

HURRICANE MIDDLE SCHOOL

395 North 200 West
Hurricane UT 84737
435-635-4634

2020-2021

HURRICANE MIDDLE SCHOOL PROCEDURES

ABSENCES

See district policy on ATTENDANCE (2900) at the Washington County School District website (washk12.org).

ACTIVITY FEES

Students participating in the following extracurricular activities are required to pay a participation fee AT THE HIGH SCHOOL: Baseball, Basketball, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

ANNOUNCEMENTS

Announcements will be held at the beginning of 3rd/7th period. Announcements should be turned in to the front office before lunch each day.

ASSEMBLIES/DANCES

There will be no night dances sponsored by HMS; however, a Student Council sponsored matinee dance may be held at Christmas and Valentines during the school day. There will also be a variety of assembly programs presented during the year. During dances and assemblies, students should be courteous and display behavior that is appropriate for the dance or assembly. Students who misbehave may be removed and may be denied the opportunity to attend other activities during the year.

BALLOONS, FLOWERS OR GIFTS

Students will be informed when balloons, flowers, and other gifts are delivered to the school.

BEHAVIOR AND DISCIPLINE

Learning to be a good citizen is equal (or greater) in importance to all other learning at the middle school level. 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 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. For District policy on SAFE SCHOOLS (2110), see the Washington County School District website (washk12.org).

BULLYING AND HAZING

See District policy on BULLYING AND HAZING (3510), at the Washington County School District website (washk12.org).

CELL PHONE AND ELECTRONIC DEVICES

Student use of electronic devices (e.g., cell phones, MP3 players, headphones, ear buds, Bluetooth Devices, or other Electronics) is prohibited during class time. Students can use smart phones and other electronic devices before school, during their lunch period, and after school, but not in class. Students are strongly encouraged to leave electronic devices at home. If a student chooses to bring electronic devices to school, the device must remain out of sight and in silent mode or turned off during the entire class period. Students cannot use cell phones or electronic devices in the library at any time.

We ask that you avoid contacting your student during class time. Students can be contacted during class time if necessary, by calling the main office.

If the Cell Phone & Electronics Policy is violated by a student it will result in the following actions:
1st Offense – Device confiscated; Student can pick it up after school from the main office.
2nd Offense – Device confiscated; Parent or guardian must pick it up from the main office.
3rd Offense – Device confiscated; Parent or guardian must pick it up from the main office and

the student will receive lunch detention or in-school suspension.

HURRICANE MIDDLE SCHOOL CELL/SMART PHONE & ELECTRONIC DEVICE POLICY

Dear Parents & Guardians,

We are asking for your support in dealing with problems associated with inappropriate use of cell/smart phones and other electronic devices at HMS. It has been proven that calling or answering calls, sending and receiving texts and pictures, and browsing the internet and social media sites can be detrimental to the learning process and can cause behavior/discipline problems. The use of cell/smart phones in class does have a negative impact on learning. We realize cell/smart phones and other electronic devices are not inherently bad or evil, but want to help teach appropriate use of these devices for not only now but throughout our students' lives. We are not only concerned about the everyday uses of cell/smart phones in class, but we are even more concerned about the potential harm cell/smart/phones and electronic devices could cause to our students. Any of the more serious violations of our Safe Schools Policy could result in suspension, expulsion, or legal/criminal action. Our biggest concerns include the following:

- Cyber-Bullying – Please discuss and monitor this issue with your student. If you discover that your student is involved as a sender, or receiver of this type of bullying (or any other type of bullying) please let HMS administration or counselors know as soon as possible so we can act.
- Cheating – Through texting information or taking pictures of, and distributing tests and quizzes.
- Texting - Profanity, Intimidation, Threats, Violence, Bullying, and Sexual Harassment.
- Pornography – Taking, sending, or receiving.

In an effort to reduce distractions and focus attention on learning, the following commitment is collectively in force at Hurricane Middle School.

