

Maple Mountain High School

Student Handbook

2018-2019



“An Attitude of Excellence”

Principal's Welcome

Welcome to
MAPLE MOUNTAIN HIGH SCHOOL
"Elevated Education"

Welcome to Maple Mountain High School. We are starting our ninth year at MMHS and I look forward to working with you. I encourage you to make new friends in your classes and in your extracurricular activities. Support each other and include those who are new to our school to join in the fun. Show your pride in our school by supporting the activities, dances and sporting events. Wear your school t-shirts and other school gear. Show your school pride by keeping our school clean, using positive language and by being friendly to others.

High School is an exciting time in life. You will gain what you put into this experience. The more you get involved the better experience you will have, the more friends you will make and the more you will love being a Golden Eagle.

It is my privilege to work with you and be your principal. WE ARE-GOLDEN EAGLES and will *soar to new heights!* WELCOME TO THE MOUNTAIN!

Sincerely,
DeAnn S. Nielsen
Maple Mountain High School Principal

Contents

School Mission	4
Directory and Information.....	5
Bell Schedule	6
School Year Calendar	7
School Map.....	8
Student Body Officers.....	10
Fight Song	11
Attendance Policy.....	12
Citizenship/Attendance Policy.....	14
School and District Policies.....	18

School Mission

The Mission of Maple Mountain High School is to educate and empower students through an attitude of excellence founded on respect, trust, and accountability.

This mission is built on the school's desired results for student learning, which are:

Motivated Learners

Multilevel Problem Solvers

Highly Effective Communicators

Socially Responsible Citizens

In addition, Golden Eagles believe that student learning is the chief priority for the school; therefore learning needs should focus all decisions impacting the work of the school.

Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work in meaningful contexts.

Students are valued individuals who learn in different ways and should be provided with a variety of instructional approaches to support their learning and address their unique physical, social, emotional, and intellectual needs.

A safe and physically comfortable environment promotes student learning.

Students, teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.

Directory and Information

Front Office

Principal: DeAnn Nielsen
Assistant Principal: Jeff “Whites” Nelson (A-I)
Assistant Principal: Shea Bradshaw (J-R)
Dean of Students: Holly Henderson (S-Z)
Campus Resource Officer: Kurt Ballantyne
Main Office Secretary: Joy Maughan
Office Secretary: Mary Lynne Graff
Attendance Secretary: Cheryl Davis
Financial Secretary: Melony Mortensen
Assist. Financial Secretary: Jill Christianson
Assist. Financial Secretary: Whitney Wall
Copy Center Technicians: Julie Farnworth, D’Dee Rex

Counseling Office

Counselor: Rachelle Miner (A-E)
Counselor: Shaun Blakey (F-K)
Counselor: Bree Moulton (L-R)
Counselor: Courtney Packard (S-Z)
Counselor: Steve Broadhead
Counselor: Sharman Brown
Counseling Secretary: Margaret Raine
Registrar: Diane Wixom

School Information

Address: 51 N. Spanish Fork Parkway Spanish Fork, UT 84660
Phone: (801) 794-6740
Website: www.mmhs.nebo.edu

Faculty & Staff: <http://mmhs.nebo.edu/faculty>

Block Bell Schedule

(84 min class, 5 min pass, 38 min lunch, w/ 6 min announcements at the end of 1st)

1 st	7:50 - 9:20
2 nd	9:25 - 10:49
Lunch	10:49 - 11:27
3 rd	11:32 - 12:56
4 th	1:01 - 2:25

Block/Early Out Mon

(73 min class, 5 min pass, 39 min lunch, w/ 4 min announcements at the end of

1st)

1st 7:50 – 9:07

2nd 9:12 – 10:25

Lunch 10:25 – 11:04

3rd 11:09 – 12:22

4th 12:27 – 1:40

Collaboration 1:40 – 3:00

Assembly Schedule

(55 min assembly, 68 min class, 5 min pass, 39 min lunch)

1st 7:50 – 8:58

Assembly 9:10 – 10:05

2nd 10:12 – 11:20

Lunch 11:20 – 11:59

3rd 12:04 – 1:12

4th 1:17 – 2:25

School Calendar

NEBO SCHOOL DISTRICT

ACADEMIC SCHOOL YEAR CALENDAR 2018-2019



Notes & Explanation of Terms and Symbols

Non-teaching Contract Days Non-School Days

District Development Day

DDD (5)

Represented by

Parent Conf. Comp Day (3)

Represented by

Staff Development Day (2)

Represented by

1/2 Day

Schools closed:

Kindergarten Assessment

Aug. 21-27; May 20-23

Summary of Days that Students are not in School

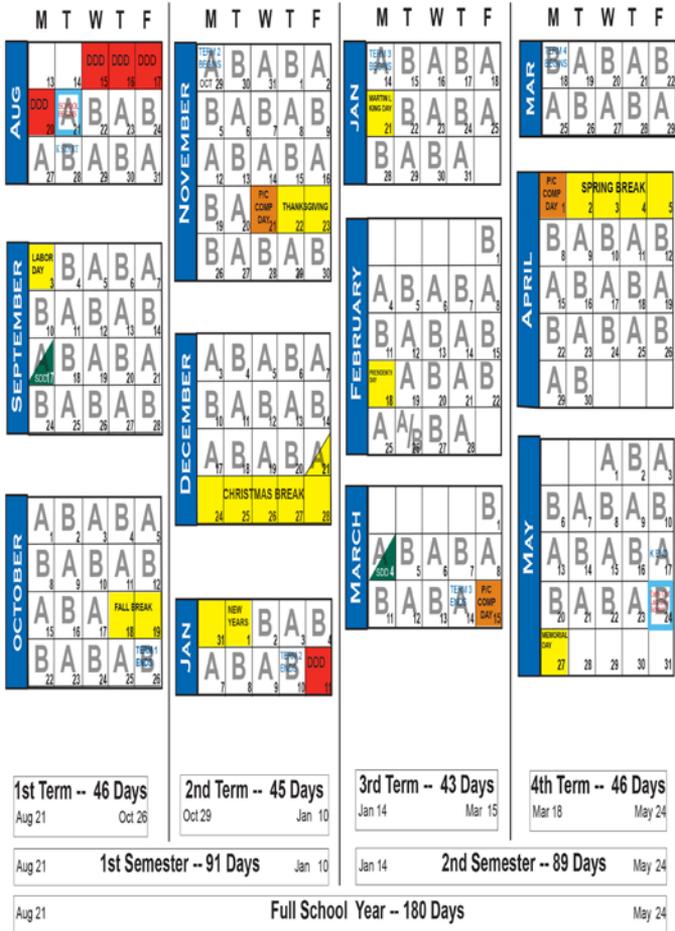
Labor Day	Sep 3
Fall Break	Oct 18,19
Thanksgiving	Nov 21-23
Christmas Break	Dec 24-Jan 1
DDD Day	Jan 11
Martin L King Day	Jan 21
Presidents' Day	Feb 18
PIC Comp Day	Mar 15
Spring Break	Apr 1-5

Summary of 1/2 Days

Staff Development Day	Sep 3
Christmas Break	Dec 17
Staff Development Day	Mar 4
Last Day of School	May 24

