

# LAKE MOUNTAIN MIDDLE SCHOOL

STUDENT HANDBOOK  
2024-25



Ms. Price  
Principal



Mr. Robinson  
Assistant Principal



Mr. Felix  
Assistant Principal



Mrs. Twitchell  
Assistant Principal

**“Inspiring and Empowering Student Excellence”**



# Lake Mountain Middle School 2023-24 Bell Schedules



<b>Monday, Tuesday, Thursday, Friday Shield Time Schedule – 1<sup>st</sup> Lunch</b>			
A1/B5 + Announcements	8:15	9:35	80 min.
A2/B6	9:40	10:55	75 min.
Shield Time	11:00	11:35	35 min.
Lunch	11:35	12:05	30 min.
A3/B7	12:10	1:25	75 min.
A4/B8	1:30	2:45	75 min.

<b>Monday, Tuesday, Thursday, Friday Shield Time Schedule – 2<sup>nd</sup> Lunch</b>			
A1/B5 + Announcements	8:15	9:35	80 min.
A2/B6	9:40	10:55	75 min.
Shield Time	11:00	11:35	35 min.
A3/B7	11:40	12:55	75 min.
Lunch	12:55	1:25	30 min.
A4/B8	1:30	2:45	75 min.

<b>Wednesday Early Out Early-Out Schedule – 1<sup>st</sup> Lunch</b>			
A1/B5 + Announcements	8:15	9:30	75 min.
A2/B6	9:35	10:45	70 min.
Lunch	10:45	11:15	30 min.
A3/B7	11:20	12:30	70 min.
A4/B8	12:35	1:45	70 min.

<b>Wednesday Early Out Early-Out Schedule – 2<sup>nd</sup> Lunch</b>			
A1/B5 + Announcements	8:15	9:30	75 min.
A2/B6	9:35	10:45	70 min.
A3/B7	10:50	12:00	70 min.
Lunch	12:00	12:30	30 min.
A4/B8	12:35	1:45	70 min.

<b>Monday, Tuesday, Thursday, Friday No Shield Time Schedule – 1<sup>st</sup> Lunch</b>			
A1/B5 + Announcements	8:15	9:45	90 min.
A2/B6	9:50	11:15	85 min.
Lunch	11:15	11:45	30 min.
A3/B7	11:50	1:15	85 min.
A4/B8	1:20	2:45	85 min.

<b>Monday, Tuesday, Thursday, Friday No Shield Time Schedule – 2<sup>nd</sup> Lunch</b>			
A1/B5 + Announcements	8:15	9:45	90 min.
A2/B6	9:50	11:15	85 min.
A3/B7	11:20	12:45	85 min.
Lunch	12:45	1:15	30 min.
A4/B8	1:20	2:45	85 min.

<b>Minimal Day Schedule</b>			
A1/B5 + Announcements	8:15	9:00	45 min.
A2/B6	9:05	9:50	45 min.
A3/B7	9:55	10:40	45 min.
A4/B8	10:45	11:30	45 min.
Lunch	11:30	12:00	30 min.



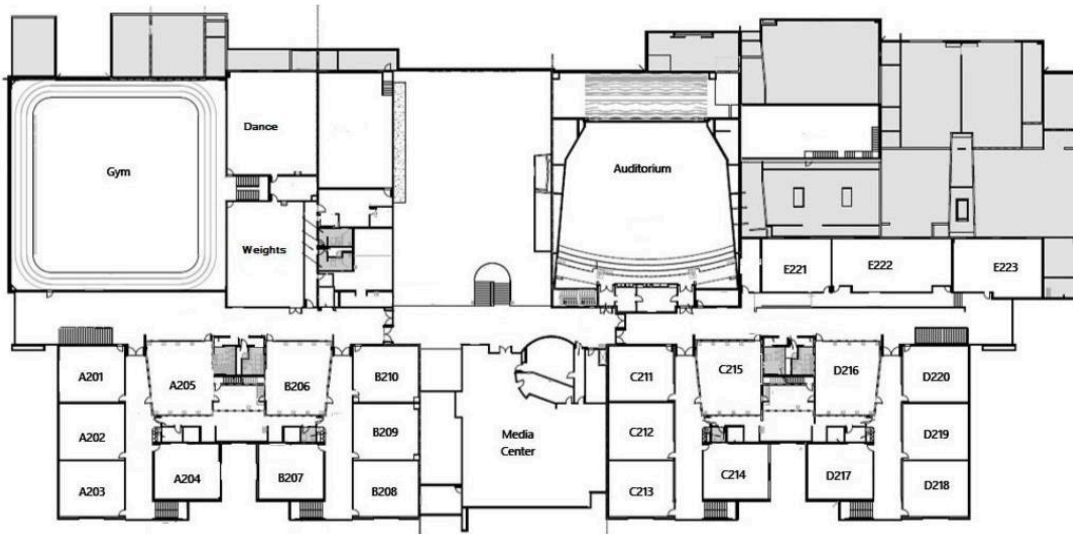


# LAKE MOUNTAIN MAP



Main Entry

MAIN LEVEL



SECOND LEVEL

**Front Office:** (801) 610-8780

**Counseling:** (801) 610-8781

**Website:**

<http://lakemountain.alpineschools.org>

**School Hours:**

M, T, Th, Fri: 8:15-2:45

Wed 8:15 - 1:45

**Office Hours:** 7:30-4:00

**Approximate Enrollment:** 1430 students

**School Mascot:** Warriors

**School Colors:** Blue, Orange, and Silver

**Administration/Secretary/Counseling Directory**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Email</u></b>
Michelle Price	Principal	<a href="mailto:michelleprice@alpinedistrict.org">michelleprice@alpinedistrict.org</a>
Mike Felix	Asst Principal (O-Z)	<a href="mailto:mjfelix@alpinedistrict.org">mjfelix@alpinedistrict.org</a>
Lisa Twitchell	Asst Principal (A-F)	<a href="mailto:lisatwitchell@alpinedistrict.org">lisatwitchell@alpinedistrict.org</a>
Brian Robinson	Asst Principal (G-N)	<a href="mailto:brobinson@alpinedistrict.org">brobinson@alpinedistrict.org</a>
Leslie McCleery	Attendance	<a href="mailto:lmccleery@alpinedistrict.org">lmccleery@alpinedistrict.org</a>
	Secretary	
Sara Denton	Administrative	<a href="mailto:saradenton@alpinedistrict.org">saradenton@alpinedistrict.org</a>
	Secretary	
Jodi Dougal	Financial	<a href="mailto:jodidougal@alpinedistrict.org">jodidougal@alpinedistrict.org</a>
	Secretary	
Sara Osthed	Office Secretary	<a href="mailto:saraosthed@alpinedistrict.org">saraosthed@alpinedistrict.org</a>
Charmaine Engelbrecht	Office Secretary	<a href="mailto:charmaineengelbrecht@alpinedistrict.org">charmaineengelbrecht@alpinedistrict.org</a>
Mireille Stuebner	Registrar	<a href="mailto:mvauchner@alpinedistrict.org">mvauchner@alpinedistrict.org</a>
Kailee Kartchner	Counselor (Dr-K)	<a href="mailto:kaileekartchner@alpinedistrict.org">kaileekartchner@alpinedistrict.org</a>
Marci Taylor	Counselor (Ro-Z)	<a href="mailto:marcitaylor@alpinedistrict.org">marcitaylor@alpinedistrict.org</a>
Brooke Roden	Counselor (L-Ri)	<a href="mailto:broden@alpinedistrict.org">broden@alpinedistrict.org</a>
Tom Wiltbank	Counselor (A-Do)	<a href="mailto:twiltbank@alpinedistrict.org">twiltbank@alpinedistrict.org</a>

## **Important Dates**

August 5	Schedules up on Skyward
August 12: 3-6:30 pm	Back to School Night
August 14: 8:15-11:55 pm	7th Grade Day (Buses are running)
August 15: 8:15-2:45 pm	First day of school (All grades- A Day)
May 23	Last day of school

## **Holidays/No School Dates**

Sept 2	Labor Day
Oct. 6	Teacher Work Day
Oct. 17-18	Fall Break
Oct. 21	Teacher Professional Development
Nov. 27-29	Thanksgiving Break
Dec. 20	Minimal Day
Dec. 23-Jan. 3	Christmas Break
Jan. 20	Martin Luther King Day
Feb. 7	Teacher Work Day
Feb. 17	Presidents' Day
March 10	Teacher Work Day
March 31-April 4	Spring Break

## **Term End Dates**

1st Term	Oct 16
2nd Term	Dec 20
3rd Term	March 6
4th Term	May 23

## **Calendar**

The annual calendar with A/B schedule and holidays can be found [here](#)..

## **Information Access**

A. [Lake Mountain Website](#) - lakemountain.alpineschools.org The school Google calendar, student handbook, lunch, fees, course information, counseling information, and daily announcements are some of the resources available to you.

B. [Skyward](#) - Student grades, assignments, and attendance will be updated weekly and can be viewed through the Alpine School District website: From [www.alpineschools.org](#), at the top of the page click "Families", and then click "Skyward." If you need help with your password, please stop by the office.

C. [Voicemail](#) - If you would like to contact a teacher, you may call the school and leave a message in the teacher's voice mailbox. A teacher's extension is the same as their room number (see map).

D. [Teacher Websites/CANVAS](#) - If your teacher has a website, go to the LMMS website, click on "Faculty and Staff," and then click on the teacher's website address under their picture. Teachers' disclosures and other information are easy to access for your convenience.

E. [Email](#) - To find a teacher's email address, go to the LMMS website, click on "Faculty," and then select and click on the teacher's name you desire to email. Email is one of the best ways to communicate with your teacher.

## **Counseling**

### **Class Changes**



Class changes may be made for the following reasons:

1. A scheduling or computer error (i.e. too many 5<sup>th</sup> period classes, class not taught that hour, etc.)
2. A change requested by a teacher or principal to better serve student needs.
3. A situation in which conflict resolution efforts by student and parent(s) have been unresolved and parent, counselor, teacher, and administrators feel it is in the best interest of the student.
4. The change aligns with a students' CCR goals.
5. Changes may not be made for students to be with friends or for students to request a teacher preference.
6. A \$5.00 non-refundable fee will be assessed for class change requests made by the parent or student. This needs to be paid at the finance office.

### Counselors assist students

Counselors are here to assist you in making your junior high experience as beneficial as possible.

#### **With School**

Selecting classes  
Identifying talents  
Assessing interests  
Organizing your time

#### **With Relationships**

By listening  
Helping solve problems  
Teaching Communication Skills  
Conflict resolution

#### **With Life**

Dealing with stress  
Adapting to change

#### **With Career Planning**

Learning about careers  
Preparing for future jobs  
Matching careers to interests

#### **With High School and College Prep**

Graduation requirements  
College entrance exams  
Scholarship information

### Counselors can help set goals for good grades and/or remediation

1. Academic Tracking: Methods include teachers, counselors, and parents utilizing Skyward.
2. Deficiency Failing Notices ([District Policy 4091](#)): Teachers must notify parents at least 3 weeks before the end of the term if their son/daughter is in danger of failing any class, ("D+" grade or below. Notices may be sent by mail, by email, phone contact, or a conference).
3. Students may be allowed to make-up missed work within a reasonable time according to teacher policies.
4. College and Career Readiness Meetings: (CCR's) are held yearly with the counselor.

### **Attendance and Tardies**

We want you here. You are a valuable member of our community, and your attendance directly impacts your learning and success. If you do miss school, a parent/guardian must report absences to the attendance secretary before 10 a.m. on the day of the absence ([lmmsattendance@alpinedistrict.org](mailto:lmmsattendance@alpinedistrict.org) or call 801-610-8780). Your parent/guardian will be alerted with an automatic caller of any absence. Excessive absences and tardies will be reported to the office for follow up and intervention.

If a student leaves campus for any reason, a parent or emergency contact must check them out with a photo I.D. through the front office. Students that are not in the correct classroom or that leave campus without being checked out through the office (even with parent permission) will be marked truant and may be assigned lunch detentions to make up for the missed class time.

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

B. Excused Absence: Students who are excused by a parent or miss a class to participate in school-sponsored activities will be excused; however, work must be made up. Absences need to be excused within one week following the absence.

C. Check-outs: students need to be checked out and checked in by a parent/guardian or by an individual who has been recorded on the Emergency and Health Information section in Skyward. Failure to do this in advance could result in truancy. **For your safety, a parent will need to come into the office with a photo ID to check you out of school.**

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

E. Excessive absences/truancy: By law, students are required to be at school daily. Students with excessive or unexcused absences will be subject to administrative consequences including conferences, detention, etc.

F. Tardies: Students entering class late disrupt the instructional and learning process. For excessive tardies, students may receive detention or other consequences. If a tardy is the result of late dismissal, the student should get a written excuse from the teacher for admittance to the next class.

The following interventions will occur when students are tardy:

1<sup>st</sup>-3<sup>rd</sup> Tardy: Policy review/Warning

4<sup>th</sup> Tardy: Advocate contacts parent and administration

5<sup>th</sup> Tardy: Advocate assigns one Shield or lunch detention, parents notified

6<sup>th</sup> Tardy: Administrator assigns two Shield or lunch detentions, parents notified

7<sup>th</sup> Tardy: Contract sign with administrator

8<sup>th</sup> Tardy: Administrator assigns after school detention, sign contract (**remove contract part**)

9<sup>th</sup> Tardy: Additional intervention (schedule change, escort to class, loss of privileges, etc...)

10<sup>th</sup> Tardy: Administrator may assign In-School Suspension (ISS)

## **LMMS Attendance Remediation Procedure**

When a secondary aged student has the equivalent of five (5) or more days of unexcused absences; or the equivalent of 10 or more days of school absence (whether excused or unexcused) they may be identified as at-risk and having a chronic attendance problem.

Once a student is absent for 20+ periods, an attendance letter will be issued. At this juncture, students can expect any of the following interventions, with additional interventions if absences persist:

- Student Conference
- Parent Conference
- Tracking
- Attendance Contract
- Make Up Time

- Schedule Change
- Administrator Home Visit
- Truancy Mediation

## **Classroom Citizenship Policy**

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

O = Outstanding

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

The Citizenship grade is determined by the student's performance in two areas:

1. **Personal Behavior:** Everyone starts the quarter with an S in citizenship. You can earn an O by showing kindness and respect to your peers and teacher, going above and beyond what the teacher requests of you, helping others, etc. Citizenship deduction for misbehavior will be determined by the teacher and depends upon the nature of the infraction (disrupting class, being disrespectful, cheating, etc.).
2. **Attendance:**
  - a. **Tardies** - The school already issues consequences for excessive tardies; however, your teacher may deduct your citizenship if your tardiness negatively impacts the class or becomes problematic.
  - b. **Truancy (sluff)** - A student is truant when they are absent from class without the knowledge of a parent/guardian or LMMS faculty member. A student needs to be checked out and checked in by a parent/guardian. In addition to affecting your citizenship grade, truancy can result in detentions or other disciplinary action. Skipping class may result in zeroes for the assignments/tests missed.

### **Fee Payment Procedures**

Class fees are assessed to all students beginning in 7th grade based on the classes registered for by the students. Information about class fees is available on the [Alpine School District website 2024-25 Spend Plans](#).

Student class fees can be paid in the following ways. **Payments over the phone will not be accepted.**

1 - **Online** at [My School Fees](#) beginning on Monday, August 4th. You will need your student's Alpine School District ID # to create an account if you don't have one already.

2 - **In Person** at the finance office during regular business hours beginning August 4th Mon-Fri 8:00am - 3:00pm. Cash, check and credit/debit cards are accepted.

3 - **Fee Waiver** - **Applications must be submitted for each school year and can only be submitted to the finance office.**

Fee waiver forms are available on the [Alpine School District website Fee Waiver Application](#). The fee waiver form is also available at the front office and finance office. Please note that fee waiver applications are **not** applications for free/reduced lunch. To apply for free/reduced lunch please see the "Lunch Information" section.

### **Fee Waiver**

Completed fee waiver applications are due by **September 30, 2024**. If applications are received after this date, your application may be denied.



To qualify for a fee waiver, submit the completed application (2 pages) and the documentation that your student meets **ONE** of the following requirements: **(Incomplete applications will not be accepted and will be returned to the applicant for completion.)**

- 1 - Family receives TANF/FEP/SNAP
- 2 - Student receives Supplemental Security Income (SSI) (Qualified student with disabilities only)
- 3 - Student qualifies for McKinney-Vento
- 4 - Student is in Foster Care (under Utah or local government supervision)
- 5 - Student is in State Custody
- 6 - Student is eligible based on income verification

If you are applying for a waiver based on income (#6 above), then you will need to provide a copy of your most recent tax return or your three most recent pay stubs. Applications and documentation verifying eligibility will be reviewed by Lake Mountain Middle School administrators. After the information is reviewed, you will receive a letter stating the administrator's decision. Applications will not be accepted without required documentation. Once a decision is made, documentation verifying eligibility will be shredded and only the fee waiver application and decision letter will remain on file at the school. Submit completed applications to the finance office only. Contact the finance office at (801) 610-8779 with any questions.

Students who are approved for fee waivers are not required to pay waivable fees. Please note that if a student with an approved fee waiver voluntarily chooses to pay a waivable fee, then the payment will be treated as a donation to the applicable program or activity unless a refund is requested. Those with an approved or pending fee waiver are asked to contact the school finance office rather than paying fees online. Please contact the finance office at (801) 610-8779 with any questions.

## **Campus Guidelines and Conduct**

### Lunchroom

1. Lunch money can be put into student accounts in the lunchroom every morning before school or create your online account at [LINQ connect](#) to make online payments. Questions concerning the cafeteria should be directed to the lunch manager.
2. Each person is responsible for picking up his/her own trash.
3. All food, including food brought from home, should be eaten in the cafeteria.

The cost of secondary breakfast and lunch:

- Breakfast** (the federal government subsidizes one meal per day)
  - Student - \$1.25 (second meal \$3.00)
  - Adult - \$3.00
- Lunch** (the federal government subsidizes one meal per day)
  - Student - \$2.25 (second meal \$5.00)
  - Adult - \$5.00

### Selling Items at School

Students are not allowed to sell items at school that are not directly related to a school or district approved fundraiser.

### Closed Campus

1. Once students arrive at school, they may not leave until school is dismissed or unless properly checked out through the office.
2. **For safety reasons, parents will need to come into the office with a photo ID to pick up their students.**
3. When a student is officially checked out of school, they should check in with the front office

when they return to the school campus.

4. Parents may check out their own student(s), but not their student's friends.
5. Students may not leave campus without being properly checked out in the front office, even with parent permission. If students leave without checking out from the office they may be marked truant and assigned lunch detention.
6. Visitors (friends from other schools, cousins, etc.) are not allowed on campus without administrative permission.

### Cell Phones, Cameras or Other Electronic Devices

Alpine School District Policy No. 5250 states, "in some instances the possession and use of electronic communication devices may be appropriate; however, often these devices or objects have the effect of distracting, disrupting, and intimidating others in a school setting." Students may carry electronic communication devices (cell phones). However teachers reserve the right to create and manage classroom electronic device policies. "The use of an interfering device or electronic communication device to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty, will result in suspension."

**The following applies while you are on campus (in class, locker rooms, hallways, lunchroom, and at school assemblies).**

- Students WILL be allowed to use their cell phones before and after school, during lunch and passing times; however, cell phone use will not be allowed in locker rooms, restrooms, classrooms or during assemblies.
- Cell phones may be used under the direction of a teacher for an academic activity
- A teacher or administrator may confiscate the cell phone or electronic device of those who violate the rules and guidelines that have been established.
- If any electronic device is confiscated and brought to the office, the following steps can be taken but are left to administrative discretion according to the offense and the severity of use.
  - 1st Offense: Item returned to the student at the end of the day
  - 2nd Offense: Item returned to the student at the end of the day, parents notified
  - 3rd Offense: Item returned to parents, conference with administrator
- The school will not assume responsibility for theft, loss, or damage of a cell phone or any other electronic device. The school will also not assume responsibility for any unauthorized usage of a cell phone while it is on any Alpine School District property.

### Office Telephones

Office phones are available for students needing to call home. Students may obtain a pass from their teacher. One student is allowed at a time in the office to make a call. Parents needing to contact their students should do so through the main office. Students, please do not use your cell phone during school hours (except during lunch).

### Computer Use Policy

1. You will have access to the Internet. There is no charge for using the Internet service.
2. Students should not use computers to access or create materials that includes, but is not limited to, images and messages that are sexually explicit, violent or seek to demean or harass others.
3. The privilege of computer use at LMMS depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly.
4. Only those students whose parents have completed the Alpine School District Internet Use Policy (AUP) form will be allowed to access the Internet. Parents can find the AUP form on Skyward.
5. Cyber bullying of any kind (through computer or phones) will not be tolerated.

Dress Code [Alpine District policy 5152](#) states:

*“The Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and that exemplify personal cleanliness. Any personal appearance in either clothing style or personal grooming is prohibited if:*

*It tends to cause a material and substantial disruption of the educational process in the school. It would endanger the health, safety or welfare of either the student or others.*

*It does not conform to generally accepted community standards or it calls undue attention to the anatomical details of the individual.*

*It does not conform to the requirements of a special class or activity approved by the school principal which requires special dress or grooming and in which the student expects to participate.*

*It appears as an obvious attempt to challenge the intent and scope of the policy or the authority of the school in its reasonable interpretation and enforcement.”*

The intent of the school’s dress code is to foster a positive academic environment. In order to maintain an appropriate school setting, we ask that you follow the guidelines below:

Preferred Dress for all students:

- Shirts, shorts, pants, skirts, and dresses should have fabric that covers the front, back, and sides and is not made of sheer or see through material.
  - Cap sleeves are not required, however, tube tops are not allowed.
- Underwear should be covered at all times.
- Length of shorts and skirts should be closer to the knee than the hip.
- Clothing should be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Students should not wear pajamas, slippers, and/or blankets to school.
- Costumes should not be worn unless associated with a school or district sanctioned activity

Dress that is NOT allowed and will require a change of clothes:

- Clothing that depicts, advertises or advocates the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing that depicts pornography, nudity or sexual acts.
- Clothing that depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing that depicts gang identifiers (including bandana prints).
- Clothing that threatens the health or safety of any other student or staff.

**Administration has the right to make final decisions about dress code issues.**

### Skyward accounts and Report Cards

We encourage students and parents to check Skyward at least once/week. If you need help accessing your Skyward account, please contact your counselor. Parents and students can access grades any time. Finalized grades are posted on Skyward at the end of each term.

### **Immunizations/Medical Needs**

All students must have their **updated immunizations**, including the 7th grade Tdap and the 2nd Varicella & Meningococcal vaccine cleared before the first day of school. Please bring a copy of proof as soon as they are completed or email a copy to our school nurse, Deanna Jensen at **deannajensen@alpinedistrict.org**. If records are not complete, your student will not be able to attend school unless you have an updated waiver submitted to our nurse, which can be obtained by visiting [this site](#).

\*Medical Needs – If your student requires medication and/or any medical needs while at school, this requires an updated Individualized Health Plan signed by parents and doctors. Please contact our school Nurse Deanna Jensen at deannajensen@alpinedistrict.org with any questions.

## Auditorium Conduct

1. Appropriate behavior includes the following guidelines:
  - a. Keep feet off the furniture.
  - b. No food or drink in the auditorium.
  - c. Do not bring backpacks in the auditorium unless instructed by administration.
  - d. Be seated as quickly and quietly as possible. Follow your teacher for seating assignments.
  - e. Remain seated during assembly except for emergencies. Restroom needs should be taken care of prior to the assembly.
  - f. Show respect for the performers.
  - g. Respond to all requests made by any staff members quickly and respectfully.

## Lockers

Students can be assigned a school locker for which they are responsible. The combinations are strictly private information and should not be shared with anyone. The lockers are the property of the school and may be searched at any time for any reason. It is suggested that all valuable items be left at home and not stored in lockers.

1. Students are responsible for the care of their assigned locker and liable for any damages, including stickers and tape. Locker damage will result in a fine.
2. Locker combinations should not be given out to anyone.
3. Any person caught tampering with, opening or removing items from a locker, other than his/her own, without permission, will be subject to administrative intervention.
4. Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial, and test the door to make sure it is locked.
5. Do not change lockers. Students must remain in the locker assigned to them by the front office.
6. All of the above safety guidelines apply to P.E. lockers as well.

Our lockers are big enough to accommodate backpacks/purses. If you choose to take them to class, please be considerate of others by storing them on the back of your chair or all the way under your desk.

\*\*Our P.E. lockers may not be large enough to store your backpack. It is suggested that you store your backpack in your hall locker instead of in the gym. If you do not have a hall locker, we suggest you take valuable items out of your backpack and lock those items in your assigned gym locker and then store your backpack in a designated gym area.

## Bicycles, Kick Scooters, and Skateboards

1. All bicycles and scooters should be locked **outside** on the bicycle rack during the school day.
2. Skateboards should be locked in lockers. Students aren't allowed to bring them into classrooms or the commons area. If a student doesn't have a locker, skateboards should be stored in the office storeroom and picked up at the end of the day.
3. We don't allow students to ride motorcycles, mopeds, 4 wheelers, golf carts, etc... to school. The school does not have a place to secure them and our parking areas are reserved for staff and parents.

## Buses

Students who live more than 2 miles are eligible to ride the bus. Please go to the Alpine School District [Transportation Website](#) to see routes and times.

1. Wait for the buses from a safe distance behind the curb. Don't approach the bus until it comes to a complete stop.
2. Follow bus rules and obey the bus driver at all times--remain seated, don't distract the driver or other drivers, maintain appropriate language and volume, etc.

3. Students who violate bus rules may lose bus-riding privileges.

### Cheating/Plagiarism

We value academic and personal integrity and do not sanction any form of dishonesty, plagiarism or deception that unfairly, improperly or illegally enhances the grade or homework of an individual, a group assignment, or a final grade. Cheating will result in consequences. Please refer to teachers' policies on cheating in their class disclosure documents.

What is plagiarism? All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words, but copying the sentence structure of a source without giving credit
- Cutting and pasting work that is not your own and handing it in

### Loitering After School

1. When the dismissal bell rings, students are expected to exit the building unless they are working with a teacher or participating in a school sponsored activity.

### Nuisance Items

Items that disrupt learning should NOT be brought to school. Such items may be confiscated.

### Profanity

Swearing, and vulgar language, acts or gestures are not acceptable. The use of such language or gestures will result in Administrative action/ intervention.

### Sick Room

1. If a student is ill, they should check with the teacher and report directly to the office.
2. If a student is sick or injured, parents or individuals listed on the emergency contact list in Skyward will be contacted. It is very important that parents update this list each year.
3. The school can only administer simple first-aid to anyone injured at school.
4. We are not permitted to change dressings on previous injuries nor administer medication.
5. The school nurse is available on a very limited basis.

### Snowballs

For safety reasons, it is prohibited to throw or kick snowballs. Also, please don't bring snow/ice into the school. Doing so could result in a detention or suspension.

### Student Relationships

Public displays of affection (PDA) between students are inappropriate at school. Students are asked not to hold hands, walk arm in arm, hug, kiss, grab, etc. while at school.

### Textbooks

When students are issued a book, they are responsible for the book to be returned undamaged. At the end of the course, the book will be checked for damage beyond normal wear and tear. The student will be assessed a fine for damaged, lost, or stolen books.

## Visitors

Parents/Guardians are welcome to visit campus and classes. Parents must check in at the front office prior to visiting individual classes to obtain a visitor pass. Students are not allowed to bring friends and relatives as guests to school.

## **SAFETY AND RESPECT**

### **SAFE SCHOOLS POLICY, FIGHTING, AND INTIMIDATION**

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

### **DISRESPECT AND INSUBORDINATION TOWARD STAFF MEMBERS OR STUDENTS**

Be respectful to others at all times. Acts of disrespect or insubordination will not be tolerated. Any student being disrespectful to others or insubordinate to school employees will be subject to suspension or other interventions.

### **THEFT AND VANDALISM**

Please be respectful of your learning environment and other people's property. The school administration and/or police will discipline students participating in vandalism, theft, or willful destruction of school property. Students will be expected to pay for damages.

### **ILLEGAL DRUGS, TOBACCO, AND ALCOHOL**

Controlled substances are strictly prohibited. A drug offense consists of the possession, use, or distribution (giving away or selling) of any controlled substance (including over the counter/prescription drugs, methamphetamine, marijuana, cocaine, or other drugs, listed in the law) or any imitation of controlled substance (something that looks like a controlled substance even though it is not) or any mind altering herbs (i.e. salvia, spice, etc.) or any drug paraphernalia which may be used to produce, package, distribute, or use drugs or over the counter medications (i.e. Tylenol, cough medicine, etc.). An alcohol or tobacco offense consists of the possession, use, or distribution (giving away or selling) of any alcoholic or tobacco product.

The use, possession, and/or distribution of intoxicants or narcotics of any kind is illegal under the laws of the State of Utah ([Utah Code 58-37-8](#) and 58-37a-3) and is prohibited on or within 1000 feet of any property owned or operated by Alpine School District.

Controlled and imitation controlled substances include but are not limited to alcohol, marijuana, spice, cocaine, steroids, heroin, methamphetamine, oil concentrates of controlled substances, nicotine, or other drugs listed in the law. Students who choose to violate these policies will be subject to the following disciplinary actions: suspension, referral to law enforcement, or possible expulsion. This policy also includes any imitation controlled substance and its possession, use, distribution, or sale on school property or while attending a school activity.



The use or possession of any tobacco product or tobacco paraphernalia, including but not limited to cigarettes, cigars, electronic cigarettes, and products containing vapor/oil nicotine products, for students under the age of 19 is against Utah State Law ([Utah Code 76-10-105](#)).

## **GUNS, KNIVES, AND DANGEROUS MATERIALS**

Guns, knives, martial arts weapons or weapons of any kind (or facsimile), explosives, flammable or chemical materials (lighters, matches, fireworks, etc.) are strictly prohibited at LMMS. Possession of such items on school grounds may result in suspension and/or expulsion.

## **GANGS, HATE GROUPS, AND HATE SPEECH**

Gang paraphernalia, including graffiti and gang clothing, are strictly prohibited at LMMS. Possession of such items on school grounds may result in suspension and/or expulsion.

Hate groups and hate speech of any nature will not be tolerated.

## **HARASSMENT/BULLYING**

Every student has the right to a learning environment that is free of harassment. Name-calling, bullying, teasing and other forms of harassment will not be tolerated. Sexual harassment is defined as unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, relationships, or environment. A student who feels she/he is being harassed should report it to the front office. The complaint will be investigated and acted upon by the administration in compliance with state and federal law.

Cyber-bullying is defined as using the internet, a mobile phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

At no time at school or in connection with a school activity may an electronic communication device be used by any student in a manner that violates ASD [Policy 5181](#) (Bullying) or that might reasonably create in the mind of another person who is associated with the school an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

### Non-Discrimination Disclaimer

It is the commitment of the Alpine School District to maintain safe and successful learning and working environments. To this end, the District prohibits discrimination, harassment, or retaliation in its programs, activities, or employment practices on the basis of race, color, age, religion, national origin, gender, sexual orientation, or any other classification protected by law. See Policy 7100 for additional information about district protocols for reporting, investigating, and resolving complaints of this nature.

## **Stay Organized**

1. Check your grades and assignments at least weekly on Skyward. A link is on the [LMMS website](#).
2. Your student Skyward ID number and password should be kept confidential. If you need to change your password, stop by the front office and speak to one of the secretaries.

## **School Tips**

**IF YOU ARE HAVING TROUBLE WITH A CLASS**

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

**IF YOU HAVE A QUESTION ABOUT A LOCKER**

Report it to the front office.

**IF YOU WANT TO PAY FEES OR FINES OR BUY SOMETHING**

See the financial secretary at the Finance Window or go to the [LMMS website](#) and click on the school fees link. .

**IF YOU WANT TO BUY LUNCH**

Pay your money in the cafeteria before school (7:45 - 8:15 a.m.) or go to the [LMMS website](#) and click on the pay for lunch link.

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

Check Skyward on the [LMMS website](#).

Check with your classroom teacher.

**IF YOU BECOME SICK WHILE AT SCHOOL**

Let your teacher know. Check with the secretary in the office to call home. If you are leaving school, your parent or a designee on your emergency contact list must check you out from the front office.

**IF YOU ARE ABSENT**

1. Have your parent email or call the office to report your absence before 10:00 a.m.  
Email: [lmmsattendance@alpinedistrict.org](mailto:lmmsattendance@alpinedistrict.org) or call 801-610-8780.
2. Check with your teacher immediately upon returning to school to obtain any missed work.
3. Parents need to excuse your absence **within ten days** following the absence.

**IF YOU HAVE LOST OR FOUND SOMETHING**

Please check with the front office if you have lost or found something.

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

Talk to a teacher, an administrator, a staff member, or go to the counseling office and visit with your counselor.

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

Parents can drop things off for you at the front office; however, items such as flowers, balloons, and gifts are disruptive to the educational process and will not be delivered to students in class. Please be prepared with the items you need prior to the school day starting.

**School Activities**

No LMMS student shall be excluded from participation in, denied the benefits of, or be subjected to discrimination because of the student's race, color, national origin, sex, religion, or disability under any program or activity.

- A. Team Sports: LMMS sponsors teams in both boys' and girls' basketball for 9th graders. Cross Country and Track are offered to boys and girls in 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grades. In order to participate in sports at LMMS, students must maintain a 2.0 GPA with no more than one "F" the previous and current quarter.
- B. Performing and Visual Arts: LMMS sponsors opportunities for students to participate in band, choir, orchestra, dance, and drama. In order to participate in extracurricular performances (such as

school plays), students must maintain a 2.0 GPA with no more than one “F” the previous and current quarter.

C. Field Trips: School rules and standards in both behavior and dress will be maintained away from school. Students missing class to participate in any school-sponsored activity will not be considered absent provided they have followed proper procedures. The work missed should be made up. Students may not be able to attend if they are failing classes.

D. Transportation: School-sponsored activities use district transportation for travel in most cases. A participation fee is assessed for each sport/activity to help defray transportation costs.

E. Student Activities: Students may participate in extracurricular activities, such as National Junior Honor Society, Math Olympiad, Speech/Debate, Knowledge Bowl, Battle of the Books, Multi-Cultural Celebrations, etc. Meeting times are announced on the daily announcements and posters are displayed in the hall.

F. Honor Roll: Each quarter, students earning a 3.7 or above may participate in an honor roll activity or other recognition.

G. Student Council: Elections for student council are held in the spring for the following year. In order to participate in student council at LMMS, students must maintain a 3.0 GPA and demonstrate exemplary behavior.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults