



Manila High School

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Student Handbook

2019-2020

Grab the reins! Prepare for the ride – your life!

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DRESS CODE

All students of Manila High School shall adhere to the following dress code:

Everyone is encouraged to dress nicely; the general appearance of a person should be clean, neat, modest, and well groomed. The following guidelines apply:

1. Clothing worn to school or general appearance should not be distracting or call undue attention to the individual.
2. It is inappropriate to wear clothing or have exposed tattoos that advertise products that are illegal for use by a minor or that have slogans or pictures that are obscene.
3. Clothes should adequately cover the body. Clothing must adhere to the following guidelines:
 - a. Shorts and skirts length must be at least finger-tip length when standing.
 - b. Jeans with holes are allowed as long as the holes that above finger-tip length have no skin exposed.
 - c. Tube tops, halter tops, and tank tops are not allowed.
 - d. Clothes made of sheer (see through) material would not be appropriate for school.
 - e. No bare midriff, back or cleavage may be shown.
 - f. Shirts are too short when normal movements such as leaning over or sitting down expose skin.
 - g. Generally, if your underwear, where your underwear should be, your belly-button, or lots of "skin" is exposed, you are not dressed appropriately for school.
 - h. Sagging – wearing pants so that the underwear or buttocks are revealed – falls under this policy and is not allowed.
4. Students should wear clothing appropriate for special classes (such as P.E., shop, etc.) as defined by the teachers of those classes. However, some clothing for P.E. and/or shop class is not appropriate in other parts of the building.
5. Hats or any other head covering may not be worn in school during school hours. Exception may be granted for religious or medical reasons.
6. Any clothing or accessories that can be considered "gang apparel" is prohibited.
7. Hair should be clean, combed, and natural looking; any style or color that causes a disruption in the classroom will not be allowed.
8. Shoes must be worn at all times.

Anyone in violation of the district dress code will be required to immediately replace the inappropriate clothing and will be given a warning. Further violations by students will cause sanctions as outlined in the Discipline Policy in the Student Handbook.

ELECTRONIC COMMUNICATION DEVICES

The only time you'll be allowed to use the phones during class time is in the case of an emergency. The only time you will be called out of class to take a phone call is in the case of a genuine emergency (like a death or serious accident involving a member of your family). Cell phones may be brought to school, and should be stored in your locker. Cell phones may be used before or after school or during lunch. If a cell phone is carried to class, it is up to the teacher's classroom rules as to what is allowed. *If a cell phone is visible in or during class (e.g. you leave class to use the restroom) or between classes, the teacher may confiscate it and turn it in to the office for the parent to pick up. If a cell phone rings during class, although it may be in a pocket, backpack etc. it may also be confiscated.*

An "interfering device" includes a device or object if used or engaged, interfere with the educational process for either the student possessing or using the object or for other students. By example, such objects include but are not limited to the following:

Any electronic communication device (defined below), a camera, lasers, laser pens or pointers, radios, portable CD players, IPOD, or other electronic equipment or devices. "Electronic communication device" includes telephones, camera phones, two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

For each observed violation of this policy, the interfering device will be immediately confiscated and turned in to the office for the parent to pick up. Furthermore, the school may take additional disciplinary action as described more generally in the District Policy

ELIGIBILITY POLICY

Participation in co-curricular and extracurricular activities provides an additional arena to learn and practice skills and discipline that will be helpful in all aspects of a student's later life. Every student at Manila High School is encouraged to participate.

Unfortunately, academic achievement gets less attention than sometimes it needs because learning requires effort that is perceived to be less fun than sport and/or club participation. It should be remembered by the student and his/her parents that extracurricular, co-curricular and academic activities complement each other, extracurricular and co-curricular activities are an extension of the classroom. The classroom learning is the primary reason for school and the co-curricular activities enrich the classroom learning. In most cases, achievement outside the classroom, in the long run, cannot compensate for under-achievement in the classroom.

Therefore, the following eligibility policy places emphasis on maintaining an adequate academic performance in order to participate in extracurricular and co-curricular programs. Definitions of curricular, co-curricular, and extracurricular activities are:

- a. Curricular activities occur within the regular school day and constitute the delivery of instruction to students in the District.
- b. Co-curricular activities (i.e. FFA) are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional. Students ineligible from extracurricular activities shall not be prevented from participating in after-school co-curricular activities.
- c. Extracurricular activities (i.e. sports) are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some areas of the curriculum. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

Eligibility will be controlled as follows:

1. Weekly:

In order to participate in any and all extracurricular and some co-curricular activities, a student at Manila High School must be passing all of his/her classes and maintain a 2.0 GPA (**including Edgenuity Classes**). **Edgenuity Classes must also be “on-track” (in the blue or green) for assigned completion date and have a passing grade to be eligible. If a student is on track, their overall Edgenuity grade will be used. If a student is behind, the actual grade will be used.** Weekly eligibility checks will be done on Monday morning. If a student is ineligible, the Principal will let them know. Grades will then be checked again on Thursday at 3:30 p.m. Any student not meeting the criteria will be ineligible to play until the low grades are resolved - the range of the length of ineligibility could be one day to indefinite. This policy is intended to be preventative in nature helping students focus on their academic work.

2. Grades:

If a student, despite the prevention of the above policy, earns one or more failing grade or has less than a 2.0 GPA **at the end of the quarter**, the student will be ineligible for the next quarter.

If ineligibility occurs at the end of the fourth quarter, F grades and/or less than 2.0 GPA can be fixed through summer school. This must be completed by the first day of school, or the first day of practice if participating in a fall sport. In the case of a student failing a university concurrent enrollment class, ineligibility begins the day Manila High School is notified of the failing grade. The student will be ineligible for a length of time equivalent to a grading period.

Students who are ineligible for academic reasons will be allowed to practice but not allowed to participate in contests or travel.

3. Behavior:

Students and parents should also remember that eligibility can be removed for inappropriate or disruptive behavior. The length of ineligibility for discipline purposes varies from one hour to one year according to the school discipline policy. Students who become ineligible because of poor citizenship in school lose the opportunity to practice, participate in contests or travel until their penalty is paid.

These eligibility rules apply to all students and all co-curricular activities. Sixth grade achievement does not affect 7th grade eligibility. However, 8th grade achievement does effect 9th grade eligibility. All other Utah High School Athletic Association rules governing transfer students, substance abuse, etc. apply (see UHSAA Handbook).

DISCIPLINE POLICY

The law states that every student should have an opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. With this safe, conducive to learning, calm school climate as a goal, Manila High School should be an inviting place where students follow accepted rules of conduct, show respect for other people and obey persons in authority at the school.

The use of reasonable and necessary physical restraint or force may be used in self-defense or otherwise appropriate to the circumstances to:

1. Obtain possession of a weapon or other dangerous object in the possession or under the control of a child;
2. Protect the child or another person from physical injury;
3. Remove from a situation a child who is violent or disruptive; or
4. Protect property from being damaged.

Classroom Behavior

There are five behaviors that teachers will consistently expect of students:

1. Come on time.
2. Come prepared to work with all necessary items for class.
3. Follow instructions the first time.
4. Do your own work.
5. Do not prevent others from doing their work.

Teachers may have other classroom rules in addition to these school-wide rules.