CHECKING OUT OF SCHOOL DURING THE DAY

A parent or guardian is the only person who may take a student from school, unless the person is listed on the student record. A legal guardian must check a student out at the attendance window before the student leaves the school for any reason.

CLASS CHANGES AND FEES

If a student needs a class schedule change, the student will sign up at the counseling center and will be called when it is his/her turn. Changes will be considered if the class the student is in is large and he/she wants to move to a smaller class. The student will be required to complete a class change form and obtain signatures from the teacher(s), a parent, and a counselor. A fee of \$10.00 will be required before the change will take place. Class changes will be considered for a 10-day period at the beginning of each semester.

CODES FOR NON-ATTENDANCE

All absences impact instructional time, learning, and participation. All absences will be assigned the following marks:

Attendance Codes

A = school activity
B = bereavement
C = court/detention
E = excused absence
F = flu
H = homebound
L = lunch detention completed
M = medical
O = office
S = truant
T = tardy
V = educational leave
W = lunch detention
X = unexcused absence
Z = suspended

COUNSELING

Counseling services are available to all students. The school counselors, a teacher, or any other member of the staff will be happy to help students with any problem that may arise. Students are welcome to come to the counseling office. There is a signup sheet on the front counter for students

who would like to meet with a counselor for any reason. The order will be on a first come first served basis, unless there is an emergency. Arrangements to do such activities during class time must be made with the teacher and counselor before coming to the counseling office.

CREDIT RECOVERY

When a ninth grade student fails a class that will prevent them attaining their H.S. diploma, we immediately have them drop an elective class and move into a study class. During this study class they will complete the missing credit they need to be back on track for graduation and then be moved back into the elective class as/if appropriate. This credit recovery program costs \$50.00 for each class and it is charged to the student's account.

You cannot use a fee waiver to pay for credit recovery.

COURSE REQUIREMENTS

For a complete list of Washington County School District's graduation requirements, please contact the HMS counseling office. Ninth grade requirements count toward total requirements for high school graduation. The following course requirements are for Hurricane Middle School:

Course	8th Grade	9th Grade
Language Arts	1.0	1.0
Math	1.0	1.0
Science	1.0	1.0
Social Studies (Geography)	1.0 (History)	0.5
Physical Education	1.0	0.5
Computer Technology	----	0.5
Digital Literacy	0.5	----
Electives	2.5	3.5

CRIMINAL TRESPASSING POLICY

See District policy on CRIMINAL TRESPASS ENFORCEMENT (5220), at the Washington County School District website (washk12.org).

DRESS CODE POLICY

Purpose and Philosophy the Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment, which is safe, conducive to the learning process, and free

from unnecessary disruption. To foster such an environment, the following policy establishes the framework for school dress and grooming.

DRESS CODE SUMMARY POLICY 2200. Please review the detailed explanation of the district dress code policy (www.washk12.org) with your student in order to avoid problems during the school year.

Quick tips for parents and students for meeting dress code:

- Shirts: No tank tops, belly shirts, see-through material, or revealing attire. Shirt must cover shoulders (outer edge of shoulder to neck). The chest area must be covered, and no bra/underwear can be exposed (front or back).
- Pants/shorts/skirts/dresses: To keep this simple, a good measure is to put hands to side (standing), if hand or fingers can touch any skin, it does not meet dress code. Short length, skirt length, and mutilated (holey) Levis can all be measured this way. If skin is exposed too high in holey Levis, material must be worn underneath to cover holes. No underwear should be visible.
- No hats, sunglasses, bandannas, capes, costumes, or trench coats. These can be distractions from our learning environment and also a big safety issue. We need to be able to easily identify everyone in our building and to see they are not a threat to the safety of our students and staff.
- Cannot bring anything that advertises (in any way) alcohol, tobacco, drugs, nudity, etc.
- No gangs or gang paraphernalia. Zero tolerance.
- No extreme hairstyle that would be a distraction from our learning environment.
- No excessive piercings or gauged ears. These can be a distraction from our learning environment, but also a safety issue. Anything that can be caught and/or hung up to the point it can be ripped or torn out/off could cause blood to be spread from one student to another, is a huge safety issue.

HMS Follows District Policy! Shop Smart! Let's Have a Great Year!

EDUCATIONAL LEAVE

If a student will be out of school for several days for a planned event or trip, he/she may request an "educational leave" absence. This can be done through the attendance secretary and must be completed **prior** to the planned absences. The student will be required to turn in all missed school work. The absences will be marked as educational leave.

EMERGENCY DRILLS

Emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey instructions promptly and exit the building using the prescribed route as quickly and safely as possible. Students will meet with their homeroom teacher in the upper west parking lot on school property. Students should line up in alphabetical order to allow for prompt roll call.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students who participate in interscholastic activities must be eligible according to the Utah High School Activities Association (UHSSA) guidelines. In brief, academic eligibility requires participating students to show proof that they have at least 2.0 grade point average and no more than one failing grade in the previous quarter. A **No Grade (NG)** or **No Credit (NC)** is considered an **"F"** until the actual grade has been awarded.

Certain activities may set a more restrictive academic eligibility as determined by the coach or adviser. Parents and students in these activities will be notified of the additional eligibility standards prior to the beginning of the respective activity season.

Participation in an extracurricular activity is a privilege offered to students who perform academically. **Good attendance at school is paramount, thus a Truancy (or Sluff) renders a student ineligible for participation in the next school sponsored activity. Game day attendance of all classes is mandatory. Students who miss class without prior**

administrative approval will be ineligible to play that day.

FINANCIAL INFORMATION

Fee schedules are available in the HMS main office.

All school fees are expected to be paid when the schedules are picked up. To receive student schedules, fees need to be paid or a fee waiver application needs to be applied for, or financial arrangements need to be made. Any fees or fines not paid will be sent to collections. Yearbooks will not be distributed to a student who owes money. School fees need to be paid or a fee waiver needs to be applied for before any elective or extracurricular fees are due. School fees are to be paid before shop, FACS, orchestra, band, art, sports participation, etc. In addition, the school provides each student with 100 black and white print pages per year. If a student exceeds this amount, he/she would need to pay for the extra prints.

ADDITIONAL COSTS

Items	8 th and 9 th Grade
B/W copies/extra prints-each page	5¢
Color copies-each page	25¢
Student ID Card Replacement Cost	\$5.00
PE Lock Replacement Cost	\$6.00
Schedule Change	\$10.00

HALL PASSES

Hall passes are required anytime a student is out of class during a class period. The hall pass will be provided by the teacher. Students must have their teacher's permission to use the hall pass. Misuse of the hall pass will result in hall pass privileges being revoked.

HATS

Bandanas, beanies, hats, hoods of hoodies, are NOT to be worn in the school building.

HOMEROOM CLASSES

Homeroom classes serve a variety of purposes at Hurricane Middle School. School business is conducted, and announcements are made during this time. Students should use this time to complete assignments, make up tests, check grades, and plan tag time with their homeroom teacher or read if all of their work is completed. It is expected that students will be prepared for homeroom each day with work to complete and/or a book to read. Grades from homeroom will be considered when determining eligibility for extracurricular activities.

ILLNESSES – MEDICINE

If a student becomes ill at school, he/she should come to the office and contact his/her parents. It is the responsibility of parents to provide transportation for a student who is ill. If a student MUST take medication during the school day, it is to be brought to the office and consumed there as required by the prescription. Students are to carry only enough medication for a single day's dosage. Washington County School District requires two authorization forms to be signed by a student's parent and doctor, in order for school personnel to assist in administering medication. These forms can be obtained at the front office. **Please note that the school is not allowed to give students any type of medications without proper preauthorization.**

IMMUNIZATIONS

See District policy on IMMUNIZATIONS (2330) at the Washington County School District website (washk12.org).

INSURANCE

Student accident insurance is available through a private insurance company. Families may choose from several different policy plans. Students who want to participate in extracurricular activities but do not have family insurance are encouraged to consider this insurance option. Information about this insurance will be sent home at the beginning of

the school year and information forms are available at the school.

KEYS TO SUCCESS

1. Be respectful!
2. Be to every class on time and ready to work before the tardy bell rings.
3. Bring pencil, books, paper, and other materials needed to fully participate in class.
4. Turn in all assignments on time.
5. All work will be clean and legible.
6. Avoid disrupting the teaching and learning environment.
7. Do not make hurtful comments to anyone.
8. Obey the classroom rules.
9. Make an effort to get along with others.
10. Keep your hands, feet, and other objects to yourself.

LEAVING SCHOOL BEFORE THE FINAL SCHEDULED DAY

Student attendance during the last few days of the school year is very important. During the last few days of school, grades are being finalized, course and state level final testing is being administered, and checkout procedures for the year are being completed. If a student must check out of school before the last scheduled day, district policy requires the following procedures.

Washington County School Board Requirements:

1. The student must submit a written request to the school administrator three days before leaving.
2. Students need to be cleared through the administration before they make arrangements with teachers. At this time, they will receive a checkout form and written confirmation.
3. All paperwork and assignments completed on time will be accepted and graded with the proper credit.
4. Tests and final exams are not to be given early.
5. No student is to be given an incomplete grade in the last term unless circumstances are so unique that it can be handled in no

other way. This applies to all students, not just those who leave early.

6. Failing to be present to take the final class exam will reduce the student's grade.

LOCKERS

Each student has the option to use a locker during the school year. The student will need to get an application from the Registrar. It is the responsibility of the student to see that the locker is kept locked and in order at all times. Lockers are the property of the school and may be inspected by administrators at any time. Students should not keep valuables or large amounts of money in their lockers.

Skateboards and sports gear should be stored in PE lockers, not in hallway lockers. Damage to the locker due to stickers, jamming, etc., is the financial responsibility of the student assigned to the locker. Access to lockers is available only before school, during lunch, and after school--NOT during class time. **Do not give your locker combination out to anyone--even your best friend!**

LOST AND FOUND

If personal items are lost, students may check with the office secretary to see if the items have been turned into the lost and found. The student must assume sole responsibility for loss or damage to any property left in a classroom or locker. The school will attempt to protect all properties, but the school is **not** responsible for them. Items that are not necessary for the completion of class work or school activities should be left at home.

MEDIA CENTER

The media center is open before and after school and during lunch for student use. When classes are in session, a student **must** use his/her student planner hall pass, signed from his/her teacher for that period to be admitted. The media center is a place for reading and studying. **Cell phones and electronic game and music devices are not allowed in the media center at any time.** No bandanas, beanies, hats, or hoods of hoodies shall be allowed in the library. No food, candy, or drinks are allowed in the library.

Students must have their student ID card to check out materials. Checked out items are limited to two

books at a time usually for a period of two weeks, although certain items may have a longer check out (three weeks for classroom set books). The fine for an overdue regular book is five cents per day, textbooks are twenty-five cents per day, and calculators are fifty cents per day.

The media center provides books, textbooks, e-books, calculators, and a computer lab for school use. You may use an e-book reading device for reading only with permission from the librarian.

NON-DISCRIMINATION

It is the policy of the Washington County School District not to discriminate on the basis of sex, age, religion, race or national origin in educational programs and activities. See District policy on NON-DISCRIMINATION (1710) at the Washington County School District website (washk12.org).

PHYSICAL EDUCATION

Students enrolled in P.E. are required to dress daily. The appropriate P.E. attire consists of black shorts and a grey T-shirt. P.E. clothing is available for purchase at the main office; otherwise, students may bring their own black shorts and gray T-shirt. No excuse for not dressing or not participating is acceptable without a written statement from a doctor or unless the parent and teacher mutually agree otherwise. If a student is not feeling well, he/she is to dress out in P.E. clothing and then discuss the problem with the teacher. (Limited participation may be given.)

A P.E. locker and lock will be issued to each student. **PERSONAL ITEMS ARE TO BE KEPT IN A LOCKED LOCKER.** The student assumes responsibility for loss or damage to personal property. P.E. lockers are considered property of the school and are subject to search by administration at any time. The use of electronic devices such as cell phones and cameras is strictly prohibited in the locker rooms.

PUBLIC DISPLAYS OF AFFECTION

Students are not to physically express affection at school. This means students should not hold hands, embrace, kiss, etc. Students who repeatedly engage in inappropriate displays of affection face possible administrative discipline.

SAFE SCHOOLS POLICY

The Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. Each student is expected to follow certain accepted rules of conduct. The rules and consequences for failing to follow those rules are set forth in the District's Safe Schools Policy. See District policy on SAFE SCHOOLS (2110) at the Washington County School District Website (washk12.org).

SCHOOL BUS RULES

Bus transportation is a privilege granted by the school district at considerable expense. The driver of the bus is responsible to transport students to and from school safely; therefore, they cannot and will not tolerate any dangerous or destructive behavior on the bus. Students **must** follow these rules for their safety and well as that of every student on the bus. Students who violate bus rules may forfeit their privilege to ride the bus. Students are expected to follow their bus driver's instructions and treat their bus drivers with respect. Some specific rules for bus behavior are as follows:

- The driver is the person in charge. Students will follow his/her instructions at all times.
- If seating is assigned, accept it immediately.
- Be courteous; use no profane or inappropriate language.
- No food or drink is allowed on the bus, although students may carry a sack lunch.
- Sit flat facing the front, and stay in your seat.
- Treat the bus with respect.
- No vandalism or graffiti on the bus.
- Keep the bus clean; no spitting, throwing or shooting items.
- Keep head, hands and feet inside the bus.
- When the red lights of the bus are flashing, look for the driver to signal to safely cross the street; look both ways before crossing.
- Respectfully comply with all bus driver directions.

SCHOOL CHARTERED CLUBS AND ACTIVITIES

Students are encouraged to be involved in school sponsored activities and clubs. All activities and clubs must be in compliance with Washington County School District policy. See District policy on DISTRICT ACTIVITIES (3630) and District policy on AUTHORIZATION OF SCHOOL CLUBS (3640) at the Washington County School District website (washk12.org).

SCHOOL LUNCH

At lunch time, students may purchase a hot lunch or bring their own lunch from home. Students should keep their lunch accounts current with a positive balance. All food and beverages are to be consumed in the cafeteria. The lunchroom rules should always be followed; students who willfully disobey these rules may be subject to disciplinary action such as lunch detention or suspension:

- Clean up after yourself.
- No crowding, or cutting in line.
- No throwing anything in the lunchroom.
- No horseplay in the lunchroom.
- No unauthorized entry to classroom halls during lunch.

See District policy on SCHOOL CAFETERIA CONDUCT (3340) at the Washington County School District Website (washk12.org).

SCHOOL TELEPHONE

A student telephone is available for students to use in the front office. **A hall pass from a teacher is required whenever a student uses the phone during class time.** Students may use their cell phone in the front office with permission from school personnel.

SEARCH AND SEIZURE

The following are subject to search and/or seizure on campus:

- Students. All students are subject to search if reasonable cause exists to suspect imminent danger to the student or others or the student is in violation of school or district policy.
- Visitors and non-school persons. Per **WCSD Policy 5220**, any person **and**

his/her vehicle on any school campus are subject to search at any time. See District policy on CRIMINAL TRESPASS ENFORCEMENT (5220) at the Washington County School District website (washk12.org).

- Lockers. Student lockers are school property and as such are subject to search at any time.

SKATEBOARDS, BICYCLES AND ROLLER BLADES

The recreational use of skateboards, bicycles or roller blades is not allowed on Washington County School District Property without permission from school administration. Individuals may be cited for trespassing for riding skateboards or roller blades on district property without administrative permission. WCSD is not responsible for any accident that may occur as a result of riding skateboards or roller blades on school property. Bikes and scooters need to be locked up at the school bike rack. Skateboards and sports gear should be stored in lockers.

