

# **Milford High School Student/Parent Handbook**

**2020-2021**

# MHS Class Times

## Regular Day

Tiger Time 7:50-8:04 (14 min.)

1. Period 8:08 -9:08 (60 min.)
2. Period 9:12 – 10:12 (60 Min)
3. Period 10:16 -11:16 (60 min.)
4. Period 11:20 – 12:20 (60 min.)

Lunch 12:20-1:00  
(40 min.)

5. Period 1:00-2:00 (60 min.)

*Teacher Office Hours 2:00 - 3:30*

## Friday

1. Period 7:50 -8:43 (53 min.)
2. Period 8:47 – 9:40 (53 Min)
3. Period 9:44-10:37 (53 min.)
4. Period 10:41-11:34 (53 min.)
5. Period 11:38 – 12:31 (53 min.)

Lunch 12:31-1:11  
(40 min.)

*Teacher Office Hours 1:15 - 3:15*

## Assembly Schedule Reg. Day

1. Period 7:50 -8:42 (52 min.)
2. Period 8:46 – 9:34 (48 Min)
3. Period 9:38 -10:26 (48min.)
4. Period 10:30-11:38 (48 min.)
5. Period 11:42 – 12:30 (48 min.)

Lunch 12:30-1:10  
(40 min.)

**Assembly 1:10 - 2:00 (50 min.)**

*Teacher Office Hours 2:00 - 3:30*

## Assembly Schedule Friday

1. Period 7:50 -8:33 (43 min.)
2. Period 8:37 – 9:20 (43 Min)
3. Period 9:24-10:07 (43 min.)
4. Period 10:11-10:54 (43 min.)
5. Period 10:58 – 11:41 (43 min.)

**Assembly 11:45 – 12:31 (46 min.)**

Lunch 12:31-1:11  
(40 min.)

*Teacher Office Hours 1:15 - 3:15*

\*Assembly times may be adjusted depending on time requirements

# MILFORD HIGH SCHOOL

## 2020-2021 School Calendar

August 2020						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
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October 2020						
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November 2020						
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December 2020						
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January 2021						
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February 2021						
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28						

March 2021						
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April 2021						
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May 2021						
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	=A -DAY		=B-DAY		=No School
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1<sup>st</sup> Quarter  
A- 20 B-21

2<sup>nd</sup> Quarter  
A-20 B-19

3<sup>rd</sup> Quarter  
A- 23 B-23

4<sup>th</sup> Quarter  
A-26 B-26

# 2020-2021 BCSD Calendar

Proposal 2.1

July 2020						
S	M	T	W	Th	F	S
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September 2020						
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October 2020						
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December 2020						
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January 2021						
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February 2021						
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March 2021						
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April 2021						
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May 2021						
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June 2021						
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27	28	29	30			

## Notes:

Aug. 13-14 New Teachers

Aug. 17-18 Teacher Contract Days

Aug. 19 First Day of School

Sep 07: Labor Day (No School)

Oct 15: Last day of the Qtr.

Oct 16: Day Between the Qtr.

Oct 19-21: Fall Break

Oct 22: 1<sup>st</sup> day of the 2<sup>nd</sup> Qtr.

Nov 3: Election Day

Nov 11: Veterans Day

Nov 25-27: Thanksgiving Break

Dec 18: End of 2<sup>nd</sup> Qtr.

Dec 21-Jan 1: Christmas Break

Jan 4: 1<sup>st</sup> day of 3<sup>rd</sup> Qtr.

Jan 18: M L King Day

Feb. 1: Teacher PD (No School)

Feb 15: Presidents' Day

Mar 11: End of the 3<sup>rd</sup> Qtr.

Mar 12: Day Between the Qtr.

Mar 15: Spring Break

Apr 28&5: Spring Break

May 27: BHS Graduation 4:00 pm

May 27: MHS Graduation 7:00 pm

May 28: Last day of School

**MILFORD HIGH SCHOOL**  
**62 North Tiger Blvd.**  
**Milford Utah 84751**  
**(435) 387-2751**

**ADMINISTRATION**

David Cluff ..... Principal  
Rick Rose ..... Counselor/Athletic Director  
Tyler Schena ..... School Resource Officer

**STAFF**

Aaron Cox ..... Custodian  
Courtney Carter ..... Media Specialist  
Gina Mayer ..... Financial Secretary  
Holly Williams ..... Intervention Specialist  
Janiece Swanson ..... Ed Net Coordinator  
Kara Monroe ..... Para Educator/Accompanist  
Karen Nelson ..... Principal's Secretary  
Lareta Reynolds ..... Para Educator  
Marcia Eyre ..... Ed Net Facilitator  
Morgan Esplin ..... Para Educator  
Patti McDermott ..... Migrant Aide /Para Educator  
Shane Esplin ..... Custodian