Correction of Behavior Problems

Teachers are expected to enforce general school behavior rules. The rules should

be posted and enforced consistently and fairly. Teachers should discipline students who are unruly, disruptive or uncooperative. Teacher discipline includes, but is not limited to, behavior contracts, detention, short-term removal from class, and parent/teacher conferences.

Students who fail to correct disruptive behavior and continue to disrupt the learning process can be referred to the principal for more serious discipline. Discipline imposed by the principal may include, but is not limited to, behavior contracts, detention, long-term removal from class, in-school suspension, out-of-school suspension, in-school parent supervision, restitution, counseling, referral to law enforcement agencies, and expulsion.

Any student being disciplined by a teacher or the principal for behavior problems is immediately ineligible to participate in extra-curricular activities (including practice) for as long as the penalty lasts.

Any student who has been referred to the office more than five times is deemed “habitually disruptive” and can be subject to expulsion.

Discipline Procedures

Question Series:

1. What are you doing right now? – This is a cue phrase. Once this is started, it is important to complete the rest of the questions.
2. What do you need to be doing?
3. What’s going to happen if you continue... (whatever the inappropriate behavior is)?

The next time a student acts out, he/she is automatically sent to the PBIS Specialist in the Home Ec room.

Once in the Home Ec room, with the Intervention Specialist present, the student must complete a behavior plan. He/she may not return to the classroom that day. The student has up to the rest of the class period he/she was dismissed from plus the next day of the period to complete their behavior plan and meet with the teacher to get the plan approved to get back in the classroom. When the student meets with the teacher they will also find out all their work they missed while they were out. They will have the same time to complete that work as an excused absence. If the student does not get their behavior plan and meet with the teacher within the allotted time they will be referred to the office at the 2 PBIS referral visits in any 1 class level and continue on from there with any other PBIS visits.

of Behavior Incidents

Total PBIS referral visits for all classes

- 2 PBIS Visits = an Office Referral where the student will call home.
- 4 PBIS Visits = an Office Referral where the Principal will call home plus the student will receive 1 Hour of Detention.
- 6 PBIS Visits = an Office Referral with a Parent/Teacher/Principal Meeting plus and ISS and loss of all Extra Curricular Activities for one week.
- 8 PBIS Visits = an Office Referral with a Parent/Teacher meeting to determine where to place the student for the rest of the quarter for academic instruction. Student will lose the privilege of all Extra Curricular Activities for the remainder of the Quarter. (The Principal can reinstate the student back into classes).
- 10 PBIS Visits= an Office Referral where the student is removed from class for the remainder of the semester and placed on alternative academic placement. The student loses the privilege of all Extra Curricular Activities for the remainder of the year. (The Superintendent can reinstate the student back into classes)

Total PBIS visits in any 1 class(during the entire school year)

- 2 PBIS Visits = an Office Referral where the Principal will call home plus the student will receive 1 Hour of Detention.
- 3 PBIS Visits = an Office Referral with a Parent/Teacher/Principal Meeting plus an ISS and loss of all Extra Curricular Activities for One week.
- 4 PBIS Visits = an Office Referral with a Parent/Teacher meeting to determine where to place student for the rest of the quarter for academic instruction. Student will lose the privilege of all Extra Curricular Activities for the remainder of the Quarter. (The Principal can reinstate the student back into class).
- 5 PBIS Visits = an Office Referral where the student is removed from class for the remainder of the semester and placed on alternative academic placement. The student loses the privilege of all Extra Curricular Activities for the remainder of the year. (The Superintendent can reinstate the student back into class).

NOTE: EXTRA CURRICULAR IS NOT ONLY SPORTS BUT ANY CURRICULAR THAT IS SPONSORED BY THE DISTRICT AND TAKES PLACE AFTER OR AWAY FROM SCHOOL.

SAFE SCHOOLS POLICY

Students may not bring to school any weapon—which includes any item that is used for, or is readily capable of, causing death or serious bodily injury.

“Weapon” includes any firearm, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive. Factors used in determining if a knife or fire-creating device including lighters, or any other item, object, or thing not commonly known as a dangerous weapon is a dangerous weapon: 1) the character of the instrument, object, or thing; 2) the character of the wound produced, if any; 3) the matter in which the instrument object or thing was used; and 4) the other lawful purposes for which the instrument, object, or thing may be used.

Facsimiles such as plastic guns or knives or any other implement such as a pen used as a weapon will be treated as such. Any weapon or facsimile, functional or not, used in any form of intimidation will be treated as aggravated assault.

Hunting rifles stored in parked vehicles on school property or within the safe schools boundary fall under this rule. Pocketknives, although not illegal, have no place in school and will be confiscated when found. Parents may reclaim confiscated items. Possession of a weapon shall not violate this policy if possession is approved in writing by the responsible school administrator before the material in question is brought on school premises.

This policy also includes a prohibition of any form of assault or battery, threatened or real, including hazing. It also includes: Bullying, Cyber-Bullying, and any form of Harassment.

Harassment

Harassment means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. Sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment.

Students harassing others will be suspended and may be referred to law enforcement agencies.

The Safe School Policy in its entirety is **posted both in the school and on the District website** for public review. Students who break this policy **may** receive automatic suspension and **could** be referred to law enforcement agencies. Daggett School District has implemented the SafeUT app for any students to anonymously report any safe school issues such as bullying, harassment, threats, or any other concerns.

Tobacco, Alcohol and Drug Policy

Students may not possess, use, dispense, or sell any form of tobacco, alcohol, vaping, mind altering (e.g. spice) or controlled drug at school, on school property, or at any school sponsored activity. Students who break this policy will receive automatic suspension. The current District Tobacco Policy shall be enforced at all times. Policy guidelines, disciplinary actions, etc. can be reviewed in the District Policy.

Vandalism, Willful or Careless Destruction of Property

In addition to the possibility of other penalties being imposed by the principal, students who destroy public or private property will be required to pay for the damages. According to Utah State Law, any student who willfully or carelessly damages or destroys school property is responsible to pay for those damages up to \$2000.

Freedom of Speech

Students have the freedom of normal speech which is respectful and consistent with the intent of school and which does not violate any rule restricting objectionable speech, i.e., swearing.

Swearing, Lewd, Vulgar or Defamatory Language

Swearing, the use of profanity, or obscene language at the school (whether on or off the school premises) will not be tolerated. Lewd, vulgar, defamatory, or otherwise disruptive language is not acceptable at the school or at any school-sponsored activity. Students using inappropriate language are subject to suspension.

Public Displays of Affection

Public displays of affection should be limited to hand-holding only.

ATHLETIC POLICY

General Philosophy

Manila High School Athletic Department, in conjunction with the school Mission Statement, Beliefs Statement and educational philosophy of inclusion, has adopted a policy of inclusion and participation. It is a good thing for all students to be able to participate in sports and activities if they choose to. In sports terms, we have a “no cut” policy.

UHSAA Handbook

All policies governing Transfer of Eligibility, Seasons, Moratoriums, Dead Times, etc., as described in the Utah High School Activity Association will be followed.

Drug Testing

Mandatory and random drug testing is required for all participants in extra-curricular activities.

Insurance

Insurance is suggested for all students to cover any incident that might occur in school. Insurance is highly recommended of all participants in athletic extra-curricular activities. If your parents have no other source of insurance coverage, reasonably priced insurance can be purchased through CHIP at <http://health.utah.gov/chip/> . Daggett School District assumes no responsibility or liability for any sports related injury.

Sports Physicals

If you are entering **the 6th grade, or any grade 7th through 12th and** intend to participate on an athletic team, you must have a physical examination performed by a medical practitioner (**or as listed on the form**) and answer the questions on **the Pre-Participation Examination and Consent Form** before you can participate in either a practice or a competition. **Participating High School Students will be required to have an annual physical per the UHSAA.** In the case of serious illness or injury, a new Form may be required.

Register My Athlete

All athletes are required to register on RegisterMyAthlete.com before each sport season they are participating in. This information is used by coaches and the school to contact parents/guardians in case of emergency and for the athlete’s insurance information in case it’s needed.

Substance Abuse

BY-LAWS ARTICLE 10: DRUGS, ALCOHOL and TOBACCO

SECTION 1: UHSAA Drugs, Alcohol and Tobacco Policies

- A. The UHSAA supports the U.S. Supreme Court rulings regarding education. First, to prepare students to be good citizens and second, to teach them to be self-reliant and self-sufficient. Activities of the UHSAA contribute to both of these goals. The use of alcohol, tobacco products or other drugs in almost every instance deters the realization of these goals. Every effort shall be made at the local, region, and state levels of participation to eradicate the promotion, use or abuse of alcohol, drugs and tobacco with regard to participation in high school sports and activities. Limitation for participation of students in Utah high school activities regarding the use of alcohol, tobacco products and other drugs during a sports season, as defined in the Utah Code are:
1. **First offense:** Suspension from two consecutive games, meets, matches, competitions or performances at the same level of play (and any intervening levels as well). Practice may be continued following a personal assessment of the student by a licensed substance abuse intervention or treatment program and /or participation in a district, governing board of a charter or private school approved intervention program.
 2. **Second offense:** A six-week suspension from games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed and positive participation in the prescribed follow-up is occurring.
 3. **Third offense:** An eighteen-week suspension from all games, meets, matches, competitions, performances and practices. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention and treatment program. In all of the foregoing offenses, local school and/or district requirements which deal with discipline, suspension, corrective measures, parent/guardian involvement, rehabilitation and so forth, must be met.

Interps & Guidelines 10.1.1: DRUGS, ALCOHOL AND TOBACCO

- A. Conditions of this policy include:
1. The use of electronic cigarettes or vapor products are prohibited.
- B. Implementation of Policy
1. Violations carry over year to year and sport/activity to sport/activity in a participant's career (there is no "fresh start" each year).
 2. Violations must occur and be discovered during a sport/activity season.

3. Any penalties for violation follow the student to any school to which he/she transfers.
4. Any violation beyond the third offense carries the same penalty as the third offense.

Elementary School Participation

Students in the Manila Elementary School may participate in the Junior High sports program if and when there is a need. If there are insufficient numbers of students in the seventh and eighth grades, sixth graders could be invited to participate. When numbers of students are unusually low, fifth graders could also be invited to participate. Participation for elementary students can be limited to practice only.

The Junior High sports program is the only activity in which elementary aged students are invited to participate at the High School.

Join Late Rule

A student who is a member of the student body on the first day of any season has up to two weeks to join a team. There will be some exception to this rule for Baseball, Cross Country and Volleyball recognizing that some students legitimately cannot practice before school starts. If he/she joins late, he/she must practice for two weeks before he/she is eligible to play, unless without them there is not a full team.

A student who moves in after the first two weeks may join until mid-point of the season as measured by the number of weeks in the season. If he/she played on the team at their previous school, participation is considered continuous and may be eligible to play as soon as is practical. If he/she did not participate at their previous school, he/she must practice two weeks before playing. In either case, the student must play in two season games to be eligible for post-season play. All UHSAA transfer rules apply.

A student, who does not start the season due to injury, is considered part of the team so long as he/she has declared within the first two weeks of the season intent to play. He/she may practice when clearance is given by a doctor and is exempt from the post-season participation rule.

Varsity Selection

Despite the invitation for all students to participate, a spot on a varsity team is competitive. The best players play as determined by the coach.

JV participation--Seniors

Junior Varsity is a developmental team for underclassmen. Seniors must play

varsity except in the case where there are not enough players to field a viable JV squad. Non-starting seniors may play down as long as they do not displace an underclassman.

Wearing School Uniforms

Although choosing to participate in an activity or sport at Manila High School is not a competitive exercise, wearing the uniform of a team is a privilege. Uniforms should only be worn for official events/competition. Uniforms, including practice jerseys, sweat suits and warm-ups, *should not be worn for P.E. classes or as part of a student's day-to-day wardrobe; these should be worn only for practice or competition.* Students who fail to return or damage their uniforms etc. will be charged replacement cost for the uniform.

Game Day

Students should dress up on game day whether it is a home or away game. Dress should be business attire, meaning slacks, dresses, or skirts for the ladies and dress pants (no blue jeans), shirts and ties for the gentlemen.

Travel Wear

Student athletes may be provided pants for game day travel. Each team will decide on a shirt that will be worn when traveling. The cost of the shirt will not be covered by the school; each student will need to pay for their top. The pants should not be worn for P.E. classes or as part of a student's day-to-day wardrobe; these should be worn only for game day travel. Or athletes will be required to dress up to travel.

Meals at Competitions

For overnight travel, students will be housed in hotels that provide continental breakfast when available. Additionally, in order to offset costs to parents for region and state competitions, if monies are available, students may be provided with a team meal. All other meals are the responsibility of the student.

Hotel Code

Students should be in their rooms and quiet by 10:00 pm with lights out by 11:00 pm. Students violating curfews or who act irresponsibly will be suspended from overnight travel. No hair dying on away trips. Students will be held liable for the damage they do to rooms. No student is allowed to have any person who is not a member or representative of the school in their hotel room at any time. Any violation of this policy will result in suspension from all overnight travel.

Cheerleading

Although not technically a sport, cheerleading will be treated as such. The cheerleading season will be during the girls and boys basketball seasons. Head cheerleader will be determined by the cheer coach.

Driving to an Activity

Students may not drive themselves to any event scheduled at another school or venue. In general, all students are required to travel to events on the school bus. Exceptions need prior approval from the Principal.

Post-Game Release

Students can be released to parents after an event/game upon verbal notification to the coach or supervisor. Upon written or personal verbal request, students can be released into the custody of other family members or adult friends.

Red and White Night

Kickoff of Basketball season is sponsored by the Booster Club and will be held each year to promote enthusiasm and parent involvement. Activities might include: dinner, fundraiser, intra-squad game, student/parent game, guest speaker, new rules and explanations. The Booster Club will host the Sports Banquet which will take place on a chosen day in May. Awarding of Letters and recognition of all High School and Jr. High School athletes from all sports will take place at the banquet.

Senior Night

This is a special evening honoring graduating students playing in their final home game of the season for Volleyball and Basketball. Cheerleaders, Baseball, Track, Cross Country, Golf and other sports can be recognized at an appropriate school event.

If ineligible due to disciplinary reasons and off of the team, no senior night recognition. If ineligible, but still a member of the team, students will be recognized

TRANSPORTATION POLICY

Bus Permits

If you're going on an activity, you've got to have your Bus Permit signed by a parent/guardian and in the front office by the time specified for that particular activity. Teachers in charge of the activity will make certain that you get the slips in time, but you're the person who has to make sure the slip gets to the office on time.

No bus permit, no travel to the event.

Cars

Students are encouraged to ride the bus to school. However, students may drive to school. Cars should not be used during the day for any reason, with the exception of lunch time. Exceptions will be made for special circumstances. Students who abuse this privilege of driving to school may lose it.

Any form of unsafe driving in the School Zone (speeding, not yielding to pedestrians, squealing tires, disobedience to road signs, etc.) will have driving privileges revoked and will be referred to the Sheriff's office.

Conduct on Buses

Daggett Board of Education policy considers the buses to be an extension of the school program; therefore, the same rules of courtesy and respect that apply in the school building also apply on the buses.

Parking

All cars driven to school should be parked in the lot in front of the school **or in the new lot located across the street on the east side of the school**. Cars parked in the Fire Lane behind the school, **or along the east side of the road in the no parking** area will be ticketed and/or towed.

ATTENDANCE POLICY

Compulsory Attendance

The responsibility for a student's attendance belongs to the parents. The Utah State Compulsory Attendance Law requires parents to have their children in school. This attendance must be continuous and uninterrupted except for legitimate reasons.

The reality is an absence is an absence, excused or not. The student is absent from the classroom and is not benefiting from the instruction provided on that day.

Excused Absence

By current District policy, the only legitimate reasons for absence from school are: illness, medical appointments, family funerals, and emergencies caused by natural disaster. Absences from school for one of these reasons are considered excused. Absence from school to participate in a school sponsored activity is also excused.

Planned Absences

The principal has the authority to approve or deny such requests depending

upon the urgency and justification of the requests. Previous absences and the status of the student's current class work will be taken into consideration before permission for this type of absence is granted. Parents should make the request well in advance of the planned absence so that teachers will have at least one week to prepare homework. School work should be done before the absence is to occur; if not, the work is due the day the student returns to school. Completion of all assigned work is the responsibility of the student.

Unexcused Absences

All other absences, including staying home to help parents, going to town, the hunt, senior trip etc. are unexcused absences.

The distinction between excused and unexcused absence is important because assignments missed or late due to unexcused absence are subject to penalty as described in the Grading Policy.

Make-up Work

Regardless of whether an absence is excused or unexcused, it is the responsibility of the student to complete all missed assignments, tests, etc. Immediately upon returning to school after an absence, the student should meet with teachers to make arrangements for making up tests and assignments. The grace period for make-up work is described in the Grading Policy.

Excessive Absences (excused, unexcused, and planned combined)

Students who have excessive absences jeopardize their academic success and progress towards graduation. In order to develop good attendance habits, the Manila High School Attendance Policy limits students to 7 absences per semester. At more than 7 absences a semester, families may meet mandatory reporting status for Educational Neglect.

Attendance notifications will be made as follows:

- At 3 absences parents will be notified informally by phone, email or in person.
- At 5 absences a formal letter will be sent home.
- At 6 absences a Team Meeting will be held, and attendance plan set in place.
- At 7 absences a second Team Meeting will be held to reevaluate attendance plan and determine further interventions.

Sluffs

Students who miss any portion of the school day without parent knowledge are considered to be sluffing. Students already checked in to school, who arrive to class more than 10 minutes late are considered to be sluffing. A sluff can also occur when a student leaves the classroom without permission. Parents cannot excuse, after the fact, a student caught sluffing. The penalty for the first sluff is an hour of detention and the parent will be sent notice. Second offenders will receive double detention and a parent conference. Third time (or more) offenders could receive In-School Suspension, long-term activity ineligibility, service hours, or a combination of these. A sluff is also counted as an unexcused absence. Five (5) unexcused absences in any one class may result in a truancy citation and will be dealt with according to district policy.

Parents/Guardians have the right to appeal a truancy citation consistent with district administrative policy and time limits established by the district policy and legal due process.

Tardies

Tardies for legitimate reasons (see definition of excused above) are excused. Unexcused Tardies, monitored per class per quarter, will be penalized in the following ways:

- 1-2 tardies: No penalty (teacher issues warning)
- 3+ tardies: 1 hour detention for each

Schools must notify parents after the second tardy that discipline will follow for subsequent tardies. A tardy is given for late arrival for the first 10 minutes of class and a sluff or unexcused absence for arrival any time after that.

Attendance the Day of Competition or Practice

Students need to be present all day, or previously excused by the Principal the day of a competition in order to be eligible to play/perform. Similarly, students too sick to attend school "are too sick" to practice after school. This position is intended in part to prevent some attendance abuses but mostly it is intended to prevent sick players from infecting the rest of the team. In order to participate in practice on the same day as an unexcused absence, the player must obtain permission from their coach and the Principal. (ex. Brother's wedding)

Attendance the Day After a Travel

Any time students travel for a school sponsored activity and the next day is a school day, they must be in school even though they arrived home late the night before. Late travel is inevitable in our rural setting but every attempt will be made to have students home by midnight.

Checking In After an Absence

The day after an absence, students must bring a note written by a parent or guardian to the school's secretary explaining the reason for the absence, if there has been no previous parent contact. The secretary will make out a Class Admit Slip--indicating excused or unexcused--which should be presented to each teacher so he/she will know which rule from the Grading Policy to apply to the absence.

Leaving School

If a student needs to leave school during the school day for a reason beyond the purview of the school secretary, permission must be obtained from the principal. Failure to do so is considered a sluff.

Legally emancipated students may check themselves out of school. All others, including, 18 year-olds, require parent/guardian permission.

Sickness During School Hours

If a student becomes sick during the school day, he/she should go to the school office and let either the school secretary or the principal know. Arrangements can then be made with the parent/guardian to resolve the problem.

Homebound Students

If a student is going to miss ten or more consecutive school days because of illness or injury, a teacher for a home-bound student can be arranged. Parents must contact the school with doctor certification so a home teacher can be assigned. These special arrangements will allow a student to stay on top of his/her school work.

Ten Day Rule

In addition to the rules governing Unexcused Absence, students who miss ten (10) consecutive days of school without giving any notification to the school will be dropped from the attendance roll. Having been dropped from the attendance roll, the student will receive the grade of "F" for all classes he/she is enrolled in. Re-admittance to school will be through an alternative education plan with an individualized attendance and instructional program.

Alternative Education

Any alternative method--BYU Home study, Electronic High School, **Edgenuity**, permanent in-school suspension, etc.--of continuing a student's education will be considered in the discussion of this type of placement. Additional costs shall be the burden of the parents/guardians.

Drop-outs

When a student reaches the age of 16, parents/guardians can petition the Board in writing asking them to release their student from the Compulsory Attendance Law. Parents/guardians should meet with the school principal to review the circumstances and procedure for this request.

GENERAL POLICIES

Announcements

Each day, the announcements will be broadcast over the intercom system as well as a copy of the bulletin will be taken to each classroom so you can be informed of the day and week's events. If you or a school organization has an announcement for the entire school, please have it written, approved by the principal and in to the school office the day before you'd like it to appear on the bulletin.

Directory Information

A student's name, address and phone number is considered Directory Information and can be given out to those who request it for legitimate purposes. By federal law, all directory information is given to military recruiters. If you do not want this information given out to anyone and specifically recruiters, inform the school secretary.

Fire Drills

Fire drills are held regularly to prepare for possible emergency situations. When the alarm is sounded, everyone must evacuate the building in an orderly fashion by the exit indicated for that area. Everyone will meet in the East parking lot. Teacher will hold up 'green' card if all students are accounted for, 'red' card if a student is missing. If a fire occurs during lunch, between classes or 5th hour, everyone is to exit the building and report to their Homeroom teacher in the East parking lot. During rainy, snowy or extremely cold weather, instructions may be given to wait for the all clear signal in one of the other school buildings. No one should re-enter an evacuated building until the "all clear" signal is given.

Food in the Building

Food may be eaten in the lunch room and in the front commons area. Food and drink should not be taken into any classroom or the gym (except on game day when concessions are sold). *Students will not be allowed to possess or consume Energy Drinks at school. This includes before and after school and during lunch.* In the commons area, please pickup after yourself. In case of a spill, please inform the custodian.

Gym Shoes

In an attempt to preserve the quality of the playing surface, only shoes dedicated for indoor practice will be allowed on the gym floor. Stocking feet are allowed.

Lettering

Baseball: play in 50% of the innings or take 50% of the at-bats as the player with the most innings or at-bats.

Cross Country: Participate in 50% of the meets and qualify for state.

Volleyball: 50% of the games/matches of the player with the most games/matches or appear in all post-season games.

Basketball: play in 50% of the quarters of the player with the most quarters played or appear in all post-season games.

Cheerleaders: Cheer the whole season.

Golf: Participate in 50% of the meets and be a member of the region travel team or break 100.

Track: participate in 50% of the meets and qualify for state.

Although not sports, our Region and the UHSAA sponsor competitive events in music and drama. Music / Drama: qualify for and participate in the state competition.

Under extenuating circumstances, coaches may deviate from these guidelines.

A student who quits the team or who does not finish the season for academic or disciplinary reasons cannot letter. Students who do not finish playing the season due to injury are eligible to Letter.

Lettermen Jackets

Students may buy jackets at any time in their high school career but will not receive a letter until it is earned. Jackets must be red with white or black sleeves and may be any combination of cloth and leather. Mr. S in Vernal and Wyoming Embroidery in Green River are the authorized dealers.

Lockers

You will be assigned a locker at the beginning of the year to keep your books and coats and other essential items in during the year. Please keep them clean and orderly at all times. You will be required to pay for any damage to the locker that is caused by you during the year. Your locker should not be jammed to prevent the locking mechanism from working. The school will not accept any responsibility for clothing, money, etc. stolen from lockers. For your personal safety, do not give out your locker combination to anyone. Since the locker is actually school property that is loaned to you for school use, it may be inspected

at any time by the administration. You may or may not be asked to be present at the time of an inspection. If searched, weapons, illegal substances and/or stolen property may be seized. Pornography, pictures or symbols of illegal substances or practices or other objectionable materials will be censured.

Lunch

You may bring a sack lunch with you or purchase a prepared lunch from the kitchen. Milk can be purchased as a separate item if desired. A count is taken each morning of those students wishing to purchase lunch. Please don't say you're going to eat and then not eat. It is really difficult for the cooks to plan on the amount of food to prepare if the lunch count is not accurate. It also costs the district money; we don't have money to throw down the drain (in the form of food that was prepared and then not paid for).

Medication

If it becomes necessary for a student to take any form of medication at school, a signed note from your physician/parents must be given to the school office. A plan for dispensing the medication will be made with the school nurse. All medications brought to school must be in the original labeled container. Medication, including any form of headache medicine, may not be shared with another student. Students suffering with Asthma may carry an inhaler on their person and Diabetics may carry insulin provided parents give the school notice of the medical need.

Mustang Munchies

Munchies are available during regular store hours. Food should be consumed only in the commons area. Garbage cans are available for trash. Excessive litter will cause the store to close.

Parent/Guardian-Teacher Conferences

Four evenings for parent/guardian conferences (**2 in Manila and 2 in Dutch John**) will be scheduled each year. These conferences are intended to give your parents/guardians an opportunity to meet face-to-face with your teachers to discuss your progress. Students may attend these conferences with their parents/guardians.

Permanent Records

Student records are confidential and cannot be looked at by anyone other than the student, parents/guardians, and school personnel who are involved with your school program.

Release Time Seminary

If you so desire, you can be released for one period each day for religious instruction. No high school credit toward graduation is given for these classes. Students who sluff Seminary abuse the intent of release time. This privilege can be revoked.

Internet Policy

Daggett School District offers Internet access for student use. Students and parents are given a copy of the Student Internet Policy during registration and are required to read and sign the policy and return the Student Account Agreement to the school to be filed with the System Administrator. Failure to comply may result in restrictions or termination of internet privileges.

Textbooks

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for. All monies collected are recorded and put into the proper fund. If a lost textbook is found, money paid (less damages, if any) will be refunded. You will have to pay a \$30 textbook/security deposit at the beginning of the first year of attendance at MHS. This covers possible book/locker damages or other charges incurred. If there are any charges, loss or damages deducted from your deposit, you will be required to replenish the account to maintain a \$30 balance. When you leave or graduate, any unused deposit will be returned.

Laptop Policy

Every student at Manila High School will be provided a laptop to use during school. Laptops must be carried in the provided carrying cases at all times. If a laptop is damaged, students/parents may be charged. Students are responsible for plugging in their laptops to charge every day after school. Laptops may not be taken home.

- For significant laptop damage: students will be given one warning, second time \$100 fine, third time \$200 fine, third time and any other time \$300. This fine schedule will be for the entire time the student is at Manila High School 7th – 12th grades.

Visitors

All visitors, including parents, should check in at the office. The only visitors allowed to attend classes with a student will be parents/guardians. The principal has the right to refuse permission for this request. Visitors are subject to school rules while attending classes; those who disrupt the orderly educational process will be removed from the school. Former students who wish to visit teachers

and friends should do so outside of school hours. No student visitors allowed on school property during regular school hours.

Graduation Requirements: SY2019-2020

Classes	# of Credits	Explanation
ENGLISH	4.0	(English 9, 10, 11, and 12 or; USU 1010 or 2010, OSS)
SCIENCE	3.0	(Any two of: Earth Systems, Chemistry, Physics, Biology. Plus any other one of the above or any other science) eg. Food, Plant or Animal Science)
MATH	3.0	(Any two of: Math I (9), Math II (10), Math III (11); <u>Trig/Pre Calc</u> , OSS, USU 1010, 1050, 1210, or 1220. Plus one of the above and/or Medical Math, Accounting)
SOCIAL STUDIES: <ul style="list-style-type: none"> • World Geography (0.5) • World Civilization (0.5) • US History (1.0) • US Government (0.5) • LEA Discretion (0.5) 	3.0	
PE: <ul style="list-style-type: none"> • Skills (0.5) • Fitness (0.5) • Electives (0.5) 	1.5	(Team participation, contracts, other)
HEALTH	0.5	
ARTS	1.5	(Drama, Music, Art, Painting, Dance, USU THEA 1010, USU CA 1330)
DIGITAL STUDIES	0.5	
APPLIED TECH	1.0	(Any Business, Agriculture, Home Ec. Class)
ADULT ROLES/ FINANCIAL LITERACY	1.0	
ELECTIVES	5.0	

TOTAL:	24.0	(Any credits in a category more than the required: (e.g. a fourth credit of science would go toward fulfilling electives), Drivers Ed*, Foreign Language, Teacher Aide, Internship, Work-based Learning. etc.)
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GRADING POLICY

This grading policy has its philosophical basis in encouraging students to do quality work on time. This policy also recognizes that frequent feedback of academic progress enhances that progress.

Teacher Professional Responsibility

Teachers are required to give students feedback about their academic progress in the form of graded assignments.

- Grading is a professional activity and as such, teachers will be given a great deal of latitude in the grading process.
- Each teacher shall develop a fair grading plan for each class he/she instructs and disclose that plan to students and parents. The grading plan should include criteria for assignments, late policy, etc. The grading plan shall be posted in the classroom
- Grades shall be given for school work done by students and should reflect the quality of the work done. Grades may be given for assignments such as homework, quizzes, participation, chapter tests, unit tests, projects, essays, research papers, portfolios, speeches, performances, etc.
- No student shall fail a course for missing or failing one assignment.
- Grading may not be used as a form of punishment.

Grading Scale

Although teachers are allowed great professional discretion for grading, they will award letter grades based on the following percentage scale (rounding will be used) shown with the GPA equivalents:

A	=	93-100%	4.00
A-	=	90-92	3.67
B+	=	87-89	3.33
B	=	83-86	3.00
B-	=	80-82	2.67
C+	=	77-79	2.33
C	=	73-76	2.00
C-	=	70-72	1.67

D+	=	67-69	1.33
D	=	63-66	1.00
D-	=	60-62	0.67
F	=	0-59	0.00
I	=	Incomplete	Treated as an F until made-up.
P	=	Pass	NA

Missed Assignments for Excused Absence

Assignments missed due to excused absence (See the definition of Excused Absence in the Attendance Policy) can be exempt or made-up. The teacher determines whether an assignment can be exempt or needs to be made-up. For make-up work, students have the length of the absence plus one day to hand in work, to a maximum of three days. Some examples will help clarify the appropriate application of the exempt/make-up rule.

- Participants in extra-curricular activities absent from school for an official event may be “exempt” from an in-class quiz. The assignment was in-class and pertinent only to the moment. The teacher may determine that the extra-curricular activity participants are not to be given “0” nor required to take the quiz at a later date.
- A student is sick and is absent from school for a day. He/she has two school days (1+1) to turn in missing assignments. After this grace period, assignments will be considered late and subject to whatever late policy the teacher involved uses.

Students absent from class for one day because of extra-curricular travel will be required to turn in homework and not-exempted assignments when they are normally due, provided that the student knew the due date before leaving for the activity. When the school is involved in long-term activities such as state tournaments, participating students will be required to do homework. For those extended activities, students will have 2 school days to hand in work upon their arrival back to school after the activity.

Grading and accountability for assignments for students requiring long-term excused absence (more than 10 days) for medical reasons is handled under the rules for Homebound Students. Arrangements shall be made with the principal on an individual basis.

Missed Assignments for Unexcused Absence

On days of unexcused absence, missed daily assignments such as homework and quizzes may be graded as “0.” Other assignments should be treated as late and

subject to the late policy of the teacher(s) involved.

No Zeros/Missing Assignment Policy (6th Hour Intervention)

Students are assigned to a teacher for **one week** for the duration of 6th hour, due to:

- A zero-scored or missing assignment
- Any grade lower than a D+
- Lagging in Edgenuity (in the red; these students will be referred to the IVC)

Each week students will be assigned to a teacher based on the low achievement report, Edgenuity progress, and the zeroes/missing scores report. Students then have the duration of the week to get caught up in the assigned class, and earn their way to one of the approved 6th hour choices for the next week (gym, board games, extended lunch, etc).

Classes will be kept small for the 6th hour intervention so that teachers can provide each student with the missing work from their class and more intensive instruction, if needed. Once students have completed their missing work, they must remain in the class until the end of the week. Each week, students are re-assigned to a new teacher if they fail to turn in all of their assignments, or qualify due to low grades.

Scenarios:

Q: If a student finishes all missing work early, can they rejoin their peers for 6th hour in a desired activity?

A: No. A student who finishes their missing work early/brings their grade up must still remain in their assigned 6th hour class for the duration of the week. Students can read, or get caught up on homework/Edgenuity until the week is up. In some cases, if a student is struggling in more than one class, the 6th hour teacher may bring the student to the next class that they need to work on, but the student must be written on the new 6th hour teacher's roster, and the student must then report to that teacher for the duration of the week.

Q: Can students take a long lunch during 6th hour if they have not been assigned to a class?

A: Yes, students who haven't been referred can take an extended lunch.

Q: What if an assignment can't be made up, will the student with the zero have to report to that class each week?

A: In the case of assignments that absolutely cannot be made up, put a score of **0.1** in the SIS gradebook so that student will not show up on the zeroes/missing assignment report. Again, the student may be referred to that class anyway due to low grades, so keep that in mind. Another option is to create an alternative assignment for students to turn in (and earn points!).

Cheating

Cheating is defined as attempting to gain credit for any assignment turned in that is supposed to be your own work and is not. There are many ways to cheat- this document will not attempt to describe them. When cheating is detected, "tainted" assignments are given "0." (Repeat offenders may also receive other penalties as a discipline issue).

Reporting Grades to Parents/Guardians

One progress report and one final report shall be issued each quarter. These reports will be mailed to parents/guardians shortly after the close of each reporting period which shall last between 18 to 22 school days. Specific dates for the reporting periods will be announced in the school/district calendar.

Parents/Guardians and students have continuous access to grades via the Web-based Gradebook. Specific instructions about how to access the web and passwords will be available to parents by contacting the school office.

Grades for Edgenuity classes will be given every quarter in most cases. Edgenuity grades do not show up on the Report Card/Progress Report however, they are on the student transcript and do affect GPA and eligibility. Students will have until the Monday following the end of the quarter before E2020 grades are finalized. If students are on track their grade will be established by their overall grade. If they are behind, they will be assigned

the actual grade, which would be their grade if 0's were dropped in on all uncompleted assignments. Students and parents will be required to sign an "Edgenuity Contract" before courses will be assigned.

Credit for Completion of Courses

Credits will be awarded when the quarter final report is issued. Each high school course completed with a passing grade will be awarded .25 credit; USU concurrent enrollment classes receive 1.0 credit.

Grades to be Used to Determine Extra-Curricular Activity Eligibility

In accordance with the Utah High School Athletic Association handbook and District policy, grades will be used to determine eligibility for participation in extra-curricular activities. The specific grade requirements are detailed in the Eligibility Policy. The eligibility check will be conducted every Monday morning with any sanctions being implemented thereafter.

Incompletes

An "Incomplete" grade may be awarded to students who have incomplete assignments due to exceptional circumstances such as major illness or an Individual Education Plan (IEP) which allows additional time for completion. An Incomplete must have the Principal's prior approval. Only those students awarded an Incomplete may hand in missing assignments after the close of a semester. An incomplete is considered an "F" and adversely affects eligibility until it is made up.

Replacement of Failing Grades

Students who fail a class and then repeat the class will have the original "F" removed and the grade will be replaced with the new earned credit. The replacement grade will be calculated in the GPA.

Replacement of Not-Failing Grades

Students may choose to replace a not-failing grade by repeating a class. That repeated class may not earn double credit. For example, taking US History twice cannot earn 2 credits of social studies. An exception can be granted for Mathematics; for example, a student who takes Math I in junior high and again in high school.

ACADEMIC POLICY

ACT Testing

Many colleges, universities and other schools beyond high school require that you take the ACT before admittance to their school. This test will be given several times in Manila each year, but you have to register and pay in advance to take it. Students are encouraged to take a practice test in the Junior year in preparation for the real test in the Senior year. In order to assist students in their preparation for this important test, an ACT Prep class will be required for all Juniors to take for one semester.

Class Schedule Changes

You should pick up the Schedule Change form from the School Counselor, contact the teachers for the classes involved, obtain their signatures, parent approval and the approval of the counselor. Changes should be made only to better help you meet the goals of your PCCR (Plan for College and Career Readiness). In normal circumstances, changes will only be allowed during the first **week** of a **quarter**. **While we have changed to a “Quarter” reporting system, class changes will only be allowed at the end of a semester unless approved by administration.**

Honor Roll

Students earning high GPAs will be given recognition: a 3.50 to 3.74 GPA for Honors recognition and 3.75 to 4.0 GPA for High Honors. Students must be full-time enrolled to be eligible for this recognition.

Full-time Enrollment

Students must be enrolled in five (5) classes per **quarter** to obtain full-time status. Seminary, work release, aide, and other non-academic classes may be used to fulfill this requirement. Less than a full schedule of classes is a privilege normally reserved for seniors.

Plan for College and Career Readiness - PCCR

The State of Utah requires that all students meet with school officials to plan a course of study that will help students prepare for a career. This is accomplished

in part during the registration process. Through the Comprehensive Guidance Program, students receive additional advice about course selection, university, college, and technical school requirements, and opportunities for career exploration. All this counseling is designed to help you make wise decisions as you take responsibility for your own education.

Concurrent Enrollment

Students who are well prepared, demonstrate good study skills, and desire to accelerate their learning may choose to take university classes normally in the Senior year. Because college course work is more rigorous than high school course work, students may need to meet minimum participation requirements as set by the college. USU requires a cumulative GPA of 3.0 to participate in concurrent enrollment classes. **Students are responsible for any charges/fees associated with taking concurrent classes.**

Scholarship Information

Students interested in applying for specific scholarships should contact Mr. Schell, Mrs. Clegg, Mrs. Southwick or visit www.myuen.org/63366 for more information.

Transfer Credit

Students transferring from other schools will have their transcripts evaluated and be given face-value credit for subjects completed.

Students taking classes from other accredited institutions will be given face-value credit as indicated on the official transcript of the transfer institution.

ACTIVITIES POLICY

Scheduling of Student Activities

All activities (such as dances, class parties, club activities, assemblies, etc.) must be scheduled through the Student Council and Principal well in advance of the desired date.

Clubs

Applications and the rules associated with establishing a club may be obtained from the principal/vice-principal.

Dances

All school rules, including the dress code, apply to dances. Theme dances are an exception. In addition to school rules, the following rules apply:

1. Once you are in, you are in; once you leave, you are out.
2. You cannot bring an open drink into the dance.
3. Sexually provocative or violent dance styles are not appropriate.

Junior/Senior Prom

The Junior/Senior Prom is a semi-formal event for all who attend (The dress code will be enforced throughout the evening.). The class royalty is chosen by the vote of the members of the class. The class officers/prom committee meets with their class advisor to plan a theme event with music, decorations, and floorshow. The female royalty receive crowns and flowers and the males, cash of value similar to the crowns.

Homecoming

The Homecoming Royalty-King and Queen, 1st and 2nd attendants, are selected from the senior high by vote. All members of the student body and faculty are eligible to vote. A tie is broken by the vote of the principal. The female royalty receive crowns and flowers and the males, cash of value similar to the crowns.

STUDENT OFFICERS

General Officers

Each spring, four general officers may be selected: President, Vice President, Secretary, and Treasurer by election.

Eligibility

Students must be currently enrolled as high school students (grade 9-11), be eligible and have a cumulative GPA of at least 3.0. The student body president should be a senior and cannot be the president of any other student organization.

Duties and Responsibilities

President

- Chairs the Student Executive Committee and Student Council
- Takes the lead in planning and organizing all student council sponsored events
- Sits on the school Community Council

Vice President

- Member of the Student Executive Committee
- Assists the President in planning and coordinating all student activities
- In the absence of the President, is the Acting President

Secretary

- Records the minutes of all meeting and does follow-up to see that they are carried out

Treasurer

- Works with the school secretary managing student body funds
- Fulfills any duties outlined by the other officers

Candidacy

Students declare their candidacy for office by submitting the appropriate form with the necessary signatures to the current student body President. Members of the current student body may sign the candidacy form. The candidacy window is open from Monday through Thursday of the first full week of May.

Nomination Assembly

On Thursday of the Candidacy week, a Nomination Assembly will be held chaired by the current student body President. Candidates for office should choose another member of the student body to nominate them. All nomination and acceptance speeches should be limited to two minutes **and be approved by the Principal.**

Campaigns

Students may begin campaigning the Monday following the Nomination Assembly. Posters and simple hand-outs must be positive; campaigns should take a “vote for me” approach. Campaigns should not be overly elaborate or expensive.

Primary Election

If more than two students run for any office, a Primary Election will take place on the **Tuesday** of Campaign Week. Ballots for the Primary Election are prepared by the school secretary.

General Election

The survivors of the Primary Election and the other non-Primary candidates continue in the General Election which takes place on the Thursday of Campaign Week.

Voting

Voting begins in the morning and closes at the end of the lunch period on each of the election days. All students (grades 7-12) and staff are eligible to vote. A tie shall be broken by the Principal. Voters may cast absentee votes before the close of voting on the respective days. The school secretary shall account for the list of voters. The votes are counted by two or more disinterested persons. The candidates with a simple majority of votes are declared winners. In the case of a single candidate running for a particular office, that candidate wins by acclamation.

Term of Office

Officers begin their term of office unofficially on the day after their election preparing and planning for the upcoming school year. Elected officers are officially sworn into office on the first day of school in August at a General Assembly of the student body.

Officers who do not take office, or are removed from office are replaced in the following manner:

1. Should the elected President not take office, the elected Vice President shall be the Acting President.
2. Should the elected Vice President, Secretary, or appointed Historian not take office, the elected officers, in counsel with the Principal, may appoint a replacement choosing from: 1) the losing candidate of that office from the General Election, 2) other losing candidates from other offices, or 3) the student body at large. Student body officers are subject to the academic and behavior policies of the school.

Class Officers

Class officers must maintain a 3.0 GPA (if there are no candidates with a GPA above a 3.0, the GPA requirement may be dropped to a 2.5) and be nominated by classmates and the class advisor. A Class President, Vice President, and Secretary for the incoming grades 7-12 will be chosen during the week after the

General Election. Class Presidents sit on the Student Council. Class officers work as a team to organize class events and class participation in service projects, color days, homecoming, etc.

CTSO Officers

Officers of the FFA and FBLA are chosen according to the constitution of their respective State organizations.

The Student Executive Council

The President, Vice President, Secretary and Treasurer work closely with the Student Council Advisor to plan and coordinate all student related activities, e.g. dances, Homecoming, pep assemblies, color days, etc. They should meet with their advisor on a regular basis.

The Student Council

The Student Council consists of the Student Executive Committee, Student Yearbook Editor, CTSO Presidents, and Class Presidents. They act together to extend the work of the Executive Committee in planning and coordinating student sponsored activities.

DAGGETT SCHOOL DISTRICT MISSION STATEMENT

The mission of Daggett School District is to provide comprehensive success-oriented learning opportunities for young people in our schools. These opportunities must be designed to develop the person's potential in areas of academic ability, vocational awareness, cultural appreciation, physical well-being, social and emotional development, and community involvement.

District Goals

Goal #1: Reading

Reading is the foundation of all education. Therefore, we endeavor to teach all students to read at or above grade level.

Goal #2: Mathematics

Mathematics is a foundational subject embedded in all aspects of our lives.

Therefore, we endeavor to teach all students to be proficient in mathematics at or above grade level.

Goal #3: Technology

Technology is an important part of modern living. Students will be given the opportunity to graduate as competent users of appropriate and current tools and applications in subjects including STEM, CTE, Liberal and Fine Arts, etc.

Goal #4: Tolerance with Respect

All children have a need to belong. Core values of concern and respect for others will be integrated into daily classroom life.

Goal #5: Community Service

Each student is part of a larger community. Students will have the opportunity to participate in service projects that promote personal pride and a sense of community.

MHS Mission Statement

The mission of Manila High School is to empower each student to become a caring, competent and contributing citizen with values, skills, and knowledge that will create a vision for lifelong success in an integrated, diverse, and changing world.

Belief Statements

1. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
2. Teachers, administrators, parents, and the community share the responsibility for advancing the school's mission.
3. Student learning in a safe environment is the chief priority of the school.
4. Student achievement is enhanced through positive relationships with caring individuals including peers, staff, family, and community.
5. Teachers committed to continuous improvement incorporate a variety of learning activities and assessments to accommodate differences in student learning styles.
6. Students demonstrate understanding of essential knowledge and skills by actively solving problems and producing quality work.
7. All education should lead to productive citizenship.
8. The ultimate outcome of secondary education is students who are confident, self-directed, life-long learners.

Motto

Grab the reins! Prepare for the ride –your life.

School Song

Dear old school, today we greet you,
Dear old school, today we're with you,
Loyal Hearts are yours forever,
As each day goes by, Rah! Rah! Rah!
Through the years, the smiles and tears,
Our loyalty you'll see
We'll all be true blue
Always to you school,
Dear old M.H.S. Rah! Rah! Rah!

Desired Results for Student Learning (DRSLs)

Communication

Effective listener

Read and comprehend written material

Write effectively

Present effectively

Essential Knowledge

Mastery of essential knowledge in core courses

Use theoretical and practical math knowledge to solve problems

Use the scientific method to solve problems

Find information using a variety of research tools

Career exploration and preparation

Citizenship

Respect self, others, property and country

Collaboration–be able to work in a group

Understand the value of and participate in service

Accepts responsibility for his/her learning
Students participate in the active life of the school

Why School?

The primary reason for school is to help you acquire the skills and the knowledge that will help you be successful after high school regardless of whether you plan to work, enter the military or attend college. School doesn't need to be painful in order to be effective, but it does require some effort on your part in order for you to get what you need. There's no magic formula that has the teachers doing their "thing" in the classroom and you magically getting an education. You are the person who will make your education worthwhile. In order to prepare for your future, you must spend some time and energy both in and out of school in order to maximize your options and preparation.

FACULTY AND STAFF

Administrative Team

Principal	Mrs. Camille Clegg
Vice Principal	Mr. William Schell
Counselor	Mrs. Stephanie Southwick
Athletic Director	Mr. Michael Hughes
Office Manager	Mrs. Missy Butler

Faculty

Mrs. Camille Clegg	Special Education
Mr. Christijan Draper	Drama
Mrs. Valorie Draper	Science, Health, PE
Mr. Guy Gonder	Math, Drivers Ed, Science
Mr. Michael Hughes	Social Studies, PE
Mrs. Shay Mosley	English, Yearbook
Mr. Chris Neilson	Technology
Mrs. Toni Pendleton	Business, Marketing
Mrs. Carol Raymond	Spanish, World Geography
Mrs. Heather Robinson	Language Arts, Math

Mr. William Schell Ag Science & Technology
Mrs. Stephanie Southwick Art

Staff

Mrs. Julie Rasmussen Custodian
Mrs. Lindsey Byrne Food Services Manager
Mrs. Nella Rae Lamb Librarian, IVC, Edgenuity
Mrs. Devon Slaugh SPED Intern
Ms. Kate Crawford Intervention Specialist
Ms. Kathryn O'Conner PBIS

Coaches

Baseball Greg Butler
Basketball, Boys Mike Hughes
Basketball, Girls Toni Pendleton
Basketball, JH Boys
Basketball, JH Girls Woody Bair
Cross Country Gretchen Northcott
Golf Jay Schofield
Volleyball Camille Clegg
Volleyball, JH Devon Slaugh
Track Gretchen Northcott
Track, JH Mike Hughes

Advisors

Student Council: Mrs. Clegg / Mrs. Pendleton
Senior Class: Mr. Schell / Mrs. Southwick
Junior Class: Mrs. Mosley
Sophomore Class: Mrs. Pendleton
Freshman Class: Mr. Hughes
8th Grade: Mr. Gonder / Mrs. Robinson
7th Grade: Mrs. Draper / Mrs. Slaugh

FFA: Mr. Schell
FBLA: Mrs. Pendleton
Cheerleaders: Mrs. Mosley

Addresses & Telephone Numbers

Daggett School District
196 West 200 North
P.O. Box 249
Manila, Utah 84046
435-784-3174

Manila Elementary
125 West 200 North
P.O. Box 249
Manila, Utah 84046
435-784-3174 Ext. 300

Manila High School
160 West 200 North
P.O. Box 249
Manila, Utah 84046
435-784-3174 Ext. 200

F.G. Elementary
135 5th Avenue
P.O. Box 187
Dutch John, UT 84023
435-885-3112

STUDENTBODY OFFICERS

Student Council Executive

President: Saige Walters
Vice President: Brody Schofield
Secretary: Cody Muir
Treasurer: Morgan Bambrough

7th Grade Officers

President: Sadie Davis
Vice President: Kallie Bair
Secretary: Braxton Slaugh

8th Grade Officers

President: Kate Bambrough
Vice President: Haven Hinkhouse
Secretary: Shanelle Kelsch

9th Grade Officers

President: Kyler Hughes
Vice President: Tuck Davis
Secretary: Zane Thomas

10th Grade Officers

President: Jay Carroll
Vice President: Destiny Heath
Secretary: Brendon Rasmussen

11th Grade Officers

President: Malek McFetridge
Vice President: Olivia Clegg
Secretary: Jayden Guymon

12th Grade Officers

President: Kolbi Wilkins
Vice President: Jordan Lucio
Secretary: Tanner Anderson
Co-Historians: Carsten Hughes and Garrett Slaugh

FBLA Officers

President: Shaylee Terry
Vice President: Kaytlin Mosley
Secretary: Saige Walters
Treasurer: Olivia Clegg
Parliamentarian: Jayden Guymon
Reporter: Brody Schofield

FFA Officers

President: Tanner Anderson
Vice President: Shaylee Terry
Secretary: Saige Walters
Treasurer: Carsten Hughes
Reporter: Jaycee Olsen
Sentinel: Garrett Slaugh
Parliamentarian: Andrew Collett
Historian: Cody Muir

AWARENESS DISCLOSURE

We acknowledge the receipt of the Manila High School Student Handbook **and the District Safe Schools Policy** and are aware that we are subject to the rules, policies and practices explained herein. To access the MHS Handbook online, go to www.dsdf.org on the Manila High School homepage.

Student

Date

Parent or Guardian

Date