STUDENT AND PARENTS RIGHTS (FERPA AND PPRA)

DISTRICT FERPA NOTIFICATION (RIGHTS OF PRIVACY)

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 afford 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 students 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 parents or eligible students believe 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 parents or eligible students, the school will notify the parents or eligible students 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 parents or eligible students 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:**

1. **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.

1. **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.

2. **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, DC 20202-4605

DISTRICT PPRA NOTICE / OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires the Washington 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 Washington 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. IF YOU HAVE SCHEDULED ACTIVITIES, LIST THEM ON THE NOTICE

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Washington County School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, 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.)

STUDENT ID CARDS

A student ID card is the passport to the activity program in the middle school. It identifies a student as an “active” member of the student body. The card will be used as a bus pass, and can be scanned in the cafeteria as a means of paying for lunch and is *required* to check out books from the library. The card will also entitle ninth grade students to attend *for free* after-school activities

sponsored by Washington County School District. There will be a \$5.00 charge to replace lost student ID cards. The student will pay in the front office and present the receipt to the Registrar in the counseling center for a new card.

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 to substitutes. Substitutes have been instructed to send students to the front office who repeatedly disrupt the class or show disrespect to people in the class.

TARDIES

A student may be marked tardy if he/she is not in his/her seat when the bell to start class rings. Tardiness is disruptive to the normal class routine and can be detrimental to a student's achievement. Students should make every effort to be in class on time. Students who are persistently tardy to class will face disciplinary action. Students who are marked tardy will be assigned to lunch detention. Repetitive and excessive tardiness may result in the parent coming to pick up his/her student.

If a student arrives late to school, he/she must report to the office immediately upon arrival. After signing in, he/she should then report to his/her regularly scheduled class. As a general rule, tardiness to first period class will not be excused unless a parent calls to excuse it.

TECHNOLOGY USE

The TECHNOLOGY ACCEPTABLE USE POLICY (#3700) can be read in its entirety at the Washington County School District website (washk12.org).

TEXTBOOKS

A few textbooks are available in the media center to be checked out for student use at home. Normal book wear is expected during the school year. However, if a student loses or abuses a textbook, he/she must pay to repair or replace the book. If a book is lost, the student will need to pay for a new book, regardless of the condition of the book that was lost.

TRUANCY

Truant (sluff) is an absence where a student is on campus but not in his or her assigned class during class time or when a student leaves campus without checking out at the office. A student who leaves class without teacher permission is truant. A student who is marked truant will receive an automatic NG and must attend 1 hour of restitution in order to restore the NG.

UTAH ONLINE SCHOOL

Utah Online K-12 is part of the Washington County School District. We are committed to providing quality educational services that encourage the personal progress of our students. For more information, see the website at utahonline.org.

VANDALISM

Students must not mark on school furniture, walls, ceilings, floors or equipment, or tamper with fire alarms, fire extinguishers, or any electrical systems. Anyone who willfully destroys school property or creates a safety hazard to themselves or others will be subject to school disciplinary measures. Additionally, the individual may be referred to the proper law enforcement agency and issued a citation.

VISITORS

To avoid interruptions to classroom activities and for campus routine, **no student visitors will be allowed in the school.** Non-school personnel will not be allowed in classrooms without prior approval.

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to transfer to another school during the school year, the parent or guardian should notify the Registrar at HMS before the last day of attendance. A checkout form will be sent with the student to each class on the last day of attendance. All fees and fines must be paid before the checkout is complete.

YEARBOOKS

Students wanting a yearbook should pay for the book before the yearbook order is placed. Students can pay a \$5.00 deposit to hold the yearbook at the initial cost; otherwise, yearbooks go up in price

\$1.00 each month until the end of the year. At the end of the year, extra yearbooks will be sold on a first come, first served basis. Yearbooks will not be distributed early. If a student is absent on the day that yearbooks are distributed, they can pick up the book at a later date, or have the book mailed to them.

**For a complete listing of all policies of the Washington County School District, go to washk12.org.