**Faculty**

Aaron Cox ..... Automotive  
Becca Grimley ..... Math  
Ian Spaulding ..... Business/Computer Tech.  
Joe Costello ..... Music  
Kennedy Netto ..... Health Science  
Lucas Porter ..... History/English  
Mandy Jones ..... English  
Michelle Carter ..... Reading  
Mike Swanson ..... Math  
Nisha Spaulding ..... English  
Patricia Stewart ..... PE  
Ryan Fisher ..... Shop  
Sandy Edwards ..... Art  
Tel Walker ..... Agriculture  
Zac Taylor ..... Science

# Citizenship Rubric

Citizenship	Honor	Satisfactory	Needs Improvement	Unsatisfactory
<b>Academic Performance</b>	Comes to class prepared with necessary materials, pays attention and actively seeks out opportunities to participate.	Usually A – C grade and generally comes to class prepared with necessary materials, pays attention and talks when appropriate.	Usually D grade and has to be reminded frequently to bring necessary books and materials, talks and does not pay attention to what is supposed to be done in class.	Unsatisfactory citizenship is only used for attendance purposes.
<b>Follows school Rules</b> <ul style="list-style-type: none"> <li>• Dress Code</li> <li>• Cell phone and other electronic devices</li> <li>• Insubordination</li> </ul>	Honors school and class rules	Minor violations of school and class rules	Discipline steps taken in class by teacher	See the attendance policy on page 17 of this handbook for additional information.

- Students may be given the opportunity to improve their citizenship grade at the discretion of the teacher.
- Students will only be allowed to improve their citizenship grade one column. i.e. (from a “N” to an “S”).

Welcome to Milford High School! We have a great administration, faculty and staff who really care about you and are interested in your success. In order for you to have the best experience at Milford High School, it is important for you to know that we have high expectations for our students. Please take the time to carefully read this handbook. The information herein will help you achieve success. We want all of you to reach for your highest potential. Strive to be the best you can be. We want the very best for all of our students. Work hard as you set your sights high and obtain success.

### SAFE SCHOOLS POLICY (Abridged)

The Beaver County School District Safe Schools Policy can be seen in its entirety at:

[https://www.beaver.k12.ut.us/school\\_board/board\\_information/district\\_policies\\_procedures\\_best\\_practices/student\\_services](https://www.beaver.k12.ut.us/school_board/board_information/district_policies_procedures_best_practices/student_services)

Learning to be a good citizen is equal (or greater) in importance to all other learning. Courtesy to teachers, school employees, other students and visitors is expected of all students. Students should be considerate of the rights, safety, property and feelings of others, regardless of racial, religious, or economic background.

Each student is expected to behave in the manner appropriate for young ladies and gentlemen at school. It is the policy of the administration and staff to do everything possible to help every student maintain appropriate behavior and remain in school. However, at times it may become necessary to discipline a student. ***Violating the following school rules will be cause for discipline which may include suspension, court referral, or an alternate educational plan. District Policy may dictate expulsion under certain circumstances.***

1. Uncontrolled anger.
2. Profane response to teachers, staff or other students.
3. Public Displays of affection (hugging, kissing etc.)
3. Vulgar or indecent conduct.
4. Persistent disorder and disruption.
5. Vandalism and failure to be responsible for repair or damage to school property.
6. Defacing school property.
7. Possession and/or use of alcoholic beverages, tobacco, or drugs or paraphernalia on or around school property.
8. Possession of, or use of weapons or fireworks, including knives, matches, lighters and chains while on or around school property. This includes look – alike weapons also.
9. Repeated tardiness to school or classes.
10. Fighting. Fighting will not be tolerated. It takes two to fight. Any fighting will result in both parties being suspended from school.
11. Theft or dishonesty, including cheating.
12. Persistent littering.
13. Gambling.
14. Violation of the dress code.
15. Gang related activities, dress, and behavior

### DRESS AND GROOMING

Students who attend the schools of Beaver County are expected to comply with the following Board approved dress and grooming standards. Each school will have a positive learning environment, free of distractions or extreme fashions. Clothing, jewelry, and footwear must not present a health hazard, safety hazard, or distraction, which would disrupt the educational mission. The following regulations will be enforced:

- All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair should be a natural color. Hair, which is so conspicuous, extreme, or odd in color or style that it draws undue attention, disrupts, or interferes with the learning atmosphere at the school, shall not be allowed.
- All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, or immodest, i.e short shorts, miniskirts, bare midriffs, halter tops, spaghetti straps, tank tops, or similar items. Clothing shall cover the midriff, underwear, back, shoulder, and chest area at all times. Skirts, dresses, and shorts must be at least mid-thigh length or longer when seated.
- Gang related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes "gang" clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
- Clothing, jewelry, accessories, and piercings, which are so conspicuous, extreme, or draw undue attention, disrupt, or interfere with or pose health or safety issues to the learning atmosphere at the school, shall not be allowed.
- Hats of any kind are not allowed within the building, except as part of an approved activity, or for religious or medical purposes. If worn during the school day they will be confiscated. **A fine of \$10.00 must be paid before the hat is returned.**
- Safe and appropriate footwear shall be worn at all times.
- Items that disrupt the educational mission shall not be allowed. Personal items such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc. shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive. Items which contain unacceptable advertising or promotions, likeness of tobacco, likeness of alcohol, likeness of drugs, or which are contrary to the educational mission, shall not be allowed.

## SEXUAL HARASSMENT AND INTIMIDATION

Behaviors such as physical or sexual harassment will not be tolerated. This may include inappropriate touching; crude language and/or gestures, and anything that makes a person feel uncomfortable. Sexual harassment as well as any physical intimidation (making a person feel afraid, uncomfortable or less valued as a person) are unacceptable and will be dealt with strongly. Please see policies on pages 10-11.

## BIKES, SKATEBOARDS, SCOOTERS, ETC.

For liability reasons and due to potential injuries skateboards, rollerblades, bikes, wheelies, scooters, etc., may not be ridden on campus other than for transportation to and from school. The campus includes hallways, classrooms, walkways, parking lots, and attached features – handrails, walls, etc.

Individuals may be cited for violation of this policy. BCSD is not responsible for any accident that may occur as a result of riding bikes, skateboards, rollerblades, scooters, etc. on school property.

## LATE WORK / MAKE UP WORK

Students are expected to turn assignments in on time. Late assignments will be accepted for half the credit earned for up to one week after the due date. If a student is excused from school by a parent, or for school activities, they will have an extra day to complete assignments missed for each day they were excused. Communication between the student and the teacher when the student gets back will be very important to limit errors.

## GRADE SCALE

Student grades will be based on the following scale:

A 93%	B- 80%	D+ 67%
A- 90%	C+ 77%	D 63%
B+ 87%	C 73%	D- 60%
B 83%	C- 70%	F- 59% & below

## CITIZENSHIP POLICY

A citizenship letter grade will be in each class. The grades to be used are: (H) Honor, (S) Satisfactory, (N) Needs Improvement, (U) Unsatisfactory. Please refer to the citizenship rubric at the end of this handbook for grading criteria. Units of graduation credit are not based on citizenship, but citizenship grading is a tool to help parents and students be aware of the importance of good behavior and consistent school attendance.

## ACADEMIC DISHONESTY/CHEATING

Academic dishonesty is defined as using another person's work, or part of their work and representing it as your own. This includes cheating, plagiarism, and other forms of dishonesty. Consequences for academic dishonesty may include receiving no credit for the assignment, suspension, and other appropriate action determined by the teacher and school administration.

## ATTENDANCE

Attendance is a necessary component of academic success. Please make every effort possible to keep students in class. State law requires students to be in school. If a student is absent more than five times from any given class the school is required to take action. Administration will work together with parents and students to resolve attendance concerns.

The attendance policy of Beaver County School District will be enforced. Students who receive a "U" on their citizenship are ineligible to graduate from, or participate in any and all graduation activities at Milford High School unless restitution has been completed. Additional information on the attendance policy can be found on page 18 of this handbook.

**School Hours** -The school day at Milford High School is from 7:50 a.m. to 3:00 p.m. Students are requested to arrive no earlier than 7:30 a.m. and stay no later than 3:15 p.m. unless they are working with a teacher or are involved in a school activity.

## TARDINESS

**Students may be marked tardy if they are not in their seats and ready to participate when the tardy bell rings. Students who arrive more than three minutes late and miss substantial instruction may be marked absent at the teacher's discretion.** Make sure you are in your seat and ready to participate when the tardy bell rings. Students need to be to class on time as tardiness disrupts the class. Students who are persistently tardy will face disciplinary action.

If you arrive more than five minutes late when school begins you must report to the office immediately upon arrival. Sign in, and then report to your regularly scheduled class. As a general rule, tardies are not excused without a valid reason such as a medical condition, appointment or family emergency.

## EXCUSING ABSENCES

1. Your parents must report an absence by telephoning the office on the day of the absence, or the day before any trip out of town.
2. If you do not have a telephone, you must bring a written excuse from your parent or guardian to the office before class begins on the day you return to school. The note must show your full name, date of absence, and full signature of the parent/guardian.

