

STUDENT INFORMATION

Name _____ Phone _____ Grade: _____

1ST SEMESTER/Lunch

A Day _____

B Day _____

	Period	Class	Teacher	Room 3
A DAY	A1			
	DEAR/A4			
	A2			
	A3			
	A4			
B DAY	B5			
	DEAR/A4			
	B6			
	B7			
	B8			

2ND SEMESTER/Lunch

A Day _____

B Day _____

	Period	Class	Teacher	Room 3
A DAY	A1			
	DEAR/A4			
	A2			
	A3			
	A4			
B DAY	B5			
	DEAR/A4			
	B6			
	B7			
	B8			

MOUNTAIN RIDGE JUNIOR HIGH SCHOOL

STUDENT HANDBOOK
2017-2018



Lisa Gallagher
Assistant Principal



Mark Whitaker



Jen Bitton
Assistant Principal

"Igniting Discovery & Ensuring Learning"

5525 West 10400 North
Highland, UT 84003

Front Office: (801) 610-8758
Counseling Center: (801) 610-8759

Website:
mountainridge.alpineschools.org

School Hours:
Monday (early out): 8:15-1:45
Tuesday-Friday: 8:15-2:45

Office Hours: 7:30-3:30

Alpine School District Calendar 2017-2018

August 21, Monday.....	7 th grade Orientation Day (1/2 day)
August 21, Monday.....	Back to School Night 4:00-6:00 P.M.
August 22, Tuesday.....	7 th , 8 th & 9 th first day of school
October 18, 2017	First term ends
December 20, 2017	Second term ends
March 9, 2018.....	Third term ends
May 31, 2018	Fourth term ends, last day of school

Days School Will Be Closed

September 4.....	Labor Day
October 19-20.....	Fall Break
October 23	Teacher Professional Development/No School
November 22-24.....	Thanksgiving Break
December 21-January 2	Christmas Break
January 15	Martin Luther King Jr. Day
February 19.....	Washington/Lincoln Day
March 5	Professional Development Day/No Students
April 2	Snow Make-up Day
April 3	Teacher Comp. Day/No School
April 4-6	Spring Break
May 28	Memorial Day
May 31	Last day of school

School Calendar

Please check our Google calendar on our website.
<http://mountainridge.alpineschools.org/>

Dates of Student-Led Conferences

September 28, 2017 at 3:00 p.m. to 8:00 p.m.

February 22, 2018 at 3:00 p.m. to 8:00 p.m.

MRJH Bell Schedules

Regular Bell Schedule		
Period	Time	Duration
First Bell	8:10	
A1/B5	8:15-9:34	79 min
Passing	9:34-9:39	5 min
DEAR/ZAP 9:39-10:03		
Passing	10:03-10:08	5 min
A2/B6	10:08-11:27	79 min
First Lunch		
Lunch	11:27-11:57	30 min
Passing	11:57-12:02	5 min
A3/B7	12:02-1:21	79 min
Second Lunch		
Passing	11:27-11:32	5 min
A3/B7	11:32-12:51	79 min
Lunch	12:51-1:21	30 min
Passing	1:21-1:26	5 min
A4/B8	1:26-2:45	79 min

Early Out Monday		
Period	Time	Duration
First Bell	8:10	
A1/B5 (Announcements)	8:15-9:33	78 min
Passing	9:33-9:38	5 min
A2/B6	9:38-10:47	69 min
First Lunch		
Lunch	10:47-11:17	30 min
Passing	11:17-11:22	5 min
A3/B7	11:22-12:31	69 min
Second Lunch		
Passing	10:47-10:52	5 min
A3/B7	10:52-12:01	69 min
Lunch	12:01-12:31	30 min
Passing	12:31-12:36	5 min
A4/B8	12:36-1:45	69 min

Triple Assembly Schedule

Assembly 1 (7th grade)		
Period	Time	Duration
First Bell	8:10	
Assembly	8:15-9:05	50 min
Passing	9:05-9:10	5 min
A1/B5/DEAR	9:10-11:15	101+24 DEAR

Assembly 2 (8th grade)		
Period	Time	Duration
First Bell	8:10	
A1/B5	8:15-9:20	55 min
To Assembly	9:20-9:25	5 min
Assembly	9:25-10:10	45 min
Passing	10:10-10:15	5 min
A1/B5 (cont.)/DEAR	10:15-11:15	36+24 DEAR

Assembly 3 (9th grade)		
Period	Time	Duration
First Bell	8:10	
A1/B5/DEAR	8:15-10:25	106+24 DEAR
Passing	10:25-10:30	5 min
Assembly	10:30-11:15	45 min

*Lunch according to 2nd period on assembly schedule.

First Lunch		
Lunch	11:15-11:45	30 min
Passing	11:45-11:50	5 min
A2/B6	11:50-12:45	55 min
Second Lunch		
Passing	11:15-11:20	5 min
A2/B6	11:20-12:15	55 min
Lunch	12:15-12:45	30 min
Passing	12:45-12:50	5 min
A3/B7	12:50-1:45	55 min
Passing	1:45-1:50	5 min
A4/B8	1:50-2:45	55 min

Administration/Counseling Directory

<u>Name</u>	<u>Position</u>	<u>Room</u>	<u>Email</u>
Whitaker, Mark	Principal	Main Office	markwhitaker@alpinedistrict.org
Bitton, Jen	Assistant Principal	Main Office	jbitton@alpinedistrict.org
Gallagher, Lisa	Assistant Principal	Main Office	lgallagher@alpinedistrict.org
Faddis, Susan	Attendance Secretary	Main Office	sfaddis@alpinedistrict.org
Smith, Marney	Secretary	Main Office	msmith@alpinedistrict.org
Johnson, Kristy	Assistant Secretary	Counseling	kjohnson@alpinedistrict.org
Conroy, Jerrienne	Assistant Secretary	Main Office	jconroy@alpinedistrict.org
May, Shelly	Administrative Secretary	Main Office	smay@alpinedistrict.org
Gardiner, Amber	Financial Secretary	Finance Office	agardiner@alpinedistrict.org
Warren, Kharent	Registrar	Counseling	kwarren@alpinedistrict.org
Conover, Karen	Counselor	Counseling	kconover@alpinedistrict.org
Hall, Boyd	Counselor	Counseling	bohall@alpinedistrict.org
Harrison, Joyce	Counselor	Counseling	jharrison@alpinedistrict.org
Taylor, Nancy	Counselor-deficient credit	D117B	ntaylor@alpinedistrict.org
Social Worker	Intern		TBA

Student Body Officers

President:
Vice President:
Secretary:
Advisor:

Information Access

- A. MOUNTAIN RIDGE WEBSITE - mountainridge.alpineschools.org The school Google calendar, student handbook, lunch, fees, course information, counseling information, daily announcements are some of the resources available to you.
- B. SKYWARD - student grades, assignments and attendance will be updated weekly and can be viewed through the Alpine School District website: www.alpineschools.org, go to the link for “Parents and Students,” click “Skyward Family Access.” If you need help with your password, please stop by the office.
- C. ALPINE ONE STOP - ability to pay fees, buy tickets, uniforms, and yearbooks at: onestop.alpineschools.org. Also linked from school website.
- D. VOICE MAIL - if you would like to contact a teacher, you may call the school and leave a message in the teacher’s voice mailbox. A teacher’s extension is the same as their room number (see map).
- E. E-MAIL - you can find a teacher’s email address by going to the MRJH website, click on faculty and then select and click on the teacher’s name you desire to email. Email is one of the best ways to communicate with your child’s teacher.
- F. TEACHER WEBSITES – you can access a teacher’s websites by going to the MRJH website, click on “faculty and staff.” Click on the teacher’s website address. Teachers’ disclosures, and other information are easy to access for your convenience.

School Information

Approximate Enrollment: 1450 students

School Mascot: Husky

School Colors: Navy Blue and Burgundy

Mountain Ridge Junior High Students A.C.T.

Communicate Effectively

Act Responsibly

Think Critically

Academics

Counseling Department: Hours M-TH 7:30-3:40 F: 7:40-3:30

Please call for an appointment 801-610-8759

Joyce Harrison

Boyd Hall

Karen Conover

Nancy Taylor Counselor-Credit Recovery

Social Worker TBA

Class Changes: Class changes may be made for the following reasons:

1. A scheduling or computer error (i.e. too many 5th period classes, class not taught that hour, etc..)
2. A change requested by teacher or principal to better serve student needs.
3. A situation in which a parent, counselor, teacher, and administrator feel it is in the best interest of the student.
4. Changes may not be made for students to be with friends or for student to request a teacher preference.
5. A \$5.00 non-refundable fee will be assessed for class change requests made by the parent or student request. This needs to be paid at the finance office.

Counselors can help students: counselors are here to assist you in making your junior high experience as beneficial as possible. This includes but it not limited to:

With School

Selecting classes
Identifying talents
Assessing interests
Organizing your time

With Relationships

By listening
Helping solve problems
Teaching Communication Skills
Conflict resolution

With Life

Dealing with stress
Adapting to change

With Career Planning

Learning about careers
Preparing for future jobs
Matching careers to interests

With High School and College Prep

Graduation requirements
College entrance exams
Scholarship information

Counselors can help set goals for good grades and/or remediation

1. **Academic Tracking:** Methods include teachers, counselors, parents, planner or Zap.
2. **Deficiency Failing Notices (District Policy 4056):** Parents must receive notice at least 3 weeks before the end of the term if their son/daughter is in danger of failing any class, ("D+" grade or below. Notices may be sent by mail, with student, by email, by phone contact, or a conference.
3. Students may be allowed to make-up missing work within a reasonable time according to teacher policies.

Student Led Conferences include the Parent/Student/Teacher

1. Two Student Led Parent Conferences are held in October and February.
2. **Plan for College and Career Readiness Meetings** (PCCR's) are held yearly with the counselor.

Stay Organized:

1. Record assignments, projects, tests, information, and due dates in your planner.
2. Check your grades and assignments daily on Skyward. A link is on the school website. <https://skyward.alpinedistrict.org>
3. Student Skyward ID number and password should be kept confidential. The password will be changed by request in person to any of the secretaries.
4. Grade Reports are distributed at midterm and within 1-week after each quarter ends. Fourth term grades can be assessed on Skyward. Questions regarding grades should be directed first to teachers, counselor, or administrator as needed. Please call or email for an appointment.

School Tips

IF YOU ARE HAVING TROUBLE WITH A CLASS

Arrange a time with the teacher when he or she will be available to help you (after school, after class, before school). Arrange for a time to meet with your counselor.

IF YOU HAVE A QUESTION ABOUT A LOCKER

Report it to the front office.

IF YOU WANT TO PAY FEES OR FINES OR BUY SOMETHING

See the financial secretary at the Finance Window or go to www.myschoolfees.com.

IF YOU WANT TO BUY A LUNCH TICKET

Pay your money in the cafeteria before school (7:45 - 8:15 a.m.) or go to www.mealpay.com

IF YOU HAVE A QUESTION ABOUT YOUR GRADES AND/OR ATTENDANCE

Check Skyward on school website: mountainridge.alpinedistrict.org

<https://skyward.alpinedistrict.org>

Check with your classroom teacher.

IF YOU BECOME SICK WHILE AT SCHOOL

Let your teacher know. Check with the secretary in the office to call home. If you are leaving school, your parent or a designee on your emergency card must check you out from the front office.

IF YOU ARE ABSENT

- 1) Have your parent call the office before 10:00 a.m. (801-610-8758) to report your absence.
- 2) Check with your teacher immediately upon returning to school to obtain any missing work.
- 3) Parents need to excuse their child's absences **within one week** following the absence.

IF YOU HAVE LOST OR FOUND SOMETHING

Large lost and found items are in the cafeteria in the black bin, small items are in the office.

IF YOU HAVE CONCERNS, PROBLEMS, OR QUESTIONS AND DON'T KNOW WHO TO ASK OR WHERE TO TURN

Talk to a teacher, an administrator, staff member, or go to the counseling office and visit with your counselor.

IF YOUR PARENT NEEDS TO GET SOMETHING IMPORTANT TO YOU AT SCHOOL

It may be dropped off at the front office. Your child's name will be announced at the end of each period and available in the office for pick up. Please be aware the following items such as flowers, balloons, gifts, assignments, textbooks, notes and the like are disruptive to the educational process. Please do not ask us to deliver any items to the classroom during instructional time. Deliveries create disruptions for the teacher and students in the class. Please help your child be prepared with the items they need prior to the school day starting.

School Activities

No MRJH student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination because of the student's race, color, national origin, sex, religion, or disability under any program or activity.

Mountain Ridge Junior High

- A. **Team Sports:** MRJH sponsors teams in both boys' and girls' basketball. The team is comprised of ninth graders. Track is offered to boys and girls in 7th, 8th, and 9th grades. In order to participate in sports at MRJH, students must maintain a 2.0 GPA with no more than one "F" the previous and current quarter.
- B. **Performing and Visual Arts:** MRJH sponsors opportunities for students to participate in band, choir, orchestra and drama. Students may also display visual works of art during our MRJH fine arts show. In order to participate in extra-curricular performances (such as school plays), students must maintain a 2.0 GPA with no more than one "F" the previous and current quarter.
- C. **Field Trips:** School rules and standards in both behavior and dress will be maintained away from school. Students missing class to participate in any school-sponsored activity will not be considered absent provided they have followed proper procedures. The work missed should be made up. Students may not be able to attend if they are behind in a class.
- D. **Transportation:** School-sponsored activities use district transportation for travel in most cases. A participation fee is assessed for each sport/activity to help defray transportation costs.
- E. **Clubs:** Students may participate in after school clubs such as National Junior Honor Society, Knowledge Bowl, Chess, Archery, Game, Harry Potter clubs, etc.... Meeting times are announced on the daily announcements and posters are displayed in the hall.
- F. **Honor Roll:** Each quarter, students earning a 3.7 or above may participate in an honor roll activity.
- G. **Student Council:** Elections for student council are held in the spring for the following year. In order to participate in student council at MRJH, students must maintain a 3.0 GPA with no more than one "F" the previous and current quarter.
- H. **Husky Den Representative:** Each homeroom class has a selected representative who serves in a leadership capacity and works closely with Mr. Whitaker to share ideas and represent their class. In addition, representatives share a lesson each month with their class.

BIG EIGHT RULES

RULE#1 - SAFE SCHOOLS POLICY, FIGHTING AND INTIMIDATION

All students have the right to be safe while at school. Acts of aggression will not be tolerated. It is the policy of Mountain Ridge to prohibit acts of violence, aggression, intimidation, use or possession of weapons, criminal behavior, or gang activity in the school, on the school grounds, at school-sanctioned activities, or when students are being transported to and from school.

Aggressive or defiant behavior may result in out-of-school suspension, police referral, and/or expulsion. Instigators (students who carry rumors, encourage others to fight, carry information back and forth between other individuals, etc.) may also be suspended. Students encouraging a fight as a spectator will also be subject to disciplinary action. Students should not take matters into their own hands, but should report fights or acts of aggression to a teacher or an administrator. Initiations, hazing, etc., are not allowed at school. Any questions concerning what is acceptable should be referred to the administration. Students who are being intimidated or harassed by another student should report it to a member of the B1 Team, a teacher, a counselor, or an administrator.

RULE #2 - DISRESPECT AND INSUBORDINATION TOWARD STAFF MEMBERS OR STUDENTS

Acts of disrespect or insubordination will not be tolerated. Any student being disrespectful or insubordinate to any adult authority will be subject to out-of-school suspension or other administrative interventions.

RULE #3 - ABSENCES AND TARDIES

A parent/guardian must report absences to the attendance secretary before 10 a.m. on the day of the absence (801-610-8758). The parent/guardian will be alerted with an automatic caller of any absence. Excessive absences will be referred to the district for appropriate action or recommendation for parent and student attendance at truancy school.

- A. ***Missed work/tests*** - Missed work due to an excused absence can be made up as outlined in teacher disclosure documents. Work/tests missed due to truancy may or may not be made up at the teachers' discretion.
- B. ***Excused Absence***- Students who are excused by a parent or miss a class to participate in school-sponsored activity will be excused. However, work must be made up. Absences need to be excused within one week following the absence.
- C. ***Check-outs***- students need to be checked out and checked in by a parent/guardian or by an individual who has been recorded on the Emergency and Health Information Sheet signed at the beginning of every school year. Failure to do this in advance could result in truancy. **For safety reasons, parents will need to come into the office with a photo ID to pick up their student.**
- D. ***Late arrival***- Students coming late to school should report to the office with a written excuse from their parent/guardian.
- E. ***Excessive absences/truancy***: By law, students are required to be at school daily. Students with excessive or unexcused absences will be subject to administrative consequences including conferences, detention, truancy school, etc.
- F. ***Tardies***- Students entering class late disrupt the instructional and learning process. As stated in the MRJH Classroom Citizenship Policy, students may receive a detention or suspension. If a tardy is the result of late dismissal, the student should get a written excuse from the teacher for admittance to the next class.

RULE #4 - THEFT AND VANDALISM

The school administration and/or police will discipline students participating in vandalism, theft, or willful destruction of school property. Students will be expected to pay for damages.

RULE #5 - ILLEGAL DRUGS, TOBACCO AND ALCOHOL.

Controlled substances are strictly prohibited. A drug offense consists of the possession, use, or distribution (giving away or selling) of any controlled substance (including over the counter/prescription drugs, methamphetamine, marijuana, cocaine, or other drugs, listed in the law) or any imitation of controlled substance (something that looks like a controlled substance even though it is not) or any mind altering herbs (i.e. salvia, spice, etc.) or any drug paraphernalia which may be used to produce, package, distribute, or use drugs or over the counter medications (i.e. Tylenol, cough medicine, etc.). An alcohol or tobacco offense consists of the possession, use, or distribution (giving away or selling) of any alcoholic or tobacco product.

The use, possession, and/ or distribution of intoxicants or narcotics of any kind is illegal under the laws of the State of Utah (Utah Code 58-37-8 and 58-37a-3) and is prohibited on or within 1000 feet of any property owned or operated by Alpine School District.

Controlled and imitation controlled substances include but are not limited to alcohol, marijuana, spice, cocaine, steroids, heroin, methamphetamine, oil concentrates of controlled substances, nicotine, or other drugs listed in the law. Students who choose to violate these policies will be subject to the following disciplinary actions: suspension, referral to law enforcement, or possible expulsion. This policy also includes any imitation controlled substance and its possession, use, distribution, or sale on school property or while attending a school activity.

The use or possession of any tobacco product or tobacco paraphernalia, including but not limited to cigarettes, cigars, electronic cigarettes, cigar cartridges, blunts, bidis, clove cigarettes, dissolvable tobacco, hookah and hookah products, and products containing vapor/oil nicotine products, for students under the age of 19 is against Utah State Law (Utah Code 76-10-105).

RULE #6 - GUNS, KNIVES AND DANGEROUS MATERIALS

Guns, knives, martial arts weapons or weapons of any kind (or facsimile), explosives, flammable or chemical materials (lighters, matches, fireworks, etc.) are strictly prohibited at MRJH. Possession of such items on school grounds may result in suspension and/or expulsion.

RULE #7: GANGS AND HATE GROUPS

Gang paraphernalia, including graffiti and gang clothing, are strictly prohibited at MRJH. Possession of such items on school grounds may result in suspension and/or expulsion.

Hate groups of any nature will not be tolerated.

RULE #8 - HARASSMENT

Every student has the right to a learning environment that is free of harassment. Name-calling, bullying, teasing and other forms of harassment will not be tolerated. Sexual harassment is

defined as unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, relationships, or environment. A student who feels she/he is being harassed should fill out a complaint form in the front office. The complaint will be investigated and acted upon by the administration in compliance with state and federal law.

FAILURE TO ADHERE TO THE "BIG EIGHT RULES" MAY RESULT IN ADMINISTRATIVE INTERVENTIONS WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- | | |
|----------------------------------------------------------------------|---------------------------------------------|
| +A change of the student's schedule | +Lunch detention |
| +Administrative/parent/student contract | +Parent conference |
| +After school custodial work | +Police or court referral |
| + Loss of privileges (i.e. assemblies, end of year activities, etc.) | +Suspension/Expulsion from school |
| +Fines | +Mandatory daily or weekly progress reports |
| +In-School Suspension | +Truancy School, administrative hearing |

Classroom Citizenship Policy

A. Students will receive a citizenship grade of O, S, N, or U at the end of each quarter.

O = Outstanding S= Satisfactory
N= Needs Improvement U= Unsatisfactory

B. The Citizenship grade is determined by the student's performance in three areas:

1. Personal Behavior: Citizenship deduction for misbehavior will be determined by the teacher and depends upon the nature of the infraction.
2. Tardy Policy: Excessive tardies could result in detentions and suspensions. Students and parents can monitor student attendance through the Skyward website. (See page 6)
3. Attendance:
 - a. Absences - Excessive absences will be referred to administration and/or the district office. School activities; e.g., school field trips, are not considered absences.
 - b. Truancy (sluff) - A student is truant when he/she is absent from class without the knowledge of a parent/guardian or MRJH faculty member. A student needs to be checked out and checked in by a parent/guardian. Truancy will result in an automatic "U" in citizenship. Excessive truancy could result in detentions and referral to the District Truancy School, or even court. Skipping class may result in zeroes for the assignments/tests missed.

Tardiness & Citizenship Grades

Punctuality is a life skill that demonstrates courtesy and supports team work, group process, and the effective use of time within the school academic setting. Tardiness impacts a classroom by distracting the focus of other students, creating a need to redirect and reinstruct those who are late and those who were distracted, and diminishing the impact of learning. Students who are tardy will receive the following consequences:

Citizenship Grades:

- First offense: warning
- Second Offense: drop one citizenship grade
- Third Offense: drop one citizenship grade
- Fourth Offense: "U" in citizenship

In addition to a drop in citizenship grades, the following may also occur: letter home, parent contact, additional assignment, parent meeting, administration meeting, and disciplinary consequences such as but not limited to the opportunity to not to participate in extra-curricular activities such as assemblies, field trips, etc.... Please refer to our tardy policy.

MRJH Attendance Remediation Procedure

Students at Mountain Ridge Junior are expected to be in school. If a student is absent from school 20 times, a citation letter will be issued. At this juncture, students can expect any of the following interventions:

- Parent Conference
- Student Conference
- Suspension
- Tracking
- Attendance Contract
- After School Make Up Time
- Schedule Change
- Administrator Home Visit

When a student reaches 60 absent periods, they will be referred to truancy school.

MRJH Tardy Remediation Procedure

Students at Mountain Ridge Jr High are expected to be on time to school and each class period. This means students should be in their seats and prepared to participate in their education when the tardy bell rings for each period. Parents may send in a note to excuse a tardy for first period or when a student is checking in for the first time that school day. If a teacher or other staff member details a student this tardy may be excused by that staff member if appropriate. Any other tardy is considered unexcused.

The following interventions will occur when students do not fulfill this responsibility and are tardy. Parents can see attendance in Skyward and will be notified by e-mail for unexcused tardies after the 2nd tardy.

