



Every Student Matters, Every Moment Counts

Morton School District #214

Home of the Timberwolves!

PO Box 1219 ~ Morton, WA, 98356

p: 360-496-5300 ~ f: 360-496-5399

www.morton.k12.wa.us

[f @MortonSchoolDistrict214](https://www.facebook.com/MortonSchoolDistrict214) ~ [t @MSD21214](https://www.twitter.com/MSD21214)

Morton Jr/Sr High School
Morton Intermediate School

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327



MORTON JR/SR HIGH SCHOOL STUDENT HANDBOOK

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)



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**MORTON SCHOOL DISTRICT
STRATEGIC PLAN**

Ends

E1 District Vision

The Morton School District shall distinguish itself by producing students who reach their highest levels of individual success.

E2 District Mission

The philosophy of Morton School District is that every student matters, every moment counts. To achieve our mission the Morton School District will utilize the best instructional practices in all grades and classrooms; build, implement, and monitor student interventions; teach, monitor, and re-teach a system that supports a safe and inclusive environment; and, seek ways to enhance our learning culture through data-driven decisions.

E3 Academic Performance

By the end of the 2030/31 academic year, the District will be rated in the top five (5) districts in the following categories when compared to the other districts participating within WIAA's District 4 and in our classification.

- E3-1 Overall Composite Score (Combination of all following categories)
- E3-2 Elementary Schools (Combination of ELA, Mathematics, and Science)
- E3-3 Elementary ELA
- E3-4 Elementary Mathematics
- E3-5 Elementary Science
- E3-6 Junior High Schools (Combination of ELA, Mathematics, and Science)
- E3-7 Junior High ELA
- E3-8 Junior High Mathematics
- E3-9 Junior High Science
- E3-10 Senior High Schools (Combination of ELA, Mathematics, and Science)
- E3-11 Senior High ELA
- E3-12 Senior High Mathematics
- E3-13 Senior High Science

E4 Reading and Mathematics

E4-1 By the end of the 2030/31 academic year, 100% of all students in each grade K-6 will have met grade-level reading expectations as measured by the DIBELS Assessment.

E4-2 By the end of the 2030/31 academic year, 100% of all students in each grade 7-11 will have met grade-level reading expectations as measured by the STAR Reading Assessment.

E4-3 By the end of the 2030/31 academic year, 100% of all students in each grade 2-11 will have met grade-level mathematics expectations as measured by the STAR Mathematics Assessment.

E5 Post-Secondary

E5-1 Each academic year till the end of the 2030/31 academic year the post-secondary preparation of students will be measured according to the following ratings:

- Good - Greater than or equal to 40% of upper-class students in the Jr/Sr High School earn college credits
- Fair - Between 25% and 39.99% of upper-class students in the Jr/Sr High School earn college credits
- Low - Less than 25% of upper-class students in the Jr/Sr High School earn college credits

E5-2 Each academic year till the end of the 2030/31 academic year the post-secondary programming will be measured according to the following ratings:

- Good - Greater than or equal to 80 college credits are offered on-site
- Fair - Between 40-80 college credits are offered on-site
- Low - Less than 40 college credits are offered on-site

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E5-3 Each academic year till the end of the 2030/31 academic year the post-secondary acceptance of seniors will be measured according to the following ratings:

- Good - Greater than or equal to 95% of all seniors are accepted to a post-secondary institution/program
- Fair - Between 80% and 94.99% of all seniors are accepted to a post-secondary institution/program
- Low - Less than 80% of all seniors are accepted to a post-secondary institution/program

E6 PBIS

Each academic year till the end of the 2030/31 academic year less than 35% of all students will have been issued a referral.

E7 Extracurricular

Each academic year till the end of the 2030/31 academic year the participation of students in all extracurricular activities will be measured according to the following levels:

- Good - Greater than or equal to 40% of students in the Jr/Sr High School will participate in at least one extracurricular activity
- Fair - Between 20% and 39.99% of students in the Jr/Sr High School will participate in at least one extracurricular activity
- Low - Less than 20% of students in the Jr/Sr High School will participate in at least one extracurricular activity

E8 Staffing

E7-1 Each academic year till the end of the 2030/31 academic year both the elementary and secondary buildings will have a dedicated principal for each building.

E7-2 Each academic year till the end of the 2030/31 academic year the Jr/Sr High School will have at minimum 35% of its staff CTE certified.

E7-3 Each academic year till the end of the 2030/31 academic year the District will employ at least a 0.5 FTE Music and/or Art educator.

E7-4 Each academic year till the end of the 2030/31 academic year the Elementary school will employ at least a 1.0 FTE specialist certificated teacher.

E7-5 Each academic year till the end of the 2030/31 academic year the Elementary school will employ at least a 0.8 FTE Pre-School certificated teacher.

E9 Financial

E9-1 Each academic year till the end of the 2030/31 academic year the District's financial health of the general fund will be measured according to policy 6022:

- Good - General fund exceeds 10% of the budgeted expenditures plus one month's payroll.
- Fair - General fund is between 5% and 9.99% of the budgeted expenditures plus one month's payroll.
- Poor - General fund is below 5% of the budgeted expenditures plus one month's payroll.

E9-2 Each academic year till the end of the 2030/31 academic year the District's financial health of the capital projects fund will be measured according to policy 6022:

- Good - Capital Projects fund exceeds \$150,000
- Fair - Capital Projects fund is between \$125,000 and \$149,999.99
- Poor - Capital Projects fund is below \$125,000

E10 Facilities

Prior to the end of the 2030/31 academic year, the District will have successfully passed a bond that meets the needs of the District moving forward.



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**MORTON JR/SR HIGH SCHOOL
OFFICE INFORMATION**

School Contacts

Mrs. Chelssi Hanger - Principal

changer@morton.k12.wa.us

Mrs. Christy Powell - Secretary

cpowell@morton.k12.wa.us

Mrs. Becky Brooks - Director of Student Services

bbrooks@morton.k12.wa.us

School Hours 7:50am-2:55pm

Office Hours: 7:30am-3:15pm on school days.

Student Drop Off: 7:30am by the gym doors

Each Wednesday students are released at 1:35 for teacher professional development

Child Release

To pick up your child at the end of the school day, you will need to meet them out front by the flag pole or in the main parking lot. For prearranged absences, please send your student with a note prior to them needing to be picked up early and have them bring it to the office.

If someone not listed on your family in Skyward needs to pick up your student, please call or inform us in writing of who the person will be so that we can verify their identification for your student's safety.

Please inform the office immediately if there are any protection orders involving your student.

When picking up your child before the end of the school day, check the student out through the office. After signing your child out, the student will be called to the office. For your child's protection and to reduce classroom interruptions, please do not go directly to the classroom. We appreciate students arranging after school plans at the beginning of the school day rather than calling to change plans during the school day. Since most materials are passed out and closure is established at the end of the school day, please avoid picking up your child during the last 15 minutes of school. When picking up a student, not in your custody, identification and authorization are required. The name of the adult picking up the student must be on the school registration form.

A student who wants to check out of school must follow school policy to do so:

1. The student must have a note signed by a parent or guardian. The note should state the time and the reason for the release.
2. If a student forgets his/her note, the school must speak directly to a parent or guardian. They must give verbal permission for the student's release.
3. When a student is picked up, he/she must attend class until the attendance office calls him/her for check out. The parent/guardian must come to the office and request that the student is released.
4. If a student leaves school and wants his/her absence excused, he/she must check out at the office. Failure to check out upon leaving will be treated as truancy. Explanations from the student or parents will not be acceptable in lieu of signing out.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

Updated Records

Upon the start of the school year, or if you have information change at any time, please inform the office of any changes to your phone number, mailing address, or other pertinent information so that we are able to contact you and/or mail home important information regarding your student.

Withdrawing From School

Parents/Guardians must request paperwork through their child's building office. Any withdrawal, for any reason, must have their parent/guardian contact the school in person and follow checkout procedures. This includes checking in all books and equipment and clearance by all teachers under whom the student has participated in classes and activities. Records or transcripts will not be forwarded until all materials are returned and all fees and fines are paid.



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MORTON JR/SR HIGH SCHOOL POLICIES, PROCEDURES, AND PRACTICES

ACCIDENTS

Any accident, which occurs in the building, on the grounds, or at practice sessions, on the way to or from school, or at any school-sponsored event, must be reported immediately to your teacher, coach, supervisor, or an administrator.

ALTERNATIVE LEARNING PROGRAM

The alternative learning program, ALE, is a program where students work offsite on coursework. Students in ALE must meet staff and administration expectations to remain in the program. Those interested in ALE must first meet with the building administrator and Mrs. Jenna Haselwood prior to being approved for entry into the program.

ASB CARDS

ASB cards are available to all Morton students. ASB cards allow students to enter all Morton/White Pass (MWP) home athletic events without charge.

ASBESTOS

This is to inform the patrons of the Morton School District #214 of the presence of asbestos-containing materials within our schools. The materials are in good shape and create no risk of danger to anyone. There are asbestos inspections and management plans available at the office of every school.

ATHLETIC ELIGIBILITY

Students who choose to participate in athletics will do so through our athletic co-op with the MWP Athletic Cooperative. Please refer to this handbook for athletic eligibility requirements.

ATTENDANCE

Students are required to attend their regularly scheduled classes for the full extent of their schedule, including assemblies and specific activity periods. If a student does not report to their regularly scheduled class he/she will be considered to be truant.

Absence from School

An absence is defined as not being physically present in the school, in assigned classes, and in assigned seats. After a student has been absent from school, he/she must report to the office before school the next day with a signed, dated note from a parent or guardian or in case of an emancipated or married student; the student may sign the excuse. If the student fails to bring a written note, signed and dated by parent/guardian, back to school (within 3 days), the absence will be indicated as unexcused.

Compulsory Attendance

The 1992 Legislature enacted Chapter 205 laws, which among other things amended the compulsory school attendance law. (Chapter 28A.225 RCW).

Chronic Absenteeism

Chronic Absenteeism is defined by the federal government as being absent for 10% of the school year.

Illness at School

Students who become ill during the school day are to report to the main office immediately. Parents will be contacted to pick up children with a fever, who are throwing up or otherwise cannot stay at school. When you receive a call about a sick child—please be prepared to come to get your child immediately. A student with an oral temperature of 100° or over should remain at home until free of fever for 24 hours.

BELL SCHEDULES

Morton Jr/Sr High School operates on a straight 8-period day. On nearly every Wednesday the entire district has an early release day where students are sent home at 1:35 PM.

During the time when district buses depart from campus until the time coaches arrive all athletes are in violation of trespassing on school grounds and must leave immediately.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

On Wednesday's when the district has early release students are required to leave school grounds as no supervision is provided by the district.

BICYCLES/SKATEBOARDS

Students are welcome to ride their bicycles to and from school. Skateboards are prohibited from being used on school grounds. Neither bicycles nor skateboards are to be ridden or used during the school day, including lunch.

BULLETINS, ANNOUNCEMENTS, AND POSTERS

All announcements or posters placed anywhere on campus must have the approval of the building principal or his/her designee.

CAFETERIA

Leaving a mess on tables or floors may result in student consequences.

CELL PHONES

We understand that many families use cell phones to keep in touch with each other. If your child needs to have a cell phone, we ask that the cell phone not be used in the classroom, and not be a distraction to any student or staff.

At this time, we are asking that all 7th graders, and 8th graders not have their cell phones at all during class time. They are permitted to have them before/after school and at lunch time.

If for any reason you need to contact your student, please call the office, and we will get a message to them.

CHILD ABUSE AND NEGLECT

Because child abuse and neglect are both violations of children's human rights and an obstacle to their educational development, the Board directs that staff be alert for any evidence of such abuse or neglect. Staff members are legally responsible for reporting all suspected cases of child abuse and neglect. For that reason, under state law, staff members are free from liability for reporting instances of abuse or neglect and are criminally liable for failure to do so. Staff need not verify that a child has been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect must be reported (RCW 26.44.030(1)). Legal state authorities are responsible for investigating each case and taking such action as is appropriate under the circumstances.

Given that staff members in the Morton School District are required to report possible/suspected child abuse/neglect issues to Child Protective Services, we want you to know some examples of what we must report. Unusual or substantial bruises, sub-standard winter clothing, continual and excessive hunger, and statements of abuse by a student are just a few of the indicators that we are required to report.

CLASS STANDING

The following credits are required to be considered a:

| | |
|-----------|------------|
| Sophomore | 5 credits |
| Junior | 12 credits |
| Senior | 19 credits |

CLASSROOM DISTRACTIONS

Electronic devices, cell phones, toys, or any other item that causes a distraction in the classroom or school is not acceptable. Permission to use them at lunch or other times may be permitted as long as they do not interfere with the school climate.

The school is not responsible for damage, loss, or theft of any personal property. These items should be left at home.

CLASSWORK

Assignments are assigned to enhance or reinforce classroom instruction. Questions about homework/missing work or assignments should be directed to your child's teacher.

Staff are to use Canvas as much as possible to post student work.

CLOSED CAMPUS

We have a closed campus policy for the Junior High and High School students. Once you get on a bus or school grounds, you may not leave until the official close of the school day. Also, students are not permitted to leave the school grounds at any time during the school day without permission from the office.

If a student must leave the building because of illness or any other emergency, he/she must obtain permission from the parent/guardian and approval from the office staff.

Participation in the off-campus lunch program for high school students only will be dependent upon meeting certain criteria and qualifications, successful completion of the lunch off-campus form, and final approval by the building principal.

Following the end of first semester, students must have no F's, to continue to qualify for the off-campus lunch program. Qualifications will also be determined upon the administrative decisions in the areas of discipline and attendance.

The off-campus program is offered to all students in grades 9-12.

Students 18 years of age must also apply and qualify for off-campus privileges as every other student. Students that are 18, must appropriately sign out of the office and

back in at appropriate times during that off-campus privilege period of time.

COMMUNICATION

Communication between home and school is one of the most important factors for your child's success. You must involve yourself with your child's education by asking questions about the school day, reviewing homework assignments, and participating in school and PTA functions.

CONFERENCES

Student/Parent conferences are held once in the fall and once in the spring. Conferences are an excellent opportunity to get together with your child's teacher to review progress. We believe it is essential to the student's academic growth that they also attend the conferences. Classroom teachers will share your child's successes and possible concerns regarding academic and social progress. If you have questions regarding your child, please contact the classroom teacher before or after school hours or leave a message.

Conference dates are set on the district calendar, found on the district website. Times for conferences will be set collaboratively with the classroom teacher.

COUNSELING SERVICE

A counselor, or Director of Student Services, is on the school staff to serve students. This person works with the student to plan courses and schedules; give academic, vocational, and career guidance; administer tests and interpret the results.

Course Transfer

Students may transfer from one course to another only prior to the start of a semester.

DRESS CODE

Students are expected to dress in a manner that supports the expectation that all students work diligently toward their own academic success without distracting themselves or others.

The dress of students is left open to the choices of themselves and their parents/guardians as long as they do not violate the student limitations as described below.

Student Dress Code Limitations

1. Students are not allowed to go through the school day not wearing shoes in the classroom, hallways, gym, lunchroom, office, school grounds outside, or bathroom areas.
2. Students are not allowed to go without a top.
3. Students are not allowed to go without pants, shorts, skirts, or dresses.
4. Students are not allowed to wear clothing that may be found offensive to others, prejudiced, or drug/alcohol-related.

EIGHTEEN-YEAR-OLD STUDENTS

Conditions have been established relative to 18-year-old students having the authority to write excuses for attendance. When a student reaches the age of 18, the rights accorded the parents and/or guardians of a student shall thereafter be accorded to the student only if the following conditions are met: Must be an emancipated adult to have AUTHORITY TO WRITE HIS/HER EXCUSES FOR ATTENDANCE. An emancipated adult is one who:

- Has not been claimed as a dependent for income tax purposes by parents or guardians or
- Has been legally emancipated from parents/guardians through the court. Proof of emancipation rests with the parent/guardian and student. Parents/guardians and students are required to notify the principal in writing if their student is to be considered an eighteen-year-old emancipated adult.

EIGHTH GRADE MOVE-UP

Students must be passing all classes and be eligible to move-up to participate in move-up ceremonies. Grade checks will take place 1 and 2 weeks prior to the completion of the school year. Students must be passing all classes to participate. If a student does not meet this requirement they will not be allowed to participate in move-up ceremonies.

GRADES

STANDARDS BASED GRADES

| | |
|-----|------------------------|
| 4.0 | Exceeds Standard |
| 3.5 | Moving Beyond Standard |
| 3.0 | Meets Standard |
| 2.5 | Nearly at Standard |
| 2.0 | Nearing Standard |
| 1.5 | Below Standard |
| 1.0 | Well Below Standards |

FINALS WEEK

Each semester shall end with finals week. Finals week may have an alternate schedule and each class will have a designated final assessment.

GRADUATION CEREMONY

Graduation ceremonies will be conducted in the following manner:

1. Attendance at rehearsals is mandatory. Failure to attend will likely result in your inability to walk with your class.
2. Each student participating must have all fines and fees paid for.
3. Each student participating must have all his or her detention time served prior to graduation.
4. Each student who participates in the graduation ceremony will wear the proper cap and gown as designated by the school administration and the class advisor and officers.
5. The dress code is business attire. This means dress shoes, slacks, button-down shirts with a collar, ties are

preferable, dresses, or formal ethnic wear representing your heritage/culture.

- a. No jeans, tennis shoes, Romeos, flip flops, ripped/torn clothing, or tee shirts.
6. Students who fail to comply with the above requirements will forfeit the privilege of participating in the graduation ceremonies.
7. Students are allowed to walk in graduation if they haven't passed all required exams, if and only if, they are waiting for a score to be returned. This means they must have taken a test required for graduation and are awaiting the results.

Foreign exchange students are eligible to participate in graduation ceremonies and receive a certificate of completion. If they have met both the Morton School District and State of Washington graduation requirements, they will receive a Morton High School Diploma.

Graduation caps, gowns, and sash are the same for all genders as the district does not use different color combinations based on gender. The following options are available to graduating classes to choose from:

- Green cap, green gown, orange sash with green embroidery;
- Green cap, green gown, white sash with green embroidery;
- White cap, white gown, green sash with white embroidery; or,
- White cap, white gown, green sash with orange embroidery

HOMELESS STUDENTS AND MV

Program Description: The McKinney-Vento Act (MV) is the federal law that outlines the rights of children and youth in homeless situations and provides detail regarding the duties of local school districts in providing service to those students. The intent of the MV is to ensure that homeless children and youth are provided education, as provided to other children and youths. There are four main areas of focus in the MV statement of policy regarding the education of homeless children and youth:

1. Each state shall ensure that homeless children and youth have equal access to education
2. States must address barriers that would keep homeless children and youth from receiving equal access to a public school education
3. Homeless children and youth are not to be segregated from their non-homeless peers, and
4. Homeless children and youth should have the opportunity to meet the same challenging State student academic achievement standards to which all students are held.

HONOR ROLL

A student who earns a G.P.A. of 3.00 or higher for a particular semester will be listed on the honor roll provided he/she has

completed seven classes and did not receive a D, F or incomplete in any class.

ILLNESS AT SCHOOL

If you become ill at school, you must get permission from the teacher to report to the nurse's office.

INCLEMENT WEATHER, DELAYS, AND OTHER EMERGENCIES

In the event that current or projected weather conditions make travel to and from school a danger, the district will announce via multiple outlets the decision. Decisions can be found from the following sources:

- KOMO 4
- KING 5
- KMNT 104.3 FM
- Facebook

When travel to school is going to affect the entire day, the district will transition to remote learning. Classroom teachers have strategies in place to address this change in learning. Staff will also be available via remote pathways. These will be shared with students and parents via common communication avenues used by classroom teachers.

In the event that power is out or there is no internet, school will be closed and the day may need to be made up. Communication on the make-up day will be shared when it is scheduled.

The district will utilize one, two, and three hour delays as necessary. The goal is have students onsite where we feel learning is most effective for all students.

LEAVING SCHOOL/CHECK-OUT

A student who wants to check out of school must follow school policy to do so:

1. The student must have a note signed by a parent or guardian. The note should state the time and the reason for the release.
2. If a student forgets his/her note, the school must speak directly to a parent or guardian. They must give verbal permission for the student's release.
3. When a student is picked up, he/she must attend class until the attendance office calls him/her for check out. The parent/guardian must come to the office and request that the student is released.
4. If a student leaves school and wants his/her absence excused, he/she must check out at the office. Failure to check out upon leaving will be treated as truancy. Explanations from the student or parents will not be acceptable in lieu of signing out.

LOST AND FOUND

Lost and found items are kept in a basket, across from the office. Glasses and other fragile items are kept in the office. Please check for lost items often. All unclaimed items will be donated to local charities.

MAKE-UP WORK

Make-up work is allowed and an expected practice. It is appropriate for students to have an alternative assignment rather than the original assignment.

MEDICAL INSURANCE

The Morton School District does not provide student insurance coverage for injuries arising from accidents during school, in athletic competition, in work-based learning or during school-sponsored activities, such as ASB Activities or field trips. Parents/Guardians are responsible for the payment of medical treatment or hospitalization for student injuries incurred during school and outside activities.

At the beginning of each school year, the District provides parents with information on voluntary insurance programs offered by student accident insurance providers. For students who are not covered by a family health or accident insurance plan, parents/guardians should consider purchasing accident insurance available through the District.

MEDICATIONS

Adult office personnel must dispense all medications through the office. The office must have a Medications Authorization Form, which has been signed by the student's medical provider and includes dosage and instructions. All medication must be brought to the office by the parent/guardian in the original prescription bottle. Medications brought to the school office by students cannot be accepted.

NONDISCRIMINATION AND SEXUAL HARASSMENT

Under state law, information about every school district's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC 392-190-058). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC 392-190-060).

The Equity and Civil Rights Office at the Office of Superintendent of Public Instruction (OSPI) has developed the following sample language that districts can include in student and staff handbooks to meet these requirements.

PBIS

Positive Behavior Intervention System

The purpose of PBIS is to define, teach, monitor, recognize, celebrate, and re-teach behaviors that lead to student success, both behaviourally and academically.

Acknowledge Student Behaviors

To acknowledge the positive behaviors exhibited by students we will hold a quarter awards assembly. In the assembly we will recognize PAWS, AVID, Attendance, 4.0 GPA, and Staff Member of the Quarter.

Staff members are expected to call home and inform families of all students receiving awards from them.

Discourage Negative Student Behaviors

To discourage negative behaviors we have developed a flowchart on how negative behaviors are handled.

The system has three levels of student misconduct:

- Minors – Handled in the classroom
- Majors – Handled by the office
- Serious – Handled in the office and may involve the local authorities

In addition, staff will use a variety of interventions and restorative justice practices to redirect students and help them understand the negative impacts of their behavior.

PAWS Expectations

Our school wide expectation is PAWS, which stands for:

- Personal Best
- Act Responsibly
- Work and Play Safely
- Show Respect

Re-Teaching Schedule

PAWS is retaught following every break that is at minimum 3-days in length.

PESTICIDE APPLICATION

In accordance with RCW 17.21.415, Morton School District will post on each school building as applicable, forty-eight (48) hours before a pesticide application will take place and will remain posted until twenty-four (24) hours after application. The posting will include the following:

- Product Name
- Intended date and time of application
- Location
- Pest to be controlled
- Name and phone number of a contact person at the school

PLEDGE OF ALLEGIANCE

Students and teachers daily will recite the Pledge of Allegiance per Board policy.

Students will also learn and, in conjunction, use American Sign Language as they state the Pledge of Allegiance.

- 2023/24: 7th-9th Grade
- 2024/25: 7th-10th Grade
- 2025/26: 7th-11th Grade
- 2026/27: All Grades

QUESTIONS

Throughout the school year, you will undoubtedly have many questions about your child's education. When trying to get questions answered, it is best to contact the person who is most directly involved first. Since the teachers teach our

children during school hours, please call before or after school. If you call the office, we can send you to a teacher's voicemail. You can also email the teacher.

Classroom Teacher

- The behavior of the student within the classroom
- Classroom curriculum or homework assignments
- Grading or evaluation
- Progress of your child
- Event reported to you by your child that happened in the classroom

School Counselor

- Need for medical, dental, social service referral
- Changes in the family that are affecting your child
- Concerns about your child socially

Principal

- Curriculum used throughout the school
- Procedures that apply to the entire school
- The behavior of the student outside the classroom
- Inability to communicate with your child's teacher

REMOTE STUDENTS

The district does not offer full-time remote students. Families who may want to choose an offsite option can meet with their building principal and Mrs. Jenna Haselwood about the Alternative Learning Program (ALE).

At times students may be placed in a remote learning environment for only special circumstances and for a limited time. Placement in remote learning is at the discretion of the building principal.

REPORT CARDS

Report cards are distributed at the end of each quarter as marked on the district calendar. Your child will be evaluated on their academic progress and effort in the classroom. Please contact your child's teacher anytime you have questions.

REVIEW OF INSTRUCTIONAL MATERIALS FOR BIAS

As schools work to increase student success, it is important to recognize the impact of bias in classrooms, instructional materials, and teaching strategies. Determining whose interest is being portrayed and whose interest is being excluded in general may identify bias. Evaluating for bias requires us to learn about others and to respect and appreciate differences and similarities.

RUNNING START

Eleventh and twelfth-grade students may apply to a community college or vocational/technical institute to enroll in courses or programs. Students, without having to pay the cost of tuition, may take courses on a part-time or full-time basis, earning up to eighteen credits per quarter. Courses taken will earn college and high school credits simultaneously.

SAFETY DRILLS

Safety drills are conducted throughout the school year to practice for emergencies. These drills are done for your child's safety and are intended to be taken seriously.

SCHOOL AND THE LAW

Any unlawful activity taking place on school property, on school buses, or at any school-sponsored event makes the student subject to legal penalties which the courts may prescribe, and may additionally result in school disciplinary action. The rules in this handbook are in effect any time a student is on school property or at a school-sponsored event, at home, or away.

SCHOOL DANCES AND ACTIVITIES

The following rules are in effect for Morton Jr. /Sr. High School dances and activities (sporting events, etc.):

1. High School dances are for students in grades 9-12: Junior High dances are for students in grades 7-8.
2. Dances must have at least one male and one female staff member as chaperones.
3. Guests must be registered and approved in the office in advance. (Guest Pass) A registered student must accompany them on a one-to-one basis.
4. The attendance policy must be followed for admission.
5. All regulations pertaining to student conduct while in school are also in effect at school dances and activities.
6. Anyone suspected of drinking or being under the influence of illegal drugs will not be admitted and will be reported to the Principal. Offenders will be subject to disciplinary action.
7. If a student or guest leaves the dance or activity after being admitted, he/she will not be readmitted.
8. Students whose behavior is not appropriate will not be admitted; if the behavior occurs after admission, he/she will be asked to leave, and parents will be notified.
9. The doors will be closed 1 hour after the start of the dance.

SEARCH AND SEIZURE

Student lockers and desks are the property of the Morton School District and are made available for student use.

The Morton School District will comply with all state and local laws regarding searching of student belongings.

SECURITY VIDEO CAMERAS

Security cameras on campus to help maintain a secure and safe learning environment. Unsafe, inappropriate conduct viewed and/or recorded on video cameras may result in disciplinary action.

SPECIAL EDUCATION/504

At times, alternative learning situations are indicated. After parental permission and extensive testing, qualifying students to receive specially designed instruction,

504 ACCOMMODATIONS

A student who possesses a handicapping condition shall satisfy those competency requirements which are incorporated into a 504 Plan. Satisfactory completion of the objectives incorporated into the 504 Plan shall serve as the basis for determining the completion of a course. Referrals for 504 accommodations are made to the Student Services Specialist.

STUDENT RECORDS

Student records are the district's property but shall be made available in an orderly and timely manner to students and parents. All information relating to the individual student shall be treated confidentially and professionally. Student records will be forwarded to school agencies upon request, provided the student has withdrawn, returned all books, and paid fees or fines. Otherwise, only withdrawal grades and immunization information must be provided. Transcripts or diplomas will not be released until a student has made restitution for damages assessed due to losing or damaging school materials or equipment.

TECHNOLOGY

The district reserves the right to prioritize usage and access to the system and to monitor anyone's use of the system. Any system use must comply with state and federal law, network provider policies and licenses, and district policy. The use of the system for commercial solicitation is prohibited. No use of the system shall serve to disrupt the system's operation by other system components, including hardware and software, that shall not be destroyed, modified, or abused in any way.

The misuse of computers, informational systems, and high-tech equipment falls into three categories:

1. Obtaining and transmitting inappropriate information.
2. Damaging computer, high-tech equipment, and/or their operating systems.
3. Electronic trespassing

The following will not be tolerated, and may result in restricted access and use of technology, and/or other disciplinary consequences. The list below is not exhaustive.

- Transmit or publish hate speech;
- Harassment, Intimidation, or Bullying;
- Transmit, view, or publish inappropriate materials of any kind;
- Off-task behavior while using technology;
- Unauthorized installation or removal of software;
- Unauthorized alteration of hardware;
- Purposeful, or repeated damage to devices; and/or,
- Others at the discretion of building administration.

TELEPHONE

The office phone will be available only on an emergency basis. Students will be given phone messages before school, at lunch, or after school, unless it is an emergency.

TEXTBOOKS AND SCHOOL EQUIPMENT

The school district furnishes all textbooks. Students are responsible for and are expected to take good care of the books that are issued to them and to return them to their teacher at the time they are collected.

TITLE I PARENT INVOLVEMENT

Morton School District has a policy of involving the parents or legal guardians of students in Title I programs. This policy was jointly developed and agreed upon by parents and staff. The elements of our policy describe the desire to:

- Involve parents and legal guardians in the joint development of the Elementary's overall Title I plan and the process of school review and improvement;
- Provide the coordination, technical assistance and other support necessary to assist the elementary in planning and implementing effective parent involvement activities to improve academic achievement and school performance;
- Develop activities that promote the schools' and parents or legal guardians' capacity for strong parent involvement;
- Coordinate and integrate parental involvement strategies with appropriate programs;
- Involve parents or legal guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of the school served under Title I, including its parent involvement policy;
- Identify barriers to participation by parents who are economically disadvantaged, disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority;
- Use findings of annual evaluations to design strategies for a more effective parent or legal guardian involvement; and,
- Involve parents or legal guardians in the activities of the school served under Title I.

Parent's "Right-to-Know" Provision

Parents or legal guardians of a Title I funded building have the right to request information concerning the professional qualifications of their child's teacher(s). Additionally, the District maintains information about its compliance with the federal mandate of having highly-qualified teachers. This information is also available to parents or legal guardians upon request. For information, please contact Brandie Dantine at 360-496-5300.

For further information, contact the elementary school as the elementary principal serves as the director of this program.

TRANSPORTATION

Changes in Transportation Students going anywhere different than regular routine after school must bring a permission note signed by a parent. Last-minute changes must be called in no later than 2:15 PM.

A student must have written permission from a parent to get on a bus that the student does not normally ride. This note must be taken to the office where the secretary will write a bus slip. The bus slip will then be given to the bus driver by the student. Students will not be permitted to board the bus without written authorization from the school office. If you plan a party in which additional children will be transported by your regular school bus, please contact the bus department at 360-496-5576 to make arrangements.

Expected Behaviors on the Bus

A list of bus rules is provided to each student. Parents and students are expected to review the rules, sign them, and return the bus contract to the bus driver. The handout also indicates the corrective procedures to be taken if expectations aren't met.

If you have any questions, please call the bus department at 360-496-5576 from 6:30 AM to 4:00 PM.

Bus Routes

If you have questions about the bus routes, please contact George at the bus department at 360-496-5576.

Student Drop-Off/Pick-Up

Driving Students to/from School Before and after school is a busy time at the school. Please watch closely for children. Students should be picked up and dropped in the north parking lot.

VALEDICTORIAN/SALUTATORIAN

In order to be eligible to receive the Valedictorian or Salutatorian award a student must meet the following criteria:

- Be enrolled in the district for both your Junior and Senior years; and,
- Earn your Morton School District diploma rather than a Washington State diploma.

VISITORS

Parents are welcome at Morton Intermediate anytime. Please contact the classroom teacher before you come. To ensure the safety of the students and lessen classroom disruptions, we require all visitors to stop at the office to sign in before entering the classroom.

Visitors must have an identification card so a background check can be completed before entry. Failure to comply will result in a refusal to be allowed entry or remain on campus.

No visitors are allowed on exam days.

The district does accept volunteers. To apply, you must complete the online application, interview, have a background check, and finish all required training. You can find the application on the district website.

VOLUNTEERS



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www.morton.k12.wa.us

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**Morton Jr/Sr High School
Morton Intermediate School**

152 Westlake Ave. ~ Morton, WA, 98356
p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356
p: 360-496-5143 ~ f: 360-496-0327

**MORTON JR/SR HIGH SCHOOL
ASB CONSTITUTION AND BY-LAWS**

Associated Student Body of Morton High School Constitution

Article I Name

The name of the organization shall be the Morton High School Associated Student Body herein referred to as the "Association".

Article II Purpose

The purpose of the Association shall be to promote the common welfare of the students of Morton High School in their capacity as students and to regulate the activities in which they, as students, participate.

Article III Membership

All regularly enrolled students of the Morton High School shall be eligible for membership in this Association.

Article IV Executive Cabinet Officers

Section 1

Enrolled students are eligible to serve as a member of the governing body herein titled, "The Executive Cabinet." The High School Principal or his/her designee shall advise the Executive Cabinet herein titled, "Advisor."

Section 2

The general supervision of the affairs of the Association shall be under the direction of the Executive Cabinet.

Section 3

The Executive Cabinet shall consist of a President, Vice-President, Treasurer, Assistant Treasurer, Communications, and Secretary.

Section 4

Voting members of the Executive Cabinet shall include the President, Vice-President, Treasurer, Assistant Treasurer, Communications, and Secretary. The Advisor will break all ties.

Section 5

The Executive Cabinet shall meet once per quarter, or as determined by the Executive Cabinet or Advisor.

Article V Executive Cabinet Duties

Section 1 - President

The President shall set the agenda of and serve as chair of the Executive Cabinet.

Section 2 - Vice-President

The Vice-President shall perform the duties of the President in the absence of the president.

Section 3 - Secretary

The Secretary shall keep the minutes and attendance of all meetings of the Executive Cabinet. The Secretary is also charged with the distribution of Executive Cabinet minutes to all student organizations. The Secretary shall manage all correspondence as directed by the Executive Cabinet. The Secretary shall work with the building secretary to archive all minutes and documentation appropriately.

Section 4 - Treasurer

The Treasurer shall keep a record of all receipts and expenditures of the Association, and shall pay claims on the Association upon the order of the Executive Board or Principal. The Treasurer shall publish a financial statement at the completion of each month of school session that shall be presented at the next regular meeting of the Executive Cabinet. