

**MOUNTAIN RIDGE
JUNIOR HIGH SCHOOL**

5525 West 10400 North
Highland, UT 84003

Front Office (801) 763-7010, Counseling Center (801) 763-7016

STUDENT HANDBOOK 2007-2008

PAULA FUGAL
PRINCIPAL

DANA HILL
Assistant Principal

VALLEN THOMAS
Assistant Principal

Web site: www.mountainridge.alpinedistrict.org

School Information

School hours 8:15 a.m. to 2:45 p.m.

Monday early out hours 8:15 - 1:45 p.m.

Office hours 7:30 a.m. to 3:30 p.m.

Approximate enrollment 1230 students

School mascot: Husky

School colors: Navy blue, Burgundy

Counselor (last names A-G) Annette Bearden

Counselor (last names H-O) Boyd Hall

Counselor (last names P-Z) Arica Sumner

Registrar EJ Thornton

Administrative Secretary Ingrid Ivins

Attendance Secretary Judy Clayton

Finance Secretary Ruth Jensen

DATES TO REMEMBER

August 20, Monday 7th grade Orientation day

August 21, Tuesday 8th & 9th first day of school

August 22, Wednesday School for all grades

October 26, 2007 First term ends

January 11, 2008 Second term ends

March 21, 2008 Third term ends

May 30, 2008 Fourth term ends, last day of school

DAYS SCHOOL WILL BE CLOSED 2007-2008

September 3 Labor Day

October 11 - 12 Fall Break

October 15 Professional Development

November 21 Teacher Comp Day

November 22 - 23 Thanksgiving

December 21 - January 2 Christmas break

January 21 Human Rights Day

February 1 Professional Development

February 18 President's Day

March 3 Professional Development

April 14 - 18 Spring Break

May 26 Memorial Day

DATES OF STUDENT LED CONFERENCES

October 4, 3:00 to 9:00

February 21, 3:00 to 9:00

You will schedule your appointment at the school website www.mountainridge.alpinedistrict.org

INFORMATION ACCESS

A. MOUNTAIN RIDGE WEBSITE - school calendar, student handbook, lunch, fees and courses information, announcements. www.mountainridge.alpinedistrict.org

B. POWERSCHOOL - student grades, assignments and attendance can be viewed through the school website: www.mountainridge.alpinedistrict.org

C. MYSCHOOLFEES - ability to pay fees, buy tickets, uniforms, yearbooks, www.myschoolfees.com
Also linked from school web site.

D. VOICE MAIL - If you would like to contact a teacher, you may call the school and leave a message in the teacher's voice mail box.

E. E-MAIL - you can find a teacher's email address by going to MRJH website, click on link to PowerSchool. Click on the teacher's name in student's schedule.

STUDENT BODY OFFICERS

President

Vice President of Academics

Vice President of Activities

Secretary

Historian

Artist

9th GRADE

President

Vice President

Secretary

8th GRADE

President

Vice President

Secretary

PTSA BOARD

President Paula Jardine

President Elect Jule Patterson

Secretary Shelly May

Treasurer Julie Daines

Leadership VP Lorrie Aalders

Administrative VP Paula Fugal

Teacher VP Linda Bushman

Membership Diana Searle

Student Rep

Legislative VP Amy Baldwin

SCHOOL TIPS

IF YOU ARE HAVING TROUBLE WITH A CLASS

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

IF YOU HAVE A QUESTION ABOUT A LOCKER

Report it to the front office.

IF YOU WANT TO PAY FEES OR FINES OR BUY SOMETHING

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

IF YOU WANT TO BUY A LUNCH TICKET

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

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

Check PowerSchool at school webstie: www.mountainridge.alpinedistrict.org.

Check with your classroom teacher.

IF YOU BECOME SICK WHILE AT SCHOOL

Let your teacher know. Check with the secretary in the office to call home. If you are leaving school, please check out with the front office.

IF YOU ARE ABSENT

- 1) Have your parent call the office before 10:00 a.m. to report your absence.
- 2) Check with your teacher immediately upon returning to school to obtain and make up missed work.

IF YOU HAVE LOST OR FOUND SOMETHING

Check with the front office. Lost and found items are in the copy center room A128

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

Talk to a teacher, staff member, or go to the counseling office and make an appointment to see a counselor.

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

It may be dropped off at the front office to be delivered to you when appropriate. Please be aware that flowers, balloons and gifts are disruptive to the educational process. Please do not ask us to deliver.

ACTIVITIES AND SERVICES

A. Eligibility - In order to participate in activities at MRJH , students must maintain a 2.0 GPA with no more than one "F" the previous quarter.

B. Emergency and Health Services - The school nurse is available on a limited basis. The nurse can arrange for vision and hearing screening and keeps all immunization records.

C. Sick Room - A student who is ill should check with his/her teacher and then report directly to the office. The school can only administer simple first-aid to anyone injured at school. We are not permitted to change dressings on previous injuries or administer medication. In any case of injury or illness, parents or individuals listed on the health information sheet will be contacted to check the student out of school. It is critical that parents fill out and turn in the "EMERGENCY AND HEALTH INFORMATION" sheet to the front office.

D. Field Trips - A) School rules and standards in both behavior and dress will be maintained away from school. B) Students missing class to participate in any school-sponsored activity will not be considered absent provided they have followed proper procedures. The work missed should be made up.

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

F. Phones - There is a public pay phone available for student use inside the main entrance. Office phones are for emergency use only. Students need a phone pass to use the office phone. Prank calls, especially those made to 911, are in violation of state law and can be referred to the police.

G. Report Cards - Report cards will be issued every nine weeks. An "incomplete" will not show as being changed until report cards are issued the following term.

H. Team Sports - MRJH sponsors teams in both boys' and girls' basketball. The team is comprised of ninth graders. Track is offered to boys and girls in 7th, 8th, and 9th grades.

I. Textbooks - When a student is issued a book, he or she is responsible for the book until turned in. At

the end of a course, the book will be checked for damaged beyond normal wear and tear. The student will be assessed a fine for damaged, lost or stolen books.

J. Transportation - School-sponsored activities use district transportation for travel. A participation fee is assessed for each sport to help defray transportation costs.

BIG SEVEN RULES

RULE#1 - SAFE SCHOOLS POLICY, FIGHTING AND INTIMIDATION

All students have the right to be safe while at school. Acts of aggression will not be tolerated. It is the policy of Mt. Ridge to prohibit acts of violence, aggression, intimidation, use or possession of weapons, criminal behavior, or gang activity in the school, on the school grounds, at school-sanctioned activities, or when students are being transported to and from school. Aggressive and defiant behavior may result in out-of-school suspension. A second offense may result in police referral and/or expulsion. Instigators (students who carry rumors, put others up to fighting, carry information back and forth between other individual, etc.) may also be suspended. Students encouraging a fight as a spectator will also be subject to disciplinary action. Students should not take matters into their own hands, but should report fights or acts of aggression to a teacher or an administrator. Initiations, hazing, etc., are not allowed at school. Any questions concerning what is acceptable should be referred to the administration. Students who are being intimidated or harassed by another student should report it to a teacher or an administrator.

Rule #2 - DISRESPECT AND INSUBORDINATION TOWARD STAFF MEMBER OR STUDENTS.

Acts of disrespect and insubordination interfere with students' opportunity to learn and teachers' ability to teach. This could result in a suspension.

Rule #3 - ABSENCES AND TARDIES (See *Tardy Policy* at the end of this document)

A parent/guardian should report absences to the attendance secretary before 10 a.m. on the day of the absence (763-7010). Parent/guardian will be alerted by attendance caller of any absence. Excessive absences will be referred to the district for appropriate action or recommendation for parent and student attendance at truancy school.

A. Work/tests missed - Missed items due to an excused absence can be made up as outlined in teacher disclosure documents. Work/test missed due to truancy may or may not be made up and is at the teachers' discretion.

B. Excused Absence - Students missing a class to participate in school-sponsored activities will not be considered absent. However, work must be made up.

C. Check-outs - A student needs to be checked out and checked in by a parent/guardian or by an individual who has been recorded on the Emergency and Health Information Sheet signed at the beginning of every school year. Failure to do this in advance could result in truancy. For safety reasons, parents will need to come into the office with a photo ID to pick up their student.

D. Late arrival - Students coming late to school should report to the office with a written excuse from their parent/guardian.

E. Tardies - Students entering class late disrupt the instructional and learning process. As stated in the MRJH Classroom Citizenship Policy, students may receive a detention or suspension. If a tardy is the result of late dismissal, the student should get a written excuse from the teacher for admittance to the next class.

Rule #4 - THEFT AND VANDALISM

Vandalism, theft, and willful destruction of school property will be dealt with aggressively by the school administration and/or police.

Rule #5 - ILLEGAL DRUGS, TOBACCO AND ALCOHOL.

Controlled substances are strictly prohibited. A drug offense consists of the possession, use or distribution (giving away or selling) of any controlled substance (including methamphetamine, marijuana, cocaine, or other drugs listed in the law) or any imitation of controlled substance (something that looks like a controlled substance even though it isn't) or any drug paraphernalia which may be used to produce, package, distribute, or use drugs. An alcohol or tobacco offense consists of the possession, use or distribution (giving away or selling) of any alcoholic or tobacco product.

Rule #6 - GUNS, KNIVES AND GANG PARAPHERNALIA

Guns, knives and gang paraphernalia, including clothing, are strictly prohibited at MRJH. Possession of such items on school grounds may result in expulsion.

Rule #7 - SEXUAL HARASSMENT

Sexual harassment is defined as unwanted conduct or communication of a sexual nature that adversely

affects a person's educational opportunities, relationships, or environment. Every student has the right to a learning environment that is free of sexual harassment. A student who feels she/he is being sexually harassed should fill out a complaint form in the front office. The complaint will be investigated and acted upon by the administration in compliance with state and federal law.

Administrative Interventions may include but are not limited to the following:

- +A change of the student's schedule
- +Administrative/parent/student contract
- +After school custodial work
- +Assignment of work hours or service hours
- +Assignment of student to school tracker
- +Expulsion
- +Fines
- +In-School Suspension
- +Lunch detention
- +Out of school suspension & parent conference
- +Police or court referral
- +Referral to a counselor
- +Referral to an Alpine District Parent/Teen program
- +Mandatory daily or weekly progress reports
- +Truancy school, administrative hearing panel
- +Suspension from school

CLASSROOM CITIZENSHIP POLICY 2007-2008

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

O = Outstanding S= Satisfactory

N= Needs Improvement U= Unsatisfactory

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

1. Personal Behavior - Citizenship deduction for misbehavior will be determined by the teacher and depends upon the nature of the infraction.

2. Tardy Policy - Excessive tardies could result in detentions and suspensions. Students and parents can monitor student attendance through the Powerschool website. (See page 4)

3. Attendance -

a. Absences - Excessive absences will be referred to administration and/or the district office. School activities; e.g., school field trips, are not considered absences.

b. Truancy (sluff) - A student is truant when he/she is absent from class without the knowledge of a parent/guardian or MRJH faculty member. A student needs to be checked out and checked in by a parent/guardian. Truancy will result in an automatic U in Citizenship and cannot be made up. Excessive truancy could result in detentions and referral to the District Truancy School.

CAMPUS GUIDELINES AND CONDUCT

A. Backpacks/purses

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

B. Bicycles

All bicycles should be locked in the bicycle rack during the school day. The school is not responsible for damaged or stolen bicycles.

C. Buses

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

D. Cell Phones and Cameras

New district policy! The following applies while in class, the locker rooms, and at school assemblies. Students are NOT to have in their possession ANY cell phone or camera which is in the "on" position and ready to receive, send or record any communication, visual image, sound, text message or other information. If a student violates this policy; the device will be confiscated by a teacher or administrator.

E. Closed Campus

Once students arrive at school, they may not leave until school is dismissed unless properly checked out through the office. For safety reasons, parents will need to come into the office with a photo ID to pick up their student. If a student is officially checked out of school, we ask that they check in with the front office when they return to the school campus. Students who live close enough to eat lunch at home need to have a "Home Lunch Pass" signed by a parent and on file in the front office. A home lunch pass is good for the school year.

F. Computer Use Policy

At Mountain Ridge Jr. High School, you will have access to a high-speed connection to the internet. When you use the computers at Mountain Ridge you have a responsibility to use them correctly. This means that they should not be used to access or create materials that don't belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent or seek to demean or harass others. Please be aware that the privilege of computer use at Mountain Ridge depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly. There is not a charge for using the MRJH internet services. However, only those students who have turned in the Alpine School District Internet Use Policy form will be allowed to access the internet.

G. Dress Code

1. Students must wear appropriate footwear while in school or school-sponsored events. Daytime shoes are expected unless the student has a foot injury.
2. Clothing that is tattered, ragged or grubby is not appropriate for an educational environment.
3. Sleeveless tops, bare midriffs, cutoffs, short shorts, short skirts are not appropriate school attire. Shorts and skirts are too short if the fabric is not longer than the finger tips when arms are held straight down to the sides. Slits in shorts and skirts must also follow the above finger tip rule.
4. Clothing bearing vulgar, suggestive, profane or obscene pictures, slogans or language, as well as clothing bearing pictures, or advertisements for alcohol, tobacco or drugs are not to be worn at school.
5. Students wearing clothing that is inappropriate for school may be asked to call home for a change of clothing or placed in In-School Suspension for the remainder of the school day.
6. Hats, bandanas, scarves, head bands, chains, studs, etc., are not allowed.
7. Saggy or baggy pants must be belted at the waist.
8. If clothing is distracting or disruptive to the educational process the student may be sent home.
9. Hair color that does not occur naturally in the human species is prohibited. Students with hair styles which are distracting or disruptive to the educational process may be asked to reconcile the situation. A mohawk haircut is an example of the above mentioned.
10. Students with disruptive body jewelry may be asked to remove or surrender the item(s). Administration has the right and responsibility to make final decisions about dress code issues.

H. Locker

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

I. Nuisance Items

Items such as radios, tape recorders, Walkmans, MP3 Players, I-Pods or CD players, squirt guns, rubber bands, cigarette lighters, laser pointers, skate boards, roller blades, knives, matches, bouncy balls, yo-yo's, stink bombs, trading cards, etc., should NOT be brought to school. Such items will be confiscated.

J. Profanity

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

K. Snowballs

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

L. Student Relationships

The school discourages junior high students from dating. Physical contact between students is inappropriate at school. Students are asked not to grab, hold hands, walk arm in arm, hug, kiss or make-out, etc., while at school.

M. Visitors

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

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

Students MAY NOT have visitors at school.

EMERGENCY PROCEDURES

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

In the event of a disaster or threat:

1. Follow teacher instructions exactly.
2. Remain calm.
3. You will be instructed on what to do for different situations.
4. If alert comes before school, buses will be diverted. If you are already at school, go to auditorium.
5. If alert comes during lunch: East side of building go to auditorium, classrooms, or Seminary building. All others stay in classroom.
6. If alert comes between classes - go to nearest classroom.
7. Never leave on your own. Stay with your class until you are released by the school staff.

Mountain Ridge Junior High Tardy Policy

The following tardy policy and procedures have been developed in support of our school mission, beliefs, and DRSL's. The policy specifically addresses the Life Skill indicator listed under our DRSL for developing Social and Civic Responsibility.

Philosophy:

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

The reduction of tardiness will support our faculty and students by:

1. Increasing student academic learning time
2. Increasing teacher effectiveness

The development of personal life skill dispositions that are encouraged through our tardy policy are:

1. Supporting and nurturing processes for the common good
2. Demonstrating a willingness to work effectively as a team member
3. Embracing integrity and personal efficacy

Mountain Ridge Junior High School Tardy Procedures

Procedures:

Bell Ringer Activity Time – Take Roll at Beginning of Every Class

Tardy Procedures:

1. Student Signs Tardy Log
Teacher Gives Warning
2. Student Signs Tardy Log
Student Completes Tardy Violation Assignment and Signs with Parent
3. Student Signs Tardy Log
Teacher Contacts Parent
4. Student Signs Tardy Log
Student Signs Tardy Policy Contract with Parent
5. Student Signs Tardy Log
Teacher Notifies Office
Teacher fills out Student Referral Form
Office Assistant takes Student to ISS for Class Period
Parent Contact by Office Assistant
Administrator Notified
6. Student Signs Tardy Log
Teacher Notifies Office
Teacher Fills Out Student Referral Form
Office Assistant takes Student to Administrator
Parent Contact by Administrator
Suspension Home

Monthly Tardy Party

Students with no tardiness during the month in any class will be released for a reward activity at 2:25 p.m. D.E.A.R. time will be moved to the end of the day on these dates. The Tardy Parties are scheduled on the following dates:

**August 31st
September 28th
October 26th
November 30th
December 14th**

**January 25th
February 29th
March 28th
April 25th
May 23rd**