1st Unexcused Tardy/Check In

- Student reads and signs the *Tardy Responsibility Slip*. This is a freebie.

2nd Unexcused Tardy/Check In

- Student reads and signs the *Tardy Responsibility Slip*. This is the 1st warning.

3rd Unexcused Tardy/Check In

- Student reads and signs the *Tardy Responsibility Slip*. This is the 2nd warning.
- 4th Unexcused Tardy/Check In
- Student completes 30 minutes of *Attendance School* (lunch detention).
 - Student will call parent during detention to discuss attendance.
- 5th Unexcused Tardy/Check In
- Student completes 30 minutes of *Attendance School* (lunch detention).
- 6th Unexcused Tardy/Check In
- School Administration communicates with student to develop a plan to resolve tardy problem.
 - Student completes 30 minutes of *Attendance School* (lunch detention).
- 7th Unexcused Tardy/Check In
- Student completes 60 minutes of *Attendance School* (two lunch detentions).
- 8th Unexcused Tardy/Check In
- School Administration meet with parent(s)/guardian(s) to discuss proper higher level interventions.
 - Student completes 60 minutes of *Attendance School* (two lunch detentions).
- 9th, etc. Unexcused Tardy/Check In
- Other consequence as assigned by School Administrator.
 - Student completes 60 minutes of *Attendance School* (two lunch detentions).

***In addition to the above consequences, students who have habitual attendance concerns could also lose the privilege of participating in any extra-curricular activities, to include the end-of-year activities such as Lagoon & the 8th grade celebration.**

ZAP (Zeroes Aren't Permitted)

When a student does not turn in assignments, both learning and grades decrease. Therefore, MRJH has adopted a "Zeroes Aren't Permitted" policy and program. Teachers regularly check for missing assignments and tests. The teacher may then choose to have a student attend ZAP to make up any missing work.

Zap will be held Tuesday through Friday, with one 24 minutes session each day during DEAR. Students will work with a staff member during these times to get caught up on missing assignments. This program will help students stay caught up and get the most out of their education. Students can ask their teacher to be Zapped if they need extra time or help.

Super Zap! This occurs 2-3 weeks prior to the quarter ending. Students are allowed to attend if they choose to complete work. It is helpful for students to make arrangements with the teachers they wish to make up class work/tests. Super Zap is held from 1:45-3:00 p.m. one Monday a quarter. Please check the calendar on our school website. Email notification is also sent prior to the Super Zap session.

Campus Guidelines and Conduct

A. Auditorium Conduct

1. Appropriate behavior includes the following guidelines:
 - a. Keep feet off of the furniture.
 - b. No food or drink in the auditorium.
 - c. Do not bring backpacks in the auditorium unless instructed by administration.
 - d. Be seated as quickly and quietly as possible. Follow your teacher for seating assignments.
 - e. Remain seated during assembly except for emergencies. Restroom needs should be taken care of prior to the assembly.
 - f. Show respect for the performers.
2. Consequences for those not showing proper behavior include:
 - a. Sitting in the office during the assembly.
 - b. Missing future assemblies.
 - c. Cleaning and picking up trash.
 - d. Administrative intervention.

B. Backpacks/purses/bags

For safety and congestion reasons, backpacks, purses, or bags must be kept in lockers during the school day. There will be NO BACKPACKS, purses, or bags allowed in the classroom or hallways.

C. Bicycles, Scooters, and Skateboards

1. All bicycles and scooters should be locked in the bicycle rack during the school day.
2. Skateboards should be in lockers.
3. The school is not responsible for damaged or stolen bicycles, scooters, or skateboards.

D. Buses

1. Line up on the curb in single file. Don't step off the curb until the bus comes to a complete stop.
2. Follow bus rules and obey the bus driver at all times.
3. Students who violate bus rules may lose bus-riding privileges.

E. Cell Phones Cameras or Electronic Devices

The following applies while in class, the locker rooms, hallways, lunchroom, and at school assemblies.

1. Students WILL be allowed to use their cell phones during lunch; however, cell phones will not be allowed during passing time, in the locker rooms, in class, and during assemblies. Students may use a cell phone during class only under the direction of a teacher for an academic activity; otherwise, it should be in the "off" position and put away.
2. Cell phones can be used under the direction of a teacher for an academic activity.
3. A teacher or administrator will confiscate the cell phone or electronic device of those who violate the rules and guidelines that have been established.

F. Cheating/Plagiarism

We value academic and personal integrity and do not sanction any form of dishonesty, plagiarism or deception that unfairly, improperly or illegally enhances the grade or homework of an individual, a group assignment, or a final grade. Should a student choose to cheat, consequences will occur.

Please refer to teachers' policies on cheating in their class disclosures.

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words, but copying the sentence structure of a source without giving credit
- To cut and paste work that is not your own and handing it is in plagiarism

G. Closed Campus

1. Once students arrive at school, they may not leave until school is dismissed or unless properly checked out through the office.
2. **For safety reasons, parents will need to come into the office with a photo ID to pick up their student.**
3. If a student is officially checked out of school, they should check in with the front office when they return to the school campus.
4. Students who live close enough to eat lunch at home need to have a "Home Lunch Pass" signed by a parent and on file in the front office. A home lunch pass is good for the school year.
5. Please avoid checking your child out and their friends to go to lunch. This is disruptive to the school day and often leads to tardiness upon their return to the school.

H. Computer Use Policy

1. You will have access to the Internet. There is no charge for using the Internet service.
2. Students should not use computers to access or create materials that includes, but is not limited to, images and messages that are sexually explicit, violent or seek to demean or harass others.
3. The privilege of computer use at Mountain Ridge depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly.
4. Only those students who have turned in the Alpine School District Internet Use Policy form will be allowed to access the Internet.
5. Cyber bullying of any kind (through computer or phones) will not be tolerated.

I. Dress-Code

1. Students must wear appropriate footwear while in school or school-sponsored events. Daytime shoes are expected unless the student has a foot injury. Students should not wear slippers.
2. Clothing that is tattered, ragged or grubby is not appropriate for an educational environment. Jeans that are significantly shredded or holey are inappropriate for school. Pajamas should not be worn at school.
3. Sleeveless tops, bare midriffs, low-cut shirts or blouses (on boys or girls), cutoffs, short shorts, short skirts are not appropriate school attire. ***Shorts and skirts should be extended beyond the fingertips even when wearing leggings.***
4. Clothing bearing vulgar, suggestive, profane or obscene pictures, slogans or language, as well as clothing bearing pictures, or advertisements for alcohol, tobacco, drugs, or weapons is not to be worn at school.
5. Hats, bandanas, scarves, chains, studs, etc., are not allowed.
6. Saggy or baggy pants must be worn high enough that underclothing does not show.
7. Students should not wear AFHS or LPHS team jerseys to school. T-shirts, hoodies, and other jerseys can be worn.

I. Dress-Code Continued...

8. Hair should be neat and clean. Students with hairstyles which are distracting or disruptive to the educational process may be asked to reconcile the situation.
9. Students with disruptive body jewelry may be asked to remove or surrender the item(s).
10. Students wearing clothing that is inappropriate for school may be asked to change clothing or placed in In-School Suspension for the remainder of the school day.
11. If clothing, body piercing, or tattoos distract or disrupt the educational process, the student will be asked to correct the problem or sent home.

Administration has the right and responsibility to make final decisions about dress code issues.

J. Loitering After School

1. When the dismissal bell rings, students are expected to depart from the school no later than 3 P.M. either by bus, walking, or a vehicle unless the student has arranged to meet with a

teacher for assistance or to participate in a school sponsored activity.

K. Lockers

1. Students are responsible for the care of their assigned locker and liable for any damage, including stickers and tape. Locker damage will result in a fine. There is a \$5.00 fee to change locker combinations.
2. School Administrators have a responsibility and a right to examine the contents of lockers for reasons of health, safety and security. Random searches may occur periodically.
3. Locker combinations should not be given out to anyone.
4. Any person caught tampering with, opening or removing items from a locker other than his/her own, without permission, will be subject to administrative intervention.
5. Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial and test the door to make sure it is locked.
6. Do not leave money or other valuables in your locker!!!!
7. Do not change lockers. Students must remain in the locker assigned to them by the front office.
8. All of the above safety guidelines apply to P.E. lockers as well.

L. Lunchroom

1. Lunch credit can be purchased at the lunchroom every morning before school. Questions concerning the cafeteria should be directed to the lunch manager.
2. Students may buy **breakfast for \$1.10 and lunch for \$2.00 (Adult/Visitor \$3.85)**
3. If a student wants to purchase more than one breakfast or lunch on a given day, the cost is \$1.50 for breakfast and \$2.00 for lunch (the federal government subsidizes one meal per day).
4. Each person is responsible for picking up his/her own trash.
5. All food, including food brought from home should be eaten in the cafeteria.

M. Nuisance Items

Items that disrupt learning such as I-Pods, electronic games, squirt guns, rubber bands, laser pointers, bouncy balls, yo-yo's, stink bombs, trading cards, etc., should NOT be brought to school. Such items will be confiscated.

N. Profanity

Swearing, vulgar language, acts or gestures are not acceptable. The use of such language or gestures will result in an administrative intervention.