Dismissal Time on 1/2 Days

Secondary: 11:15 a.m.
Elementary: 12:00 Noon

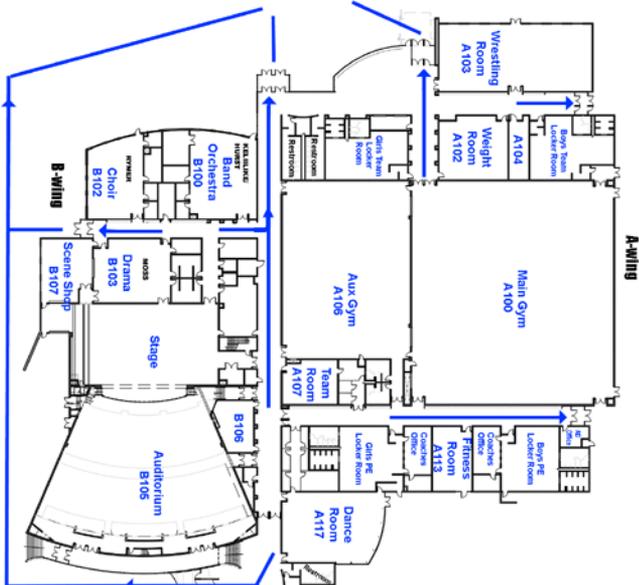


Approved 10/11/17

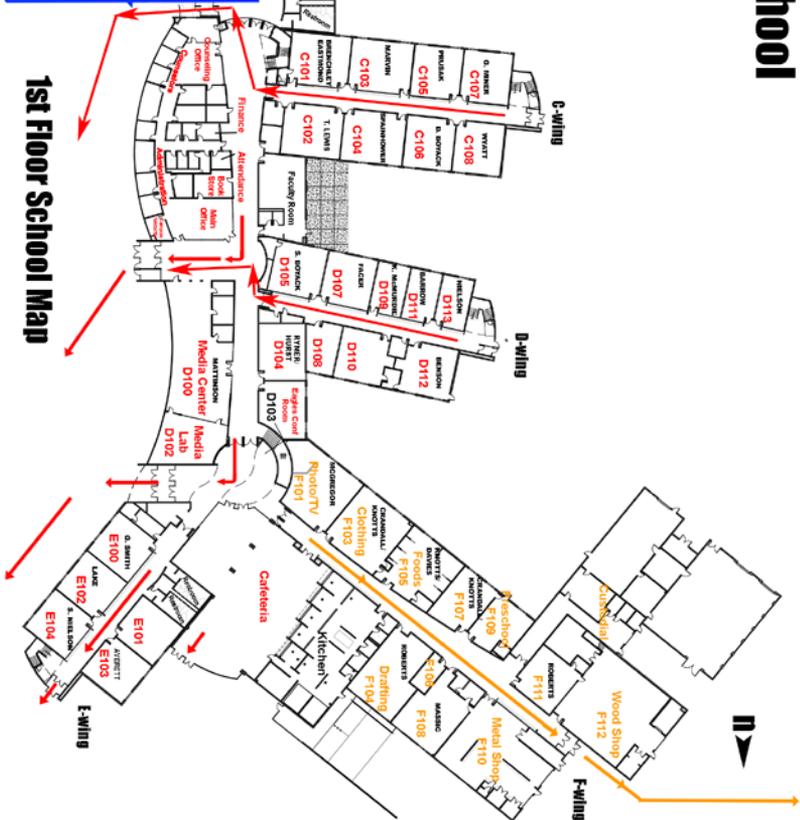
School Map

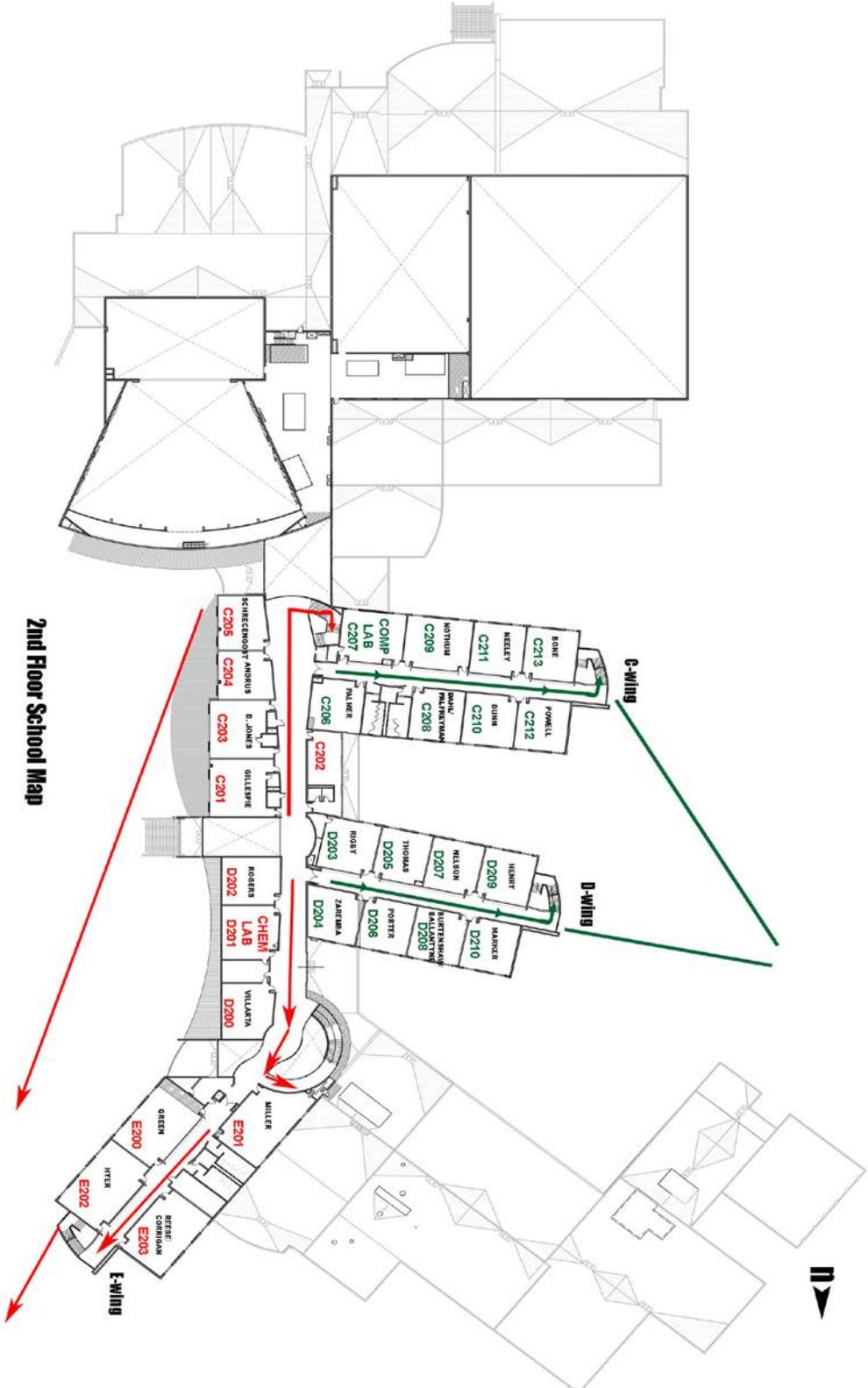
Maple Mountain High School

51 N. 2550 E. Spanish Fork, UT 84660
801-794-6740



1st Floor School Map





Student Council

Student Body Officers

President: Dawson Ball

Vice President: Gabi Smith

Secretary: Gehrig Limb

Activities Chair: Sarah Black

Publicity Chair: Sami Nobuhara

Student Relations: Mia Shriever

Spirit Ambassador: Josh Judkins

Service: Sierra Herlevi

Artist: Mary Kilpatrick

Cinematographer: Daniel Whyte

Advisors

Mr. Smith, Mrs. Rose

Senior Class Officers

President: Brynlie Ivie

Vice President: Austin Livingston

Class Relations: Emma Taylor

Class Spirit: Peyton Nackos

Junior Class Officers

President: Brynlee Holmes

Vice President: Michael Funk

Class Relations: Riley Matsuoka

Class Spirit: Bailey James

Sophomore Class Officers

President: Isaac Smith

Vice President: Joseph Asay

Class Relations: Dilan Christensen

Class Spirit: Ammon Gathercoal

School Song

Maple Mountain we're set to fly

Spread your wings and take to the sky

Golden Eagles strong and bold

Proud to wear Maroon & Gold

Maple Mountain fearless and true

We're going to shout it out for you

G-O-L-D-E-N E-A-G-L-E-S

Maple Mountain High

Golden Eagle Code of Conduct

The Maple Mountain motto is: “An Attitude of Excellence.” A good attitude should be at the heart of all our decisions. As Golden Eagles, we should each strive to reach our highest potential in and out of the classroom.