**IF THE SCHOOL IS NOT NOTIFIED WITHIN 48 HOURS, THE STUDENT WILL BE MARKED TRUANT OR UNEXCUSED**

Truancy means unauthorized absence from school, and schoolwork cannot be made up.

## LEAVING CAMPUS DURING SCHOOL

All students must be checked out by a parent or authorized person at the office when leaving the school grounds for any reason during school hours. If a student is absent from his/her assigned class, without parental or school prior knowledge, and this absence does not meet the standard of excused or exempt absenteeism, that student is considered to be truant.



## EMERGENCIES- ILLNESSES - MEDICINES

If you become ill at school, you should come to the office and with the help of the secretary, contact your parents. It is the responsibility of parents to provide transportation for their student who is ill. **UNDER NO CIRCUMSTANCES ARE YOU TO LEAVE SCHOOL DURING THE SCHOOL DAY WITHOUT A PARENT OR GUARDIAN CHECKING YOU OUT AT THE OFFICE.** If you MUST take medication during the school day, it is to be brought to the office and consumed there as required by the prescription. **THE SCHOOL WILL NOT DISTRIBUTE ANY MEDICATION TO STUDENTS WITHOUT PARENT/GUARDIAN APPROVAL.**

## VIDEO AND AUDIO SURVEILLANCE

Video and/or audio recording devices may be used to monitor the health, safety, and welfare of all students, staff, and visitors to district property and to safeguard district facilities. Such recordings may be stored as evidence of unsafe, disruptive, and/or illegal behavior and may become part of a student record, a personnel file, and/or a legal proceeding. Staff and students are prohibited from tampering or otherwise interfering with the surveillance equipment and records. . Parents or legal guardians shall only be allowed to view material that concerns their child in relationship to an alleged incident. Requests to inspect video/audio surveillance recordings must be made in writing.

## VANDALISM

Students must not mark on school furniture, walls, ceilings, floors or equipment. Tampering with fire alarms, fire extinguishers, or any electrical systems or willful destroying school property or creating a hazard to the safety of our students will be subject to the legal prosecution.

## THE LIBRARY

The Media Center is open before school and after school for student use. The computers may be used for classroom assignments, and other school -related academic purposes. **Student's failure to comply with this rule will lose computer privileges at MHS.**

## SCHOOL ISSUED RESOURCES

School issued resources (computers, textbooks, instruments, etc.) are issued to all students through the library. Normal wear is expected during the school year. However, if you lose or abuse items that have been issued to you, you must pay some or all of the replacement cost -- depending upon the extent of the damage.

## EMERGENCY EVACUATION DRILLS

Emergency Evacuation drills, such as fire, earthquake, and lockdown, are required at regular intervals by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give instructions.

## ELECTRONIC DEVICES (Cell Phones - Etc.)

Milford High School recognizes that technology is essential in today's world. Technological advancements have ushered in a constant stream of new electronic devices. Such devices would include, but not limited to, cell phones or any electronic communication device (ECDs), laptops, tablets, etc., that allow live or online chatting, text messaging, sending, downloading, and e-mailing messages and photographs.

Photographic capabilities create additional problems and their use in certain situations can be very disruptive in a school setting and could pose a threat to freedoms of privacy such as during testing periods, in locker rooms, or rest rooms, etc. In these settings, they are strictly prohibited. Consequently, MHS prohibits the use of cell phones (or ECDs) on campus during school hours. Students are personally and solely responsible for the security of ECDs. **MHS shall not assume responsibility for loss, theft or damage to ECDs.**

The following guidelines regarding cell phones, music devices and ear buds will be strictly adhered to:

- 1. During the school day, they must be turned OFF and stowed out of sight.**
- Teachers, administration, bus drivers, and any school officials are to confiscate ECDs that are **ON** or used during school hours. The owner will be identified, the device labeled and then given to office staff for safe keeping.
- All files, including photos and videos on phones, iPods, storage devices and any other ECD confiscated from a student is subject to being reviewed by the administration in the presence of the student's parent or guardian.** If any files are found to be indecent or pornographic (as defined in the Utah Code), or compromise test or classroom data, or otherwise conflicts with school or district policy, the owner of the device will be disciplined by the school and held legally responsible for material found in the files.
- Students may use ECDs **before and after** school on campus as long as they do not create a distraction or disturbance.
- Students may use ECDs for educational purposes when under the direct supervision of a teacher.  
**If an emergency situation should occur and parents need to communicate with their child during the school day, they are encouraged to call the secretary at the school.** (UCA 76-10-1335 & 76-10-1203)  
If a student is caught using an ECD during a prohibited time the following consequences will be enforced:
  - First offense-** ECD will be confiscated, **a \$10.00 fine must be paid before the device is returned.** The device may be returned to the student at the end of the day. The device may be withheld from the student for a longer period of time at the discretion of the administration.
  - Second offense** –Device will be returned to only to the parent after discussing the problem with the administration.
  - Third Offense-** Student will be suspended for up to three days.