O. Report Cards

At the end of each term, report cards will be posted to both the student and parent Skyward accounts. Report cards may be printed throughout the school year through Skyward. Parents may also request a printed copy from the counseling office at the end of each term.

P. Sick Room

1. If a student is ill, he/she should check with the teacher and report directly to the office.
2. If a student is sick or injured, parents or individuals listed on the "EMERGENCY AND HEALTH INFORMATION"* sheet will be contacted.
3. The school can only administer simple first-aid to anyone injured at school.
4. We are not permitted to change dressings on previous injuries nor administer medication.
5. The school nurse is available on a very limited basis.

* It is CRITICAL that parents complete this form and submit it to the front office.

Q. School Insurance

The Alpine School District Board of Education has set district policy that ALL STUDENTS in physical education classed in secondary schools have a minimal school insurance policy. This insurance is with a private company and awarded to the company offering the best coverage in relation to the cost to students. The Board of Education provides a waiver for those families without adequate personal insurance. Those wishing to be exempt from taking the district insurance may apply exemption by completing the exemption waiver available at school.

R. Snowballs

For safety reasons, throwing or kicking snow is prohibited. Doing so could result in a detention or suspension.

S. Student Relationships

Physical contact between students is inappropriate at school. Students are asked not to grab, hold hands, walk arm in arm, hug, kiss, etc....while at school.

T. Telephones

Office phones are available for students needing to call home. Students may obtain a pass from their teacher. One student is allowed at a time in the office to make a call. Before and after school students need to form a line outside the office. Parents needing to contact their students should do so through the main office. Parents, please do not text your students during school hours. Responding to your text could result in your student's phone being confiscated.

U. Textbooks

When a student is issued a book, he/she is responsible for the book to be turned in. At the end of the course, the book will be checked for damage beyond normal wear and tear. The student will be assessed a fine for damaged, lost, or stolen books.

V. Visitors

Parents/Guardians are welcome and are encouraged to visit classes. Please check in at the front office prior to visiting individual classes.

If you need to visit with a teacher or an administrator, please make an appointment.

Students MAY NOT have visitors at school.

Emergency Procedures

Note: In case of an emergency, students will need to be checked out by a parent/guardian or other individual listed on the Emergency and Health Information form before leaving campus. This will help to maintain an orderly process.

It is vital that the office have a current "Emergency and Health Information" form on file.

A. Bomb Threat:

If it is determined that an evacuation is the safest solution:

1. The fire alarm will sound to evacuate the building.
2. Students will remain outside until the "all clear" signal is given.

B. Earthquake:

1. Students should seek cover under desks, tables, or by inside walls and doorways.
2. Students should keep away from glass areas or outside walls.
3. If outside, stay away from buildings until cleared as indicated by signal from office staff.

C. Fire:

1. Alarm will sound for students to evacuate building.

2. Students should line up behind their teacher in their designated areas.
3. If damage warrants, students will be sent home by regular methods.

D. Severe Weather:

Radio station KSL 1160 AM and KSL Channel 5 television will broadcast any special announcements for the school such as when it is necessary to close the school because of severe weather or other reasons. If severe weather occurs during school, students will be asked to remain indoors.

E. Lockdown:

1. Students should seek cover away from doors and windows until the “all clear” signal is given.
2. Students in the halls should go to the nearest classroom.

**Alpine School District Requirements for 8th Grade Completion
& High School Graduation**

A. 7 & 8th Grade Completion Requirements

Required Credit Units	
English 7 & 8	2.0
Math (Pre-Algebra, Algebra, or Geometry)	2.0
Science (7 th integrated .50 & 8 th Integrated 1.0)	1.5
Utah History (7 th)	.5
US History (8 th)	1.0
Fine Arts (Visual & Performing)	1.0
Physical Education (.50 PE 7 & .50 PE 8)	1.0
Health Education	.5
CTE Introduction	1.0
Electives	4.5
TOTAL UNITS	15.0

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Credit Requirements for High School Graduation: Alpine School District requires all students to complete the following courses and credits for a high school diploma,

Class of 2011 –forward:

Required Credit Units	
English 9, 10, and 11 (1 credit each level)	3.0
Applied/Advanced Language Arts	1.0
Mathematics Core (2 credits)	2.0
Applied/Advanced Math	1.0
Science Core–2 different quadrants	2.0
Applied/Advanced Science	1.0
World Geography	0.5
World Civilizations	0.5
US History	1.0
Government & Citizenship	0.5
Social Studies	0.5
Fine Arts	1.5
Career and Technical Education (CTE)	1.0
Computer Technology	0.5
Financial Literacy	0.5
Health	0.5
PE Participation Skills	0.5
PE Fitness for Life	0.5
PE Lifetime Activities	0.5
Electives (ESHS diploma, 4 less electives; 5.5)	9.5
TOTAL Required Credits	28