Academic Honesty

Students at MMHS are expected to maintain the highest level of academic integrity, including but not limited to avoiding cheating and plagiarism.

Provided here are some examples of cheating and plagiarism:

- Using another writer’s work (in full or paraphrased) without giving them credit
- Downloaded facts, ideas, or other text from the Internet
- Putting your own name on another student's work
- Allowing another student to use your work

Source: NYU College of Arts and Sciences

Student Parking Permits

Students who park on the Maple Mountain High School campus are required to place in their vehicle a valid parking pass, and park in assigned student parking areas. Parking ticket may be given for infringement of this policy.

Many of our staff (non-teachers) do not arrive at school until long after first period begins. Please do not park in what may look like an available parking stall. Also, leave the visitor parking open for parents, district personnel and other *visitors*.

Fill out a parking permit application online: <https://goo.gl/X4c1GW>

Pay money in the Finance Office.

MMHS Citizenship and Attendance

Attendance Responsibilities

Students will:

- Be where you are supposed to be, when you are supposed to be there
- Be on time to class

Parents will:

- Be sure to excuse student absences within 5 days
- Not excuse a students without a valid reason

Philosophy of the MMHS Citizenship/Attendance Guidelines

The objectives of the Maple Mountain High School Citizenship Policy are to: 1) provide students with successful learning experiences in each class, 2) teach responsible behavior by encouraging students to be accountable for their attendance, behavior, and citizenship, 3) support parent efforts in promotion of student attendance and citizenship, 4) provide a safe, effective, and uninterrupted learning environment for each student and, 5) prepare students for employment experiences throughout life.

MMHS supports state and district policies that require student attendance in school. To help students be academically successful, MMHS expects them to be: in class, prepared, on time, and responsible for their behavior each day.

Citizenship Credit

Citizenship points are given in each class based on attendance: either an **S** (Satisfactory) or **NC** (No Credit). Students will lose points for absences and tardies as outlined below. If a student earns an NC, it must be made up in order to participate in UHSAA and school sponsored activities, and to walk at graduation.

Citizenship/Attendance credit will be awarded based upon the following scale:

- Students with 45-100 citizenship points will be awarded with a satisfactory grade (S) in citizenship.
- Students with 44 citizenship points or below will receive an NC in citizenship until points are made up.

Each student is awarded 100 citizenship points at the beginning of each term for each class. To earn credit in Citizenship, a student must not fall below 45 citizenship points per class, per term.

Attendance requirements are based upon the following scale:

Citizenship Attendance Point scale

- Unexcused Absence (U) (Minus) -60 points
- Sluff (S) (Minus) -60 points
- Late Tardy (L) (Minus) -25 points
- Tardy (T) (Minus) -15 points
- Excused Absence (E) (Minus) -10 points

Scenario #1 A student has 3 tardies and one excused absence in 1st period Biology. That equates to minus 55 points. The student still has 45 points remaining, and receives an S in citizenship.

Scenario #2 A student has 1 late tardy, 2 regular tardies, and 1 excused absence in 3rd period English. That equates to -25 points for a late tardy, -30 points for 2 regular tardies, and -10 points for an excused absence, (-65 points). The student is now down to 35 points, and must attend one of the many options to make up the NC.

Citizenship Make-up

Option #1 – Making up Citizenship *before* a term ends:

If agreed upon between a student and a teacher, **a student can make up time in a classroom setting, before or after school**. This allows the student to receive specific information that they missed in class because of excessive absences. Students can also make up time

in the various classroom labs offered at lunch or before and after school. Students cannot make up attendance during the regular school day, except at lunchtime. These make-up opportunities are available until the end of the term.

Option #2 – Making up Citizenship *after* a term ends:

Students who have citizenship issues that are not cleared by the last day of a term, resulting in the issuing of an NC in citizenship, will only be able to make up the NC by attending Credit Recovery “Detention”.

Detention Times

Credit Recovery “Detention” runs daily from 7:00 a.m. – 7:50 a.m. or 2:25 – 4:00 p.m. in room C207. On Monday, the detention lab is opened from 1:40 – 4:00 p.m. and during lunchtime every day. In order to attend the Credit Recovery program, **a student must bring homework or a book to read. No music, cell phones, games, sleeping, or talking is/are permitted.** Violators will be asked to leave and will not be given credit for attending the make-up session regardless of the time of removal. Administration will set the schedule at the beginning of each term.

Detention Fine

The fine for an NC is \$5 per class. In addition, there is a \$2 fee per hour of detention time owed per class. Students must commit to daily attendance until credit has been recovered.

Scenario: At the end of 1st term, a student has an NC in 3rd period Choir and needs to make-up 5 hours. The student will pay \$5 for the class, then \$2 for each of the 5 hours (\$10), equaling \$15 total.

Mega Detention

During any given term, there will be a minimum of 100 hours of make-up available. **There will be various Mega Detentions offered throughout the school year that cost \$5 each to attend (must be paid before attending).**

Regaining Lost Points Scale

Making up a Tardy	30 min. (+15 pts)
Making up a Late Tardy	1 hour (+25 pts)
Making up an Excused Absence	1 hour (+10 pts)
Making up a U, or S	1.5 hours (+60 pts)

Eligibility for Field Trips, Extra-Curricular/Co-Curricular activities

In order to participate on any extra-curricular/co-curricular activity, including field trips and/ or tours, the student cannot be earning an NC at the time of the activity.

Excusing/Reporting Absences and Tardies

Parents may excuse absences and tardies within **five (5) days** by sending a note or calling the attendance office at **801-794-6740** between 7:30 a.m. and 3:30 p.m. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. When clearing an absence or tardy with a note or phone call, parents should include the date, time of day, and a phone number where a parent can be reached. **Fraudulent excusing of absences and/or tardies by students will result in school discipline.**

Absences

Students may occasionally need to be absent for illness, medical appointments, family emergencies, etc. In such cases, parents may request to excuse their student, but students have the responsibility to arrange make-up work with their teachers. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected as a result. If a student is truant (unexcused), the student may forfeit the right to earn credit on any assignments, tests, or quizzes on or due the day of the truancy.

MMHS has set standards for class attendance based on research, district and state guidelines and policies that have been shown to improve success in high school.

Excused Absences – A parent calls in or sends a note to verify that the parent is aware, and wants to excuse an absence.

Unexcused Absences – A student has missed class without parent awareness. This is an unverified absence.

Medical Provider Excused Absences – Absences excused by a medical provider will not take away attendance points. However, medical providers must include specific dates and times of absences, related to the medical condition. **Students with long-term health conditions will be required to provide documented medical updates from a health provider each term.**

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process.

Tardy – A student is considered tardy if he or she is not in the classroom, ready to begin class, when the tardy bell rings.

Late Tardy – A Student who is more than 10 (ten) minutes late will be marked (Late Tardy). Entering the classroom more than 45 (forty-five) minutes late will be considered an unexcused absence.

Vacation Leave

Students are allowed to miss up to 10 (ten) school days per year for pre-approved educational/vacation leave. Students wishing to exercise this privilege are expected to pick up a release form from the Attendance Office no less than two full days prior to the first day requested. The student must be requesting 3 (three) or more consecutive days to be able to take advantage of this leave.

Medical Emergency

If a student misses school because of a major medical emergency such as a surgery, under immediate doctor’s care etc., the parent may exercise the right to visit with an administrator in an effort to

excuse the absence. In so doing, if the administrator agrees that such absences fit under a medical emergency, and the parent is in possession of a legitimate doctors note (note must specify exact dates to be excused), these absences will not negatively affect a student's citizenship. They will however, be responsible for missed work during the time of the absence.

Citizenship and Attendance Appeals Process

Any appeals concerning citizenship or attendance must be submitted to the administrator assigned to that student (by alphabet) no later than one week prior to the last day of a term. Appeals should come with appropriate documentation. Appeals are for full day absences. Single period absence appeal will not be accepted. Appeals forms can be picked up at the attendance office or found on-line at mmhs.nebo.edu/attendance.

Student last names beginning with **A-I**, please contact **Mr. Nelson**

Last names beginning with **J-R**, please contact **Mr. Bradshaw**

Last names beginning with **S-Z**, please contact **Mrs. Henderson**

Checking on Student Attendance

Student attendance and grades can be checked at any time by logging into the Nebo School District Web Site at www.nebo.edu. Go to the PARENT drop down menu, then click on "SIS Grades/Attendance." To access the information you will need the student's I.D. number and password. If you do not know your student's information, you may contact an Administrator, Counselor, or the Attendance Office at MMHS.

Nebo School District Attendance

If a student receives 5 unexcused absences in any one class period or 20 total unexcused absences, he or she will receive a concern letter. If the student receives 10 unexcused absences in one class period or

40 total unexcused absences, he or she will receive a “Notice of Truancy,” will meet with an administrator, and will be required to attend a truancy class. If a student receives an additional 5 unexcused absences after “Notice of Truancy,” he or she will receive a “Habitual Truant Citation” and will be referred to the Nebo Attendance Court.

Dress and Grooming Standards

The Board of Education recognizes that student dress and grooming directly impacts the education of students. Experience and research have demonstrated that the learning atmosphere is improved when students dress and groom appropriately.

General Standards

- Draws undue attention, distracts, disrupts, and/or interferes with the educational environment at school or at a school activity or event.
- Endangers the health, safety, or welfare of the student or others.
- May cause damage to school facilities or equipment.
- Does not conform to generally accepted community standards.
- Appears as an obvious attempt to challenge this policy or the authority of the school.

Specific Standards

- Clothing will be modest, neat, clean, and in good repair. Modesty includes covering shoulders, midriff, back, underwear, and cleavage
- Extreme clothing, which includes, but is not limited to, sagging clothing; excessively oversized clothing; clothing that is mutilated, torn, ripped, or frayed; and cross-gender dressing or grooming are prohibited. In addition,

inappropriately short, tight, or revealing shorts, skirts, dresses, tank tops, halter or crop tops, and spaghetti strap tops are prohibited. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.

- Clothing and personal items, such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which: (a) are crude, vulgar, or profane; (b) are violent or advocate hate; (c) signify gang affiliation; (d) concern or represent tobacco, alcohol, drugs, or illegal substances; (e) concern or represent criminal or illegal activities; (f) infringe upon the rights of others; or (g) are sexually suggestive. 3.1.4 Hats and sun glasses are not to be worn in the school building during school hours, except as part of an approved school activity or event, for medical reasons, or for religious purposes.
- Appropriate footwear shall be worn at all times in order to insure personal safety and hygiene.
- Gang-related clothing, personal items, grooming, hair styles, colors, and paraphernalia are not allowed in schools or at school related activities and events. This includes, but is not limited to, tattoos, bandannas, chains, clothing, or jewelry associated with gangs, gang symbols, names, initials, and insignias. School administration in consultation with law enforcement agencies will determine what constitutes "gang-related" clothing, personal items, grooming, hair styles, colors, and paraphernalia.
- Hair, including facial hair, must be maintained in a clean and well-groomed manner. Hairstyles and facial hair that draw undue attention, distract, disrupt, and/or interfere with the learning atmosphere at school or at school activities or events are prohibited.
- Jewelry, accessories, piercings, tattoos, chains, clothing, etc., which are disfiguring or draw undue attention that distract, disrupt, or interfere with the learning atmosphere

at school or at school activities and events, and/or create a health, safety, or welfare issue are prohibited.

- Appropriate discretion and good judgment should be utilized for student clothing and grooming worn at school dances, activities, or events outside of the regular school day.

Dress Code Violation Consequences

School personnel and administrators will strive to handle dress code violations with sensitivity and discretion. Students may be asked to change or cover the clothing. Repeated violations may result in a meeting with parents and school suspension.

Electronic Devices

In an effort to reduce distractions and focus attention on learning, the following district policy will be enforced at Maple Mountain High School.

- Electronic devices may be used during a class period or school activity when specifically approved by the teacher or a school administrator [for] educationally appropriate objectives.
- Individual schools have the discretion to further prohibit student use of electronic devices during class breaks, lunch periods, or other times during school.
- Schools also have the discretion to designate certain times and/or areas on the school campus for student use of electronic devices during school hours. It is understood that elementary schools, junior high schools, and high schools will adopt varying levels of use restrictions on electronic devices based upon the age and maturity of the students.
- Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

- The use of electronic devices may be prohibited by students during state and federally mandated tests and assessments, unless specifically allowed by law, an IEP, a Section 504 Accommodation Plan, a Health Care Plan, or testing/assessment directions.

Electronic Device Violation Consequences

First Violation: Depending upon the nature and seriousness of the violation, a student may be asked to hand over the electronic device to the school administration then have a conference between the student and school principal or assistant principal at the end of the school day.

Second Violation: Depending upon the nature and seriousness of the violation, a student may be asked to hand over the electronic device to the school administration and then have a conference between the student and his/her parent/guardian and the school principal or assistant principal at the end of the school day.

Third Violation: Depending upon the nature and seriousness of the violation, a student may be asked to hand over the electronic device to the school administration and then have a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device and is informed of this policy and what constitutes appropriate and inappropriate uses of electronic devices.

Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Tobacco, Alcohol and Drugs

Unless specifically authorized by Section 3.2 below, no student may use, possess, be under the influence of, sell, or distribute any of the following while on school or District property, in any vehicle dispatched by the District, or at any school or District-sponsored activity. These prohibitions apply whether or not the actions occur during regular school hours.

- Addictive Prescription Drugs.
- Alcohol, alcoholic beverages, or alcoholic products as defined in the Utah Alcoholic Beverage Control Act, Utah Code Ann., Section 32B-1-102.
- Illegal Drugs, which means drugs as defined in the Utah Controlled Substances Act, Utah Code Ann., Section 58-37-2, the use of which is prohibited by law.
- Imitation and Other Harmful Substances, including, but not limited to, imitation controlled substances as defined in the Utah Imitation Controlled Substances Act, Utah Code Ann., Section 58-37b-1 et seq.
- Non-Addictive Prescription Drugs, which means drugs for which a prescription is required but which have a lower potential for abuse and a limited likelihood of leading to psychological or physical dependence. Typically those drugs listed in Schedules IV and V of the federal Controlled Substances Act fall under this category.
- Over-the-Counter Drugs, which are drugs that have a currently accepted medical use and for which a prescription is not needed.
- Paraphernalia, as defined in the Utah Drug Paraphernalia Act, Utah Code Ann., Section 58-37a-3.
- Tobacco, including, but not limited to, cigarettes, cigars, smokeless tobacco, electronic cigarette or cigar cartridges, Electronic Nicotine Delivery System (ENDS) devices, blunts, bidis, clove cigarettes, dissolvable tobacco, hookah and hookah products, products containing nicotine vapor/oil, or

other tobacco/nicotine products in any form, including as these terms may be used by Utah Code Ann., Section 76-10-101.

Nebo School District Policies

District policies referred to in this document are sometimes paraphrased. For a complete list of district policies, please refer to these links:

[Discrimination and Harassment \(Policy JDC\)](#)

[Electronic Devices \(Policy JDE\)](#)

[Safe School Environment \(Policy JDA\)](#)

[Secondary Attendance \(Policy JDH\)](#)

[Student Dress and Grooming \(Policy JDG\)](#)

[Student use of Tobacco, Alcohol, and Drugs \(Policy JDB\)](#)

[Prohibition of Bullying, Hazing, and Retaliation \(Policy JDD\)](#)

[Student Electronic Devices \(Policy JDE\)](#)

[Student Conduct and Discipline \(Policy JD\)](#)

For additional Nebo School District policies, please visit the [District's policy page](#).