## LOCKERS

Each student will be issued a locker. It is the responsibility of each of these students to see that the locker is kept locked and in order at all times. Lockers are school property and PERIODIC INSPECTIONS by the administration will be made. Students should not keep valuables or excessive money in their lockers, but should bring them to the office for safe storage. Damage to the locker due to inappropriate use, stickers, etc., is the financial responsibility of those students assigned to the locker.

## PHYSICAL EDUCATION EXPECTATIONS

Each student enrolled in P.E. classes will be required to dress daily for P.E. Students are required to wear modest athletic clothing and non-marking gym shoes. A clean towel is also required.

No excuse for non-participation is acceptable unless a written statement from a doctor, teacher, or contact by the parent, shows otherwise. If the student is not feeling well, he/she is to dress out in P.E. clothes and discuss the problem with the teacher. (Limited participation may be given.) A P.E. locker and lock will be issued to each student for his/her clothes. **ITEMS ARE TO BE KEPT IN A LOCKED LOCKER.** The student assumes responsibility for loss or damage to personal property.

## CHECKING OUT OF SCHOOL

If a student is transferring to another school, the parent or guardian should notify MHS before the last day of attendance. A checkout form will be sent around with the student on the last day of attendance. All fees and fines must be paid before the checkout process is complete.

## COUNSELING

Counseling service is available to all students. The school counselors, a teacher, or any other member of the staff will be happy to try to help you with any problem that may arise. **Mr. Rose is our school counselor.**

## CLASS CHANGE – FEES ATTACHED

If a student needs a class schedule change, they may come to the counseling office. A valid reason for the change plus signatures from the teacher(s) and parents is needed. **Class changes requested after the first week of class will be assessed a \$5.00 fee before the change is final.**

## SCHOOL LUNCH

School lunch is available from Milford Elementary. A bus to the elementary is provided for students who wish to eat school lunch. According to District policy, students are not allowed to charge lunches. Free or reduced applications may be obtained at the office. Lunchroom Behavior:

1. Clean up after yourself.
2. No crowding, or cutting in line.
3. No throwing anything in the lunchroom.
4. No horseplay in the lunchroom (yelling, running, pushing, etc.)

High school students are guest of the elementary school and must abide by all school rules while they are there.

## PDA's (Public Displays of Affection)

Students are not to physically express affection in public. This means student should not hold hands, embrace, kiss etc. Please keep your hands and hugs to yourself while at school.

## ANNOUNCEMENTS

All announcements, posters and bulletins must be approved before being given or posted. No announcements or posters concerning commercial ventures will be approved.

## LOST AND FOUND

If you lose a book or personal item, check with the office secretary. The student must assume sole responsibility for loss or damage to any property left in the classroom or locker. The school will attempt to protect all properties, **but it is not** responsible for them. Leave expensive items at home or turn them into the office for the day.

## VISITORS

Because of the interruptions to classroom activities and campus routine, **STUDENT VISITORS ARE NOT PERMITTED.** All other visitors must report to the front office upon arrival

## ASSEMBLIES

There will be a variety of assembly programs presented during the year. Students in the audience should be courteous – No whistling, and no booing. Students who misbehave may be removed from the assembly and will be denied the opportunity to attend other assemblies.

## PARTICIPATION IN SCHOOL/SPORT ACTIVITIES

Any student participating in a school activity during the school day or in the evening **MUST BE PRESENT AT ALL CLASSES THAT DAY.**

## VEHICLES AT SCHOOL

Students who possess a valid driver's license are invited to drive to school. Vehicles must be licensed for highway use. Drivers must be cautious and follow all applicable laws while on school grounds. **Students who drive carelessly or endanger others may have their privilege to drive to school revoked.**

## INTERNET USE

For a student to have access to the MHS Internet, they must read the BCSD ***“Acceptable Use Policy”*** found at the end of this handbook. Failure to follow the “Acceptable Use Policy” will take away school computer privilege. There may also be disciplinary or legal action taken for illegal or inappropriate material being viewed or downloaded. The complete version of the BCSD “Acceptable Use Policy” can be accessed online at:

<http://www.beaver.k12.ut.us/index.php/parentsstudents/student-aup>

## **SCHOOL BUS RULES**

Bus transportation is a privilege granted by the school district at considerable expense. If you misbehave on the bus, the driver will file an official complaint. You will be counseled, warned, and you may have your bus transportation privilege suspended! Your parents will be notified. **DO EXACTLY WHAT THE DRIVER TELLS YOU TO DO!** Don't lose your riding privilege! **FOLLOW THESE RULES!**

1. Observe same conduct as in the classroom
2. Be courteous, use no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the driver
6. Do not be destructive
7. Stay in your seat
8. Keep head, hands and feet inside the bus
9. Bus driver is authorized to assign seats

## **GIFTS-BALLOONS**

Because of the disruption of balloons, flowers, and other gifts, delivered to the school, students will be informed that such items have arrived, but not allowed to take them to classes. Students may pick them up after school is dismissed.

## **CLUBS**

Student clubs and organizations must follow BCSD policy.

## **SUBSTITUTE TEACHERS**

Substitute teachers are to be considered guests in our school. It is the responsibility of students to see that every courtesy and assistance is offered substitutes.

## **HOMEWORK WHEN YOU ARE ABSENT**

When you are absent from school, you are responsible to make up any homework that you have missed. You will be given one additional day for each day that you missed. After that time, each teacher will decide whether they will accept the late work or not. If you are suspended, you are under the same obligation to make up the work as specified above. If you are truant, homework cannot be made up and your grade will be affected.

## **FUNDRAISING**

Each class and/or organization is limited to one major fundraising project per year. A major project would be classified as such when door-to-door soliciting is planned or when an item is being sold has direct implication of competition with local merchants. Projects such as bake sales, car washes, and service projects will be allowed when properly scheduled through the supervising advisor and the Principal.

## **EXTRACURRICULAR ACTIVITIES**

At MHS we are pleased to provide many athletic and extracurricular activities for our students to participate in. Student-participants are expected to represent our school and our community in a respectful and appropriate manner. Students are expected to be in school every day. If missing from school the student will not be allowed to participate in a practice, game, or other activity that day without approval from the coach, or adviser and an administrator. Any student-participant ticketed by the Sheriff's department for delinquent or criminal behavior may be immediately suspended from the team and could face expulsion. Students may be assessed a participation fee for each extra-curricular activity they participate in. Clubs or activities associated with the school or using the school name must adhere to district policy and all policies/ regulations of other governing entities.

## **FOOD AND BEVERAGES**

The consumption of food and beverages is allowed in approved areas only. All beverages must be in a container with a sealed (screw top) lid. Please do not bring canned drinks, or fountain drinks in the building.

## **GRADUATION**

Students must meet all state and district requirements in order to graduate. Participation in graduation activities is a privilege. Students may not be allowed to participate opportunity participate in graduation activities if all graduation requirements have not been met.

## **VALEDICTORIAN, SALUTATORIAN, ETC.**

We are pleased to recognize a few outstanding students at graduation each year. Criteria for selecting students for recognition may include, but is not limited to, the student's GPA, citizenship, attendance, ACT scores, participation in extracurricular activities, community service, etc.

## **POLICIES NOT DEFINED IN THIS HANDBOOK**

Policies that are not stated in this handbook and other publications of Milford High School will be handled according to the policies of Beaver County School District.

## SUMMARY OF "BULLYING AND HAZING" POLICY

The Beaver County School Board is committed to protecting its students, employees and school guests from bullying or harassment of any type, for any reason. The School Board believes that all students, employees or guests are entitled to a safe, equitable and harassment-free school experience. Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment will be dealt with immediately and consistently.

**"Bullying"** is aggressive behavior that is intentional and involves an imbalance of power or strength. A person is bullied or victimized when he/she is exposed repeatedly and over time to negative actions on the part of one or more persons. Therefore "Bullying" means intentionally or knowingly committing an act that endangers the physical, and/or emotional health or safety of a student, a school employee, or a school guest. Any act involving any of the following elements will be considered bullying: (1) physical brutality, (2) forced or involuntary consumption of any food, liquor, drug, or other substance, (3) coerced actions or activities of a sexual nature or with sexual connotations, (4) physically obstructing freedom of movement, (6) verbal intimidation, such as teasing and name calling, (7) non-verbal and emotional intimidation through gestures, social exclusion. The conduct described above constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

**"Cyber-bullying"** is a form of bullying involving the use of email, instant messaging, chat rooms, cell phones, or other forms of information technology.

**"Hazing"** is a form of bullying done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event.

**No school employee, student, or guest, may engage in bullying, Hazing or cyber-bullying anyone else:** (1) on school property, (2) at a school related or sponsored event, (3) on a school bus, (4) at a school bus stop; or (5) while the school district employee or student is traveling to or from a location or event described above.

