday School Rules**

1. Students must bring homework, study, or reading materials.
2. There will be no talking or whispering or any other actions disruptive to others.
3. No candy, gum, food, or drink of any kind will be allowed
4. Students who arrive late will not be permitted to make up time.
5. Saturday detention study hall will be from 8:00 a.m. to 12:00 p.m. Students must stay all four hours to make up one full day. Students will not be allowed to go to their lockers.
6. Students who do not comply with the above rules will be sent home and the principal will take further disciplinary action.

**Appeals:** Students absent in excess of the seven (7) absence limit may appeal to the principal in *writing*, including any necessary documentation, within 10 working days of being notified by the school. The principal will first review the appeal and if necessary refer the appeal to the Attendance Review Committee. Appeals to the Attendance Review Committee are limited to 10 workdays after notification of no credit. The Attendance Review Committee will consist of an administrator, a counselor, and a teacher. In reviewing the *denial of credit*, the Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the seven days allowed. The committee will consider all relevant information including whether:

1. the student has completed and returned the appeal form to the office by the specified due date,
2. the student has supplied reasons for each absence with appropriate documentation,
3. absences are of the extraordinary level (hospitalization) which are unforeseeable and cannot be avoided during school time (orthodontist).

There are three possible outcomes from an appeal to the Attendance Review Committee.

1. denial of credit is upheld
2. denial of credit is rescinded
3. the student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period
4. the student is given an "Incomplete" grade in the course pending successful completion of specific tasks intended to further the student's progress towards graduation.

The outcome from the Attendance Review Committee will be sent to the parents by certified mail. Upon receipt of the outcome of the appeal, the student and his/her parents may contact the Attendance Review Committee for a personal appeal review. It is mandatory that both student and parent be in attendance at this appeal review.

Where the committee upholds the *denial of course credit* based on excessive absences, the student and parent/legal guardian may request a hearing before the Board of Education. Parties who desire to appeal the decision of the Attendance Review Committee must notify the principal or superintendent within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the loss of credit as affirmed by the Attendance Review Committee. Procedures for a Board hearing shall be the same as provided for in student disciplinary matters.

### **EXCUSED AND UNEXCUSED ABSENCES**

Excused and unexcused absences count toward the seven-day limit per semester. An unexcused absence (e.g. skipping a period or truancy from school for an entire day) will mean that the student cannot get credit for the class work missed during that absence. Any student missing more than 20 minutes of a class period will be considered absent from that class.

#### **How to Excuse an Absence:**

Parents should call the main office no later than 9:30 a.m. of the day a child is absent to help minimize the amount of time that your child's whereabouts are unknown. Parents can call the main office secretary (307-782-6340) with this information. We hope that by minimizing this timeframe, we can eliminate the opportunity for your child to be in danger due to poor driving conditions, abduction, or truancy. If we haven't heard from you by 9:30 a.m. on the day of your child's absence, we will initiate attempts to contact you.

If a phone call is not possible, a written note from the parent excusing the absence should accompany the student upon his/her return to school. Because of the obvious safety and responsibility risks, any student forging a parent's name to an excuse note or using a fake phone call or other misrepresentation to have an unauthorized excused absence will receive out of school suspension. ALL students must check out in the office prior to leaving campus. Failure to check out in the office may result in detention or suspension from school.

**Please Note:** A student's absence will be considered unexcused if the student does not take the proper steps above to get the absence excused within 48 hours after returning to school. Mountain View High School may initiate disciplinary consequences for such behavior including lunch detentions, Saturday School, or possible suspension.

This policy applies to all students, regardless of age; unless a student has been legally emancipated from the guardianship of his/her parent(s). In this situation the legal paperwork must be provided to the school. **18-year old students may not check themselves out of school or sign school permission slips for themselves.**

#### **Arriving/Leaving Campus During the School Day:**

When it is necessary to leave the school campus during the school day, **the student must first check out with the office.** At that time, the student will be asked to present written permission to leave from a parent or legal guardian. Or the office may contact the parent at that time. When returning to campus the student must check in with the office. **Because of the obvious safety and responsibility risks, students who fail to check-out, check-in, or who leave campus without permission may receive school disciplinary consequences.**

For attendance purposes, students who are tardy to any class are expected to check-in at the main office and receive a pass before going to class. Students are not allowed to leave campus during the school day except for lunchtime. Students who leave campus during passing time or class time may have school disciplinary consequences.

#### **SEX OFFENDERS ON SCHOOL PROPERTY POLICY KIB**

Pursuant to Wyoming Statute §6-2-320, effective July 1, 2010, registered sex offenders requesting permission to be on school property under conditions not already specified under this law, are required to have written permission.

In compliance with this law, registered sex offenders seeking written permission to be on school property, or to attend a school event located elsewhere, are required to submit the form (KIB-E) to the appropriate principal no later than three (3) school days in advance of the date he/she is requesting.

A reply to this written request will be given prior to the requested date. Only the Superintendent may grant permission for this request after consulting with the appropriate principal.

The district shall inform its staff and students/parents by notice published annually by the school district either by including such notice with annual notices published in the local newspaper or by other notice directly provided to staff and students or the parents of minor students that the staff member and/or student/parent can obtain information regarding sex offenders either employed by the school district or attending a school at the school district by contacting local law enforcement (police or sheriff's department) having jurisdiction over the school campus as required by W.S. §7-19-303(h).

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right for a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose without consent directory information such as a student's name, address, telephone number, date and place of birth, picture, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. Parents of students at MVHS are offered an opportunity to limit directory information in writing by October 1 of that school year.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

### **STUDENT CONCUSSIONS (POLICY JJIF-R-1)**

In order to address risks associated with concussions and other head injuries resulting from athletic injuries, the school district adopts the following protocols and restrictions concerning participation in school athletic events after suffering a head injury or concussion:

A coach or athletic trainer shall immediately remove the student athlete from the school athletic event and shall not allow the athlete to continue participation in a school athletic event on the same day that the student athlete meets one or both of the following criteria.

- Exhibits physical or cognitive signs or symptoms consistent with a concussion or other head injury after a coach, athletic trainer, school official, or student athlete reports, observes, or suspects that the student athlete exhibiting these signs or symptoms has sustained a concussion or other head injury, and the signs and symptoms cannot be readily explained by a condition other than concussion; or
- Has been suspected by an athletic coach, trainer, or health care provider of having a concussion or other head injury.

If a student athlete is removed from a school athletic event the coach or athletic trainer shall make reasonable efforts to notify the athlete's parent or legal guardian that the student is suspected of having sustained a concussion or other head injury.

If a student athlete is removed from a school athletic event, the coach or athletic trainer shall not permit the student athlete to return to the athletic event or to participate in any youth athletic activity involving physical exertion until the student athlete has been evaluated by a health care provider and receives written clearance from the health care provider to return to participation in the youth athletic activity.

Any student athlete who loses consciousness during an event, whether related to a head injury or not, shall not be allowed to participate for the remainder of that day and, in order to return to practice or play in the future, the student must have medical clearance by an appropriate medical care provider licensed by the State Board of Medicine. Please refer to WHSAA Rule 2.4.6 and UCSD #4 policy JJIF

## **RESPONSIBILITIES AND RULES STUDENT CONDUCT**

One of the most important lessons education teaches is discipline. While it does not appear as a subject it underlies the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

The Student Code of Conduct serves as the foundation for the school discipline policy. The consequences are suggested guidelines; however the principal has the authority to use discretion and common sense as necessary to enforce the consequences for a particular violation of the rules.

**Basic Campus and Student Behavior Rules** - All students are expected to behave in a manner appropriate to a high school age student. We all share a responsibility to keep Mountain View High School a place where we can share a great deal of pride. The staff of this school is here to help you. Treat everyone with a sense of respect and you will be able to expect to be treated with equal respect. We want the campus to be a safe and orderly place for all of you to learn. Behavior, which detracts from this will result in disciplinary action. The consequences can result in several actions ranging from a warning to detention or suspension, depending on the gravity of the offense.

**What Is The "Adult Rule?"** - Students are to obey any adult employed by the school. When an administrator, teacher, secretary, nurse, cook, custodian, or any other school employee asks you to do something or to stop doing something, you are to obey. Respect for authority includes following instructions to the best of your ability and as quickly as possible. When an adult is speaking to you, stop what you are doing and listen until the adult is finished.

**Substitute Teachers** - Our school is fortunate to have capable people to help us whenever our regular teachers are absent. A substitute teacher is an important visitor, one whose impressions of our school will be carried into the community. Students are expected to accord the substitute teacher the same high degree of respect and cooperation they would a full-time staff member.

**Rights and Responsibilities** - The Board of Education believes that Mountain View High School students have certain rights, which should be recognized and respected. However, along with every right there are certain responsibilities. Among these student rights and responsibilities are the following:

**Every student has the right to:**

- ❖ Have the opportunity for a free and appropriate education in the best possible environment.
- ❖ Have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive.
- ❖ Not to be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- ❖ Expect to be informed of school rules and regulations.

**The student shall:**

- ❖ Know and adhere to rules and regulations established by the local board of education and implemented by school administrators and teachers.
- ❖ Know and adhere to state and federal laws.

- ❖ Respect the human dignity and worth of every other individual.
- ❖ Refrain from libel, slanderous remarks and obscenity in verbal or written expression.
- ❖ Study diligently and maintain the best possible level of academic achievement.
- ❖ Be punctual and present in the regular school program.
- ❖ Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
- ❖ Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- ❖ Refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- ❖ Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- ❖ Obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
- ❖ Carry only those materials on school property or at school-sponsored activities which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle.

**The Parent/Guardian should:**

- ❖ Establish and maintain, in the home, a positive attitude toward education.
- ❖ Show an active interest in his/her child's schoolwork and progress through regular communication with the school.
- ❖ Assist his/her child in being neat, appropriately dressed, and well groomed.
- ❖ Ensure his/her child attends school regularly and on time.
- ❖ Report and explain to the school any absences or late arrival.
- ❖ Cooperate and assist school personnel in developing a plan when his/her child is involved in a disciplinary matter
- ❖ Become familiar with the Student Handbook, the school and classroom rules, and encourage and assist his/her child in adhering to them, in class, at school, on the bus, and at school activities
- ❖ Be available to talk with the school staff especially about class work, discipline, and other matters which may arise.
- ❖ Attend a conference at the school with the teacher(s), within five (5) days of receiving the report card if his/her child receives an "F" in any academic subject or an unsatisfactory conduct grade.
- ❖ Attend his/her child's school activities.
- ❖ Assist the school in advancing his/her child's safety of property by discouraging items such as expensive jewelry, expensive brand name tennis shoes, and/or clothing.

The provisions of this Student Code of Conduct apply in all situations in which students are involved, including:

1. Activities on school property;
2. Travel on school buses, or in any vehicle when that vehicle is used to transport students for the school district;
3. Off-site school-sponsored activities such as a dance or prom at another high school;
4. While walking to or from school, waiting for school-provided transportation, or waiting for or riding on public transportation to and from school, if the student's conduct is the result or cause of disruptive behavior on school grounds; and
5. Acts of behavior which occur off school property, pose a threat to the safety of students and faculty, or disrupt a learning environment. Students are responsible for and subject to all school rules and regulations until he or she has received their diploma from Mountain View High School.

### SPECIFIC SITUATIONS

**Activity Trips** - Parents must approve your attendance on any field trip or activity trip. Student conduct on a school-sponsored trip is a reflection on our school, the community and your classmates. You are, of course, subject to the school discipline policy and applicable school rules. Participation on a school trip

during the normal school day does not relieve you of responsibility for school work missed. You are expected to make arrangements in advance to satisfactorily fulfill your class requirements either before or immediately after the trip. When the school assumes responsibility for the transportation of pupils to and from school sponsored activities, such transportation must be in school insured vehicles. Students on out-of-town trips will only be released to their parents with prior written parental permission. Individuals returning with parents must make arrangements with the principal and/or the sponsor before leaving on the trip. ***All students on a field trip are expected to meet the academic activity participation rules before travelling and missing school. Students must have a current 2.0 GPA, and have fewer than two F grades.***

**Student Misconduct on School Buses** - The following procedure will be followed when a student behaves inappropriately on the school bus. The driver will issue a citation to the student. The principal will arrange any required conferences with parents and student. Consequences specified below will be in addition to any other as called for by the Student Code of Conduct.

*First Offense:* Conference with Principal and parent contact.

*Second Offense:* One to three days suspension from riding bus.

*Third Offense:* Three to five days suspension from riding bus.

*Fourth Offense:* Suspension from riding school bus for remainder of year or as agreed upon by transportation director.

Fighting or any other behavior endangering fellow students or the bus driver will not be tolerated and could lead to immediate and permanent suspension of all bus privileges, as determined by the principal, and the director of transportation.

**Bullying** – Harassment, intimidation, and bullying is prohibited at MVHS. This is any intentional gesture or any intentional written, verbal, or physical act that person knows will have the effect of:

1. Harming a student physically or emotionally, damaging a student's property or placing a student in reasonable fear of personal harm or property damage;
2. Insulting or demeaning a student or group of students causing substantial disruption with the orderly operation of school; or
3. Is so sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive environment for a student or group of students.

Students who witness harassment, intimidation, or bullying of another student or students who experience harassment, intimidation, or bullying should report that conduct to a teacher, principal, or other school staff member as soon as possible.

Retaliation or reprisal against a student or other individual who makes a good faith report or complaint of harassment, intimidation, or bullying is prohibited and shall not be tolerated. Anyone who engages in such retaliation or reprisal against an individual who makes a report of harassment, intimidation, or bullying shall be subject to discipline, up to and including suspension or expulsion. Policy JICFA Harassment, Intimidation, and Bullying is available online for further information.

**Cell Phones** – Pursuant to Uinta County School District 4's Board Policy JFD, cell phones should not be used in any form at Mountain View High School during the regular school day (8:00 – 3:20), this includes passing periods. A teacher or class sponsor may make exceptions to student use during instructional time in case of emergency, unusual circumstance, or legitimate educational use under the teacher or sponsor's supervision. Additionally, cell phones should not be seen, heard, or used in any form during school performances such as concerts, plays, and assemblies. Students who violate the cell phone policy will be subject to school discipline.

Policy JFD is clear in terms of an expectation of privacy for people on campus at MVHS and on school-sanctioned trips. Students are expected to respect the privacy of others at all times in terms of the appropriate use of cell phones or cell phone cameras especially as it relates to the Internet and social media. **Taking photos or making audio or video recordings without permission in ANY context in which the person has reasonable expectation of privacy such a private offices, restrooms, changing**



**rooms, locker rooms, labs, classrooms, and conferences rooms is prohibited.** A picture or recording taken under prohibited conditions is also prohibited from being published. **Transmission on the Internet constitutes publication.** Violations of a person's expectation of privacy may result in school discipline including suspension or expulsion.

**Cheating** - One of the important things we hope you learn at school, as well as at home, is honesty and integrity. No one gains from cheating and you stand to lose a great deal. Students who are found to be cheating will receive an "F" for the particular piece of work in question. All cases of cheating will be reported to parents. The student may be referred for disciplinary action at the discretion of the teacher. If the teacher decides to refer a student for cheating, it may be considered a suspendable offense. This includes plagiarism.

**Computer Labs and Network** – The computer labs are open during school hours. Students must have permission from the teacher to use the labs. Unauthorized or inappropriate use of the network, software, school or personal devices, or hardware will not be tolerated and may result in the loss of all computer privileges, school discipline, or police involvement. An Internet Use Agreement must be signed by any student and their parent using a computer on campus. With the availability of student email addresses, it is important for all students to recognize their role in being positive digital citizens. Situations of cyberbullying or inappropriate behavior on the school network or email system must be reported to a school adult. Computer use and access at MVHS is a privilege and we expect students to act responsibly. Students will pay a Chromebook deposit when they register for school. Students are responsible for all damages or lost equipment (such as the matching charger for a Chromebook) and will be charged for repairs for those damages. Students are expected to have their charged Chromebook with them each day of school and to use their own Chromebook and not someone else's.

**Dances** – Dances are intended for MVHS students and a guest currently attending a different high school. An MVHS student may bring only one guest to a dance. Guest passes must be completed and approved by the principal prior to the dance and student guests must show current high school identification prior to entering a dance. Home school students or students not enrolled in school are not allowed to attend MVHS dances. **All MVHS dances have a “No-Return Policy;” students leaving a dance at any time during the dance will not be allowed to return.** Students or a guest will not be admitted to a school dance after 10:00 pm. MVHS Students must have their activity card with them prior to entering a dance. All regular MVHS dress code policies are in place for dances and other activities.

**Distribution of Materials:** Students and community must request and receive permission from administration to distribute or post written materials or photographs on school property. Permission may not be given in every situation where distribution of materials is requested.

**Displays of Affection** - Affectionately holding your significant other’s hand is the only display of affection which will be tolerated. Failure to comply with this simple rule of good taste may result in a referral for disciplinary action.

**Electronic Devices** – Pursuant to Uinta County School District 4’s Board Policy JFD, any electronic device that could potentially interfere with the educational process will not be allowed on campus. These include, but are not limited to computers, cell phones, tablets, ipods or other MP3 players, video games, etc. *A teacher or class sponsor may make exceptions to student use of electronic devices during instructional time in case of emergency, unusual circumstance, or legitimate educational use under the teacher or sponsor’s supervision.* **Students are expected to respect the privacy of others at all times in terms of the appropriate use of cell phone cameras or any other electronic device.** Please read the above section on cell phones and district policy JFD.

**Fighting/Assault** - Involvement in a fight/assault at school will result in suspension from 1 – 10 days and possible recommendation for expulsion. Any action a student takes to inflict physical contact may be considered fighting including, but not limited to, self-defense.

**Illegal Entry into District Buildings** - Illegal entry of any kind will result in a minimum of Saturday school detention and trespassing charges being filed (subject to administrator discretion).

- If damage to school property occurs during the illegal entry, the student will be suspended for ten days and trespassing and vandalism charges will be filed. The student and the parents/guardians will be responsible for restitution for any damages incurred.
- If the illegal entry is habitual and/or egregious in nature, the student will be recommended for long-term suspension pursuant to W.S. 21-4-305 (d) and W.S. 21-4-306 (a)(ii) and trespassing and vandalism charges will be filed. The student and the parents/guardians will be responsible for restitution for any damages incurred.

**Lockers and Locker Searches** - Every student is assigned a hall locker for his or her use during the school year. All students are expected to use locks and keep their locker securely locked at all times. Sharing or trading of lockers is not allowed and lock combinations should not be shared with others. The school is not responsible for items that are stolen from students’ lockers. Every reasonable effort will be made to assist in recovery of stolen items.

P.E. lockers will be issued by the P.E. Department. The same cautions apply to P.E. lockers; students should purchase sturdy locks to secure their lockers.

Students who damage lockers will be responsible for repair or replacement and will be subject to the Discipline Policy as it relates to vandalism and damage to school property. Locker use is a privilege and may be revoked if rules are not followed.

Food or drink is not to be kept in lockers. Your locker should not be a "snack shop" for you in between classes. The outside of student lockers may not be decorated except for school spirit related items. Violations may subject the student to disciplinary action.

The courts and case law have upheld the fact that school lockers are school property loaned to the student for his or her convenience. School authorities are charged with the safety of all students under

their care and supervision. A search by school authorities is a reasonable exercise of proprietary power in the interest of the health, welfare and safety of all school students. Suspicion that a school rule or criminal law has been broken is enough grounds for the search of a student's locker by school and law authorities.

Any personal property, including but not limited to automobiles, packs, purses, and jackets, that are brought onto school property is subject to being exposed to a trained dog or other procedure that is not more invasive, to determine if there is contraband, illegal and/or prohibited items in the student's possession while on school property.

**Lunch Time** - An open campus exists at MVHS during lunchtime. Students may be required to remain at school during lunchtime as a part of disciplinary action, at the request of a teacher for academic assistance, or at a parent's direction. All school rules apply during lunchtime. Students are also reminded that their behavior away from school during lunch time is a reflection on your school and your fellow students. Your mature use of common sense and good judgment is expected. The school can assume no responsibility for your behavior or safety once you leave the school during lunch. If you choose to remain at school to eat lunch, you are expected to do so in the lunch room area. Food is not to be taken into the hallways.

**Phone Usage** – The office phone is available before and after school for student use.

**Pocket Knives** – **Students are not to carry pocket knives during school or while at school sanctioned activities.** Any student carrying a knife may have it confiscated and may have school-based consequences.

**Protected Time** - Generally, students should not be in the halls during class time. However, there are occasions when students will have business to conduct while classes are in session. At these times you must have your student handbook signed by a staff member. The first 10 minutes of class and the last 10 minutes of class are the only times students are permitted to be out of the classroom during class time.

**Sexual Harassment** – Mountain View High School prohibits sexual harassment. Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decision affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

**\*Sexual harassment may include but is not limited to:**

1. Verbal harassment or abuse;
2. Subtle pressure for sexual activity;
3. Inappropriate phone contact including messages or texting;
4. Inappropriate patting, touching or pinching;
5. Intentional brushing against a student's or an employee's body;
6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.
7. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
8. Any sexually motivated unwelcome touching; or
9. Sexual violence, which is a physical act of aggression that includes sexual act or sexual purpose.

Any sexual harassment as defined when perpetrated on any student or employee by a student or employee will be treated as sexual harassment under policy AACA.

**Stealing** – The following steps will be followed if a student is involved with stealing:

1. School officials will notify parents.

2. School officials will notify proper law enforcement authorities.
3. All stealing cases will be assigned Saturday School or suspension in accordance with Student Code of Conduct.

**Student Dress – MVHS wants to provide an appropriate educational environment that is conducive to learning. The purpose of any school dress code is to show that students are expected to dress neatly and appropriately for school.** Any article or mode of dress that is determined to be inappropriate, disruptive, disturbing or unsafe is subject to correction. This applies to attendance during the regular school day, visits to business or community agencies, field trips, or any time when a student is representing Mountain View High School. For reasons of health and safety, shoes are to be worn at all times. Students in violation of the dress code may be sent home to change clothes or may be required to change into other clothes before attending classes. In all cases the level of inappropriate clothing is at the discretion and final determination of MVHS staff members and the building principal. These rules apply to field days, Halloween and Homecoming Week activities (for example), and school spirit activities. The following are considered inappropriate dress:

- Long chains, jewelry with advertising, lettering or illustrations which are deemed to be inappropriate or unsafe by any member of the faculty, staff or administration.
- Clothing generally understood to be gang-related will not be permitted. Clothing advertising alcoholic beverages, tobacco or those with obscene or questionable and gang-related printing on them will also not be permitted.
- Shirts that do not cover the upper body all the way to the waist are not appropriate for school. This includes crop tops for boys and girls.
- Hats are not to be worn in the auditorium, classrooms, or office areas. Staff members may confiscate hats if students have to be reminded repeatedly to remove them
- Sunglasses are not to be worn inside the building.
- Shorts and skirts must be of a reasonable and prudent length and appropriate for school. **Short, athletic shorts and cut-off jeans are generally not appropriate for wear at school.** A good *guideline* is shorts should be longer than mid-thigh in length. Shorts should be modest in length and appropriate for the professional environment of school. Students are expected to use good common sense when it comes to their choice of clothing for school and to dress so they are prepared to learn.
- Underwear must not be visible including bra straps and boxers.
- Sleepwear such as pajamas and slippers are not to be worn at school or on activity trips.
- Clothing worn at a sports practice or in PE is generally not appropriate for school events or during the school day.

**Student Email Accounts** – Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. General school rules for behavior, communications, and decency apply. Internet filters are used to block access to inappropriate web content. Disciplinary action shall be taken against any student who tampers or tries to bypass the filters. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible matter. Parental permission is required. Access is a privilege, not a right. **Access entails responsibly, and students and staff should be aware that emails are monitored according to all CIPA and COPA regulations.** Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users should **never** assume that electronic communication on the district computer network is private. District policy EHAA outlines expectations of all users of the school computer network and the User Agreement and Parental Permission Form EHAA-1 must be signed by each student and parent prior to a student having access to the district computer network.

**Tardies** – Reasons for each tardy will be examined and a determination of excused or unexcused will be made. All tardies will be recorded and the excused or unexcused status decided by classroom teachers. Any student tardy to class is required to stop by the main office for a tardy slip prior to proceeding to class. Teachers may have classroom consequences for tardies as well as the high school office. Students who are more than 20 minutes late without an excused pass will be marked absent. Building principals will be

responsible for providing staff directions in determining uniform and consistent reasons for excused or unexcused tardies. Students who are tardy on a habitual basis (20 minutes or more) (seven or more times per semester) may lose credit for that class. If tardies become a school wide problem then alternative consequences will be applied to encourage prompt attendance to class. Students are not allowed to check themselves out of class without parent permission. Students who leave campus without checking out with the building secretary may receive school consequences, including possible detention or suspension from school.

**Tobacco** – MVHS is a tobacco free campus at all times. The use or possession of tobacco (or e-cigarettes, vapes, juuls, etc.) in the building and on the premises will be cause for school discipline as well as possible involvement of law enforcement. Violation of the school tobacco policy may result in Saturday School, in-school-suspension, or out-of-school suspension. Repeated offenses will result in discipline consequences as indicated by the Student Code of Conduct including suspension. This policy applies to *all* students at MVHS who are not to be in possession of tobacco on campus and can still face discipline for possession of tobacco on campus. Because of the difficulty in determining the contents of electronic tobacco devices, students may be required to take a non-invasive nicotine test if they are found with using or in possession of these products. Possession of a device of this type is a major violation of the district’s extra-curricular code of conduct.

**Truancy** – The building Principal may assess alternative penalties in any of the following situations when it seems feasible and in the best interest of the student:

1. First Truancy - Parents will be notified – Student may be assigned Saturday School.
2. Second Truancy – Parents will be notified – Student may be assigned Saturday School or other discipline
3. Third Truancy – Parents will be notified – Student may be assigned Saturday School or other discipline
4. Fourth Truancy – The student and parents should be referred to the Principal. Student will be assigned Saturday School or suspended.
5. Fifth Truancy – The student will be referred to the Principal and may be recommended for long-term suspension.

In all truancy cases, make-up privileges will not be granted, and all truanies count towards the seven (7) day maximum limit of absence before credit is lost. Students are encouraged to complete the make-up work to improve their performance on later classroom evaluations.

**Vandalism** – Students involved in vandalizing school property or grounds may be suspended for disciplinary action. Arrangement for restitution must be made with the Principal.

**Vending Machines** - These machines may be used before and after school only. Items purchased from the machines and any food items brought with you to school should be consumed in the gym commons area. Pop, candy, or other snacks should not be kept in lockers for between class consumption. Food kept in lockers creates a health and sanitation problem. Pop cans and other refuse must be placed in trash containers. Show the same pride by making the building a clean, pleasant place to be for all of us. Student use of snack and pop machines is at their own risk and subject to Wellness Policy EBD. **Students stealing from the vending machines may be cited by the police for theft and/or vandalism and face school consequences.**

**Student use of Vehicles/Parking** - Students may drive to and from school. Common sense and the law should rule your use of vehicles on school grounds (as well as anyplace else). Safety should be your first concern. **Only students with a valid driver’s license will be permitted to drive on campus.** Students who violate the rules of safe usage of their automobile at school will not be allowed to drive on campus. The parking lot is part of school property and vehicles may be searched by drug dogs.

Vehicles parked inappropriately on school grounds may be cited and may be towed at the owner's expense. Students are expected to park in legal, marked parking spaces only. The speed limit on the school grounds is fifteen miles per hour (15 mph). Speeding and/or reckless driving on school grounds may be reported to the police. Students who operate a vehicle in an unsafe manner may lose the right to drive a vehicle onto

campus or have school-based consequences ranging from having a designated parking space to lunchtime detention to suspension.

Parking in no parking zones or speeding may result in disciplinary action ranging from a student conference to suspension from school. **Vehicle accidents on campus, even small fender benders, must be reported to the office.** Students will be asked to provide a vehicle description, license plate number, and proof of insurance to the office for any vehicles that may be driven by students on campus.

**Withdrawal From School** - Students planning to withdraw from school must secure a withdrawal form from the office. Any books, materials, or equipment checked out to you must be checked in and any damage or loss paid for before withdrawal is considered complete. Transcript and permanent files will be mailed to your new school on request from that school's officials and your parents.

*According to amended W.S. 21-4-102 the parents of any student under the age of 18 who is attempting to withdraw from school must meet with a school district representative and provide written consent to the student's withdrawal from school.*

**Activity Fee** – There will be a nonrefundable activity fee for all students attending Mountain View High School to cover miscellaneous student expenses and the student handbook. This fee is separate from the student Chromebook deposit.

**Textbooks** – All textbooks will be furnished. A deposit will be charged during for a student Chromebook during registration. The deposit will be refunded when the student graduates from Mountain View High School if all books are returned. If a textbook is misused, a fine will be imposed. If a textbook is lost, it is to be paid for according to the value of the book. Transcripts and diplomas will not be issued until all fines are paid.

**Prescription Drugs** – In order for a child to receive any medication, including any over the counter medications, parents or guardians are required to complete the Request for Administration of Medication form, as provided in Policy JHCD-1-E.

All medications must be supplied by the parent/guardian and accompanied by the completed District form. The Request for Medication Form must mention the specific medication and the length of time of administration. This form is not a blanket waiver and should not be considered as such. Medication Administration Forms are available at all school offices. Parents or guardians should review the guidelines and requirements as established by Uinta County School District Number Four in Policy JHCD-1-E.

**Drugs/Alcohol** – The possession or use of illegal drugs or alcohol will result in suspension from school for 1–10 days and possible recommendation for expulsion. School officials will notify proper law enforcement authorities.

Each student wishing to participate in any competitive interscholastic program and the student's custodial parent or guardian shall consent in writing to random drug testing pursuant to the District's drug testing program (See Policy JFCH for more details). A sample of the written consent form is available under Policy JFCH-1-R. No student shall be allowed to participate in any competitive interscholastic program absent such consent being validly executed prior to participation in the program. Mountain View High School may also use random breathalyzer tests for students attending school functions.

**Persistently Dangerous School:** A Wyoming public school is considered to be persistently dangerous if the following condition exists:

In any two consecutive years, the school has experienced expulsions (as defined by the Wyoming State Education Code), for drug, alcohol, weapons, or violence that exceeds an expulsion rate of 2% per year of the student body or four students, whichever is higher, as figured from the most currently available year's enrollment.

## **Weapons Policy**

1. Definitions
  - a. Items in the following categories are defined as weapons:
    - i. Type 1: Deadly Weapons (as such term is defined in W.S. 6-1-104(a)(iv)\*. (“Deadly weapon” means, but is not limited to, a firearm, explosive or incendiary material, motorized vehicle, an animal or other device, instrument, material or substance, which, in the manner it is used or is intended to be used, is reasonably capable of producing death or serious bodily injury, and/or a Firearm, as defined in Section 921 of Title 18, United States Code.)
    - ii. Type 2: Articles other than deadly weapons used or threatened to be used to inflict bodily harm and/or to intimidate other persons regardless of whether or not the possessor actually used or intended to use the article to inflict bodily harm or intimidate other persons. Examples are chains, clubs, stars, etc.
    - iii. Type 3: Articles designed for other purposes but which are being used or threatened to be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, pocket knives, files, compasses, scissors, etc.
  - b. “Possession” means having a weapon actually in a student’s person possession, or in their desk or locker.
  - c. “Use” means threatening to or actually inflicting injury on another person with a weapon.
  - d. “Campus” means within the boundaries of real property used by the school district primarily for the education of any students in any grade, kindergarten through twelfth.
2. Possession or Use of Weapons
  - a. “Possession” of a Type 1 or a Type 2 weapon on campus or at a school activity or within any school bus is prohibited.
  - b. “Use” of any type of weapon on campus or at a school activity, or within any school bus is prohibited at all times.
3. Penalty
  - a. Any student who possesses, uses, transfers, carries or sells a deadly weapon while on the school campus or on any school bus or while in attendance at any school activity, shall be expelled from school for not less than one (1) year, except that the Superintendent of Schools may modify the expulsion requirement on a case-by-case basis.
  - b. A student in possession of a Type 2 weapon shall be subject to administrative disciplinary action, which may include suspension or expulsion of up to one (1) year.
  - c. A student using any type of weapon shall be suspended immediately from school and referred to the Superintendent and Board of Trustees for further disciplinary action, up to and including expulsion from school.

## **POSSIBLE CONSEQUENCES FOR VIOLATION OF SCHOOL RULES**

**Lunch Detention**—Students will report to the specified area for lunch detention during their lunch period—11:25 a.m. until 11:50 a.m. Students may bring a lunch from home, obtain a lunch from the cafeteria, or choose not to eat a lunch. Students will not be allowed to have a lunch delivered to them by a fellow student.

**After School or Lunch Work Program**—Students will report to the office and be assigned to a school clean up project for a period of approximately 1-hour after school or until area assigned is cleaned.

**Saturday School**—Saturday School begins at 8:00 a.m. sharp and concludes at approximately 12:00 p.m. Students assigned to Saturday School are required to bring their homework and spend their time studying. Students can ask the certified staff member on duty for help if they are having trouble with their standards based courses. Students will be suspended from Saturday School for tardiness or inappropriate behavior.

**Suspension**—The principal may select in-school or out-of-school suspension as a possible consequence. Students will not be allowed to participate in any school activity while serving suspension. When this suspension extends over a weekend or vacation, the student will be excluded from participation during the weekend or vacation as well. If suspension ends on a Friday or the last day prior to a vacation, the student may not participate in school activities on that day but may participate on Saturday or over the vacation period. Parents may be required to meet with the principal after suspension before a student can be reinstated.

**Expulsion**—Shall be defined as removal from the school for up to one calendar year. The student is withdrawn and checked out of school. This action can only be taken by the School Board, upon the recommendation of the principal.

### **SECLUSION AND RESTRAINT IN SCHOOLS**

It is the policy of Uinta County School District No. Four to regulate the use of seclusion and restraint with students pursuant to W.S. '21-2-202(a)(xxxii), W.S. 21-3-110(a)(xxx), and Chapter 42 of the Wyoming Department of Education rules (hereinafter Rules). This policy and the regulation that accompanies it shall govern all regulated use of seclusion and restraint. (Policy JLJ and JLJ-R).

### **SCHOOL CLUBS**

**Art Underground** is open to any interested student enrolled in at least one art class. The club is a highly visual group of students in the school as well as the community, who's goals are: To create school spirit and fund raise at athletic events, attend and compete at the Wyoming High School Art Symposium, purchase equipment needed in the art department, and to provide exposure to gifted art students by displaying their work around the community and district. Some of the fund raising projects include: school logo T-shirts, face painting, sign painting, 50/50 raffles, and Christmas window painting in the community.

**FBLA (Future Business Leaders of America)** is a club for any student who is currently enrolled in or has taken a Business class. The purpose of this organization is to grow leaders, and develop better skills in the business area, and create an interest in and an understanding of business enterprise.

**FFA** is a national organization of young adults that are developing competent, assertive leadership through the study of agriculture education. Through participation in FFA you will provide for yourself opportunities, meet and work with people from all over this country. From livestock judging to prepared speeches, from proficiency awards to community development and cooperation, you can develop into a very dynamic individual possessing the leadership skills necessary to take possession of the 21st century. The Jim Bridger FFA chapter has a proud tradition and reputation of being highly competitive in state and national contests. With your help we can carry each other to new successful heights. Join us.

**NHS (National Honor Society)** The National Honor Society is an affiliate of the National Association of Secondary Principals. The goal of National Honor Society is to recognize all-around student achievement. Since it is an honor group, scholarship is of prime importance and an accumulative grade average of 3.50 or better must be attained before one can be considered for membership. Only Sophomores, Juniors and Seniors may belong to the National Honor Society. Once inducted, student members are expected to maintain a 3.5 cumulative GPA. Community service hours may also be required of NHS members in order



to maintain their membership. The selection procedure is held annually in the spring when a committee of staff members evaluates each eligible student. Students are evaluated on an equal basis in the following four areas: Scholarship, Character, Leadership and Service. No one area carries any more weight than another. The evaluations are tabulated and selections are made by the committee.

**Student Council** has two main responsibilities: 1) Council acts as the voice of the students on matters of student concerns, 2) Council plans and carries out the type of activities that are part of an active school year. Elections for Student Body and Class Offices are held in the spring of the year. All Mountain View High School students are welcome to attend meetings.

**FCCLA (Family Career & Community Leaders of America)** is a dynamic and effective national student organization that helps young men and women become strong leaders in families, careers, and communities through family and consumer sciences education. Members are students through grade 12 who are taking or have taken family and consumer sciences courses.

**Academic Challenge** is a new activity for the students of MVHS. Teams consisting of four students travel to other communities throughout the state to compete with at least eighteen other high schools from Wyoming. Academic Challenge offers a unique opportunity for students to increase their levels of knowledge, perform better in their classes and meet students from all over the state.

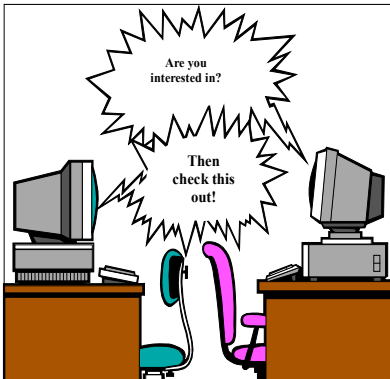
**SHARC (Students Having Achieved Responsible Choices)** In an effort to respond to the growing problem of substance abuse around them, the students of Mountain View High School formed an organization they named Students Helping Achieve Responsible Choices or SHARC. The mission of SHARC is to make an effort to prevent youth substance abuse in their school and community while promoting positive choices.

SHARC has set three goals: increasing the availability of prevention education on a level that students can relate to; increasing the availability of structured community service projects; and lastly, increasing the availability of school sponsored drug free activities.

**Guitar Club** is open to any interested student enrolled in at least one guitar class. Some goals for the club are: To develop a higher understanding of the guitar through upcoming technology, to be exposed to cultural events and raise money for the guitar class for the purchase of new equipment. Fundraisers will take place during the upcoming school year to help us reach our goals.

# Mountain View High School

## Schools-to-Career





# Arts &



# Communications

**Are you interested in...**

Teaching?

Design

Performing Arts?

Writing

Languages?

Music

Media Arts?

Communication

Art?





**Then check out these careers:**

These are just a few of the career possibilities available for **Arts & Communications** fields of study.

<b>Entry Level Careers</b> High School Diploma On-the-Job Training	<b>Skilled Level Careers</b> Voc/Tech Schools Comm College Degree	<b>Professional Level Careers</b> Adv College Degree Specialized Training
Classified Ad Writer Floral Shop Clerk Instrumentalist Model Movie/TV Extra Museum Guide Reporter Stage Hand Window Displayer	Actor Artist Camera Operator Cartoonist Choreographer Comedian Copy Writer Dancer Disc Jockey Fashion Designer Illustrator Instrumental Repairer Interior Designer Literary Writer News Anchor Photographer Playwright Publisher Singer Stage Manager	Architect Broadcaster Composer Conductor Critic Editor Director Film Developer Film Editor Film Maker Fine Arts Teacher Graphic Designer Industrial Designer Journalist Librarian Music Librarian Technical Writer Translator/Interpreter



# Business, Marketing & Technological Services



**Are you interested in...**

Working with numbers?

Using computers?

Persuading people?

Supervising others?

Solving problems?

Employing sales and promotion activities?



## **Do you have the ability to ...**

Plan and direct activities?

Use leadership skills?

Talk and work with people?

Use math skills?

Think logically and make decisions?

Work with money?

Be reliable, organized, and efficient?

**Then check out these careers:**

These are just a few of the career possibilities available for **Business, Marketing & Technological Services** fields of study.



<b>Entry Level Careers</b> High School Diploma On-the-Job Training	<b>Skilled Level Careers</b> Voc/Tech Schools Comm College Degree	<b>Professional Level Careers</b> Adv College Degree Specialized Training
Botanist/Floral Camp Director Cruise Ship Worker Farm/Ranch Manager Fish Hatchery Worker Hydrologist/Irrigator Juvenile Camp Counselor Landfill Worker Landscape Maint Logging/Forestry Nursery Worker Sports Official Sports Sales/Rep	Fitness/Aerobics Inst. Health Club Manager Lifeguard Mining Consultant Natural Resource Management Personal Trainer Physical Therapy Aide Professional Athlete Resort Owner/Man Sports Announcer Sports Recruiter Travel Agent	Agricultural Sciences Agronomist Anesthesiologist Animal Care Tech Athletic Trainer Biologist Chiropractor Dairy Sciences Dentist Dietitian Entomologist Environmental. Engineer Hazard Waste Tech Marine Biologist Oil Field Consultant Phlebotomist Professional Scout Science Teacher Sports Coach Sports Team Owner Teacher Veterinary Science



## SUGGESTED ELECTIVES FOR

### **Business, Marketing & Technological Services**

Accounting

Computers

Business Law

Microsoft Windows

Business Math

Calculus

Word Processing

*Consider these clubs and activities for fun, hands-on business experiences:*

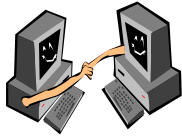
FCCLA

FBLA

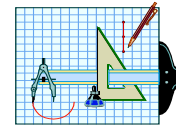
FFA

Student Council





# Applied Technology & Engineering



## Are you interested in...

Working with your hands, assembling, building or repairing things?

Operating, fixing machines or equipment?

Working with computers, robots, or computer controlled machines?

Solving problems by using facts and good judgement?

Reading articles about automobiles, science, computers, and designing things?

Drawing detailed plans, patterns, or working with blueprints?

## Do you have the ability to...

Solve Problems?

Create solutions?

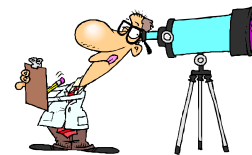
Communicate clearly?

Work with your hands, assemble, build, or repair things?

Apply and perform math problems?

Perform tasks accurately and carefully?

Understand and perform scientific experiments?



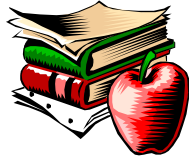


**Then check out these careers:**



These are just a few of the career possibilities available for **Applied Technology and Engineering** fields of study.

<b>Entry Level Careers</b> High School Diploma On-the-Job Training	<b>Skilled Level Careers</b> Voc/Tech Schools Comm College Degree	<b>Professional Level Careers</b> Adv College Degree Specialized Training
Auto Sales Clerk Auto Parts Sales Automobile Sales Brick Mason Cabinetmaker Carpenter Construction Laborer Contractor General Mechanic Machinery Sales Masonry Contractor Race Car Builder Remodeling Cont. Road & Hwy Const Set & Prop Designer Tile Setter	Auto Mechanic Automotive Designer Building Inspector Bus Mechanic Comp Tech Support Interior Designer Micro-Comp Repair Motorcycle Mechanic Network Admin Network Technician Software Support	Archeologist Architect CAD Operator Civil Engineer Computer Consult Drafter Hydraulics Engineer Industrial Engineer Landscape Design Mechanical Engineer Solar Energy Engineer Structural Engineer



*SUGGESTED ELECTIVES FOR*

**Applied Technology  
&  
Engineering**

Agriculture

Art

Calculus

College Algebra

Computers

Drafting

Pre-Calculus

Physics

Spanish

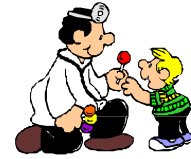
Welding

Wood Working





# Health & Environmental Sciences



## Are you interested in...

People?

Medicine, health, and wellness?

Food service?

Child development and care?

Law?

Teaching?

Agriculture?

Ministry?



## Do you have the ability to . . .

Solve problems using facts and judgements?

Read and learn about health and wellness?

Learn new things and/or acquire information  
and assist others to do the same?

Get along with a wide variety of people?

Provide service to other people?

Communicate with individuals and groups?



**Then check out these careers:**

These are just a few of the career possibilities available for **Health and Environmental Sciences** fields of study.



<b>Entry Level Careers</b>	<b>Skilled Level Careers</b>	<b>Professional Level Careers</b>
High School Diploma On-the-Job Training	Voc/Tech Schools Comm College Degree	Adv College Degree Specialized Training
Botanist/Florist Child Care Aide Camp Director Cruise Ship Worker Farm/Ranch Manager Fish Hatchery Worker Hospital Aide Hydrologist/Irrigator Juvenile Camp Counselor Landfill Worker Landscape Maint. Logging/Forestry Medical Transcriber Nursery Worker Orderly Recreation Assistant Recreation Leader Refuse Collector Sports Sales/Rep	Dental Assistant Fitness/Aerobics Instructor Health Club Manager Lifeguard Masseuse Medical Technologist Mining Consultant National Resort Management Personal Trainer Physical Therapy Asst. Plumber Records Technician Resort Owner/Manager Sports Announcer Sports Recruiter Sports Official Travel Agent	Agricultural Sciences Agronomist Anesthesiologist Animal Care Tech Asbestos Tech Athletic Trainer Biologist Chiropractor Dairy Sciences Dentist Environmental Engin Food & Drug Inspect Hazard Waste Tech Health Administrator Marine Biologist Nutritionist Occupational Therapist Oil Field Consultant Optometrist Pharmacist Physical Therapist Physician Psychologist Respiratory Therapist Science Teacher Sports Coach Veterinary Science X-Ray/MRI Tech



**SUGGESTED ELECTIVES FOR**

**Health & Environmental Sciences**



Agriculture

Art

Biology – Advanced

Calculus

Chemistry

Child Development

College Algebra

Computers

Drama

Foods

Spanish

**Social, Human & Governmental Services**

**Are you interested in...**

**Do you have the ability to...**



Working with the public

Follow directions and understand instructions?

Doing repetitive activities and tasks?

Deal with a wide variety of people?

Meeting the needs and wishes of others?

Learn quickly and work skillfully with your hands?

Using authority to protect people and property?

Perform activities that involve risk or pressure?

Communicating effectively with individuals?

Solve problems?



Adapt to a wide variety of situations?

Perform more than one task at a time?

Perform arithmetic accurately?

**Then check out these careers:**

These are just a few of the career possibilities available for **Human, and Governmental Services** fields of study.



<b>Entry Level Careers</b>	<b>Skilled Level Careers</b>	<b>Professional Level Careers</b>
High School Diploma On-the-Job Training	Voc/Tech Schools Comm College Degree	Adv College Degree Specialized Training
Postal Employee Paralegal Civil Service Clerk Recreation Aide Nursing Home Aide Food Service Classroom Aide Fire Fighter Pre-School Aide Pre-School Teacher Playground Aide Lifeguard Library Clerk	Flight Attendant Court Interpreter Fitness Instructor Court Reporter Court Recorder Military Service Security Guard Forestry Service Parole Officer Sheriff Department Police Officer	Lawyer Psychologist Interpreter Home Health Assistant Family Counselor Social Worker Speech Therapist Physical Therapist Food & Drug Inspector Administrator Correctional Officer



**SUGGESTED ELECTIVES FOR**

**Social, Human & Governmental Services**

- |            |             |             |         |
|------------|-------------|-------------|---------|
| Accounting | Journalism  | Band        | Spanish |
| Biology    | Welding     | Agriculture | Pottery |
| Choir      | Woodworking | Guitar      |         |