### **To report violations anonymously:**

- Call: (435) 387-2751 x 8499
- Email: david.cluff@beaver.k12.ut.us
- SafeUT App

Each reported complaint shall include: (1) name of complaining party; (2) name of offender (if known); (3) date and location of incident(s); (4) a statement describing the incident(s), including names of witnesses.

Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action is prohibited based solely on an anonymous report of bullying, hazing, or retaliation.

### **Consequences or penalties may include but are not limited to:**

- Student suspension or removal from a school-sponsored team or activity including school sponsored transportation.
- Student suspension or expulsion from school or lesser disciplinary action.
- Employee suspension or termination for cause or lesser disciplinary action.
- Employee reassignment.

### **Discipline actions must also include, as appropriate:**

- Procedures for protecting the victim and other involved individual from being subjected to further bullying or retaliation for reporting the bullying or hazing.
- Prompt reporting to law enforcement of all acts that constitute suspected criminal activity.
- Prompt reporting to the Office of Civil Rights (OCR) of all acts that may be violations of civil rights.

- Procedures for providing due process rights under Section 53A-8-102

## Prevention of Sexual Harassment

### Excerpts from BCSD Policy

Sexual harassment includes any gender-related unwelcome written or verbal slurs, vulgar jokes, derogatory statements or actions. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the harassment is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school and such harassment takes place in a context subject to the School District's control.

### Student Complaint Procedures

If a student believes he/she is subject to harassment, the student should first consider telling the person that they do not like what is happening, that they consider it a violation of the School District policy on harassment, and that they want it stopped. In many cases, a clear statement that the student wants something stopped will be enough to take care of the situation. Students are not required, however, to confront the person in this way.

The student has the right and **is encouraged** to report the problem immediately to the **principal, counselor, or assistant principal** at their school. Students should not feel embarrassed, intimidated, or reluctant to file a valid harassment report.

Any teacher counselor, administrator receiving a report of harassment from a student must report the incident to the school principal or designated administrator or/supervisor. The principal or designated administrator/supervisor has the responsibility to conduct a preliminary investigation when he/she receives an oral or written complaint, observes, or has reason to suspect sexual harassment.

Students or staff may request a District-level investigation by submitting the written complaint to the appropriate, Assistant Superintendent, Superintendent, or Human Resource Director.

The complainant and the accused have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. Complainants also have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights or the Utah Anti-Discrimination Division/EEOC. Nothing in this policy shall be construed to limit the right of the complainant to file a lawsuit.

### Retaliation Prohibition

Any act of reprisal against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and therefore subject to disciplinary action. Likewise, reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited and therefore subject to disciplinary action.

### False Complaints:

False, malicious, or frivolous complaints of harassment will result in corrective or disciplinary action taken against the accuser.

## **BEAVER COUNTY SCHOOL DISTRICT**

### **PPRA Notice and Consent/**

### **Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Beaver County School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The Beaver County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, a notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.

### **Discrimination Statement (from BCSD Policy)**

It is the policy of the Beaver County School District (BCSD) Board of Education not to discriminate on the basis of race, color, national origin, religion, age, sex, or any other non-merit factor in its educational programs, activities, or employment practices as required by Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Age Discrimination in Employment Act of 1974, and the Americans with Disabilities Act of 1990. Equal opportunity is a priority of the Beaver County School Board of Education.

Persons alleging educational program discrimination or other related violation of civil rights may file a complaint with the District Civil Rights Coordinator (the Assistant Superintendent of Secondary Education, BCSD). Persons alleging employment practices discrimination or other related violations of civil rights may file a complaint with District Human Resource Manager.

BCSD is committed to co-educational course programs including physical education and other athletic opportunities for both sexes as required by Title IX of the Educational Amendment of 1972. Information regarding the grievance procedure for addressing possible discriminatory actions may be obtained from:

**Beaver County School District  
ATTN: Supt. Ray Terry  
291 North Main, P.O. Box 31  
Beaver, Utah 84713-0031  
Tel: (435) 438-2291**

## Beaver County School District

### IMPORTANT STUDENT AND PARENT RIGHTS

### FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. **The following information may be disclosed without consent:**
  - a) **Directory Information:** The following information is designated as student directory information: student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters. Parents or eligible students will have **two weeks from the beginning of the school year or date a student enrolls** to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.
  - b) **School Officials:** School officials with legitimate educational interests may also have access to records. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
  - c) **Other Schools:** The school may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

#### Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW, Washington D.C. 20202-4605

**Utah 53A-11-301 requires documentation of immunizations for school attendance.**

The Utah Department of Health maintains a voluntary, confidential record system to assist parents/guardians, health care providers, and schools in documenting your child's immunizations. This record system is called the Utah Statewide Immunization Information System (USIIS). Allowing your child's school to share your child's immunization history with USIIS will aid you, your child's health care provider, and the school to determine which immunizations your child has received and which may still be needed. **If you do not wish to give permission for the school to your child's/legal dependent's immunization information with USIIS, please get an opt-out form from the School secretary.**



# Computer & Network Responsible Use Policy

Beaver County School District provides a wide array of technology resources for student use. This agreement, along with any student handbooks in each school, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the faculty & staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

As a Beaver County School District student, I understand that my school network and email accounts are owned by the District and are not private. Beaver County School District has the right to access my information at any time.

## **GOVERNMENT LAWS:**

I will use computers in conformity with laws of the United States and the State of Utah. Violations include, but are not limited to, the following:

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, vandalism, and/or unauthorized tampering with computer systems. (A list of Federal statutes from the United States Department of Justice is below as Appendix A).
2. Libel Laws - Publicly defaming people through the published material on the Internet, email, etc...
3. Copyright Violations - Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

## **NETIQUETTE and RESPONSIBLE USE:**

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
3. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to send or post hate or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors.
4. I understand that I am an Ambassador for the school in all my online activities. I understand that what I do on social networking websites such as MySpace and Facebook should not reflect negatively on my fellow students, teachers, or on the District. I understand that I will be held responsible for how I represent my school and myself on the Internet.
5. I understand that using school computers or networks to masquerade, spoof, or pretend to be someone else is forbidden and potentially illegal. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.



6. I will use District computer resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of the Districts computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify a school employee immediately if by accident I encounter materials that violate appropriate use.
7. I will use District technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users.
8. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
9. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
10. I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
11. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those District network directories that are designated for my use or for the purpose designated by my teacher.
12. I will follow all directives set forth by the District and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
13. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
14. I understand that the District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
15. I agree to abide by all Internet safety directives that are provided by the school and to complete all assignments related to Internet safety.

#### **CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:**

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action, referral to law enforcement, or other appropriate and reasonable consequences.

### **Drug and Alcohol Notification**

**YOU ARE HEREBY NOTIFIED** that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school district for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedules I through of Section 202 of Controlled Substances Act (21 U.S.C. S 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours, at school or in any other school district location as defined below. "School district location" means in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of school district personnel or otherwise engaged in a school district activity. Any student who violates the terms of the school district's Drug and Alcohol Policy is subject to the discipline outlined in the school district's policies including all disciplinary sanctions consistent with local, state and federal law, up to and including expulsion and referral for prosecution and/or completion of an appropriate rehabilitation program. **YOU ARE FURTHER NOTIFIED** that compliance with this policy is mandatory. Section 5145 of the Drug Free Schools and Community Act (Public Law 101-226).

# Beaver County School District Attendance Policy

Any time a student accumulates more than 8 attendance points, during a quarter, for any given class their citizenship grade will be changed to a “U” (unsatisfactory). Students can complete restitution with the teacher of the class in which they have received an incomplete, or make other arrangements with school administration. Citizenship grades will be reverted to their original value once restitution has been completed.

## **Tardy = 1 Point**

- Students who are not in their seats when the tardy bell rings are considered tardy.
- If a student misses a substantial classroom instruction they may be marked as absent.

## **Absences = 2 Points** (Please notify the school of excused absences within 48 hours.)

- Excused Absences – Excused absences will count for 2 points.
- Unexcused Absence – Unexcused absences will count for 2 points.
- Doctors Excused – Doctors excused absences will not accrue any points.
- Educational Leave- Educational leave may be granted by the administration for circumstances where students may be out of town for extended periods of time. Educational leave must be approved prior to the absence.

## **Truant = 4 Points**

- A student is considered truant anytime they miss class without prior approval from the school, or their parents/guardian.
- The citizenship grade for the class the student was marked truant in change to a “U” automatically.
- A student who is truant will automatically be required to make up the 4 points of restitution.
- Additional disciplinary action may be taken by administration.

## **Restitution**

- 1 attendance point will be removed for every 30 minutes of restitution completed, or \$5.00 fee paid.

## **Leaving School**

- Students will not be allowed to “check out” or leave school without parent or guardian authorization. The school must be given authorization **before** the student will be allowed to leave.

## **Appeal Process**

We recognize there are situations that are unique to individual students. Parents can appeal attendance concerns in writing. Written appeals must be filed with the school administration within 30 days of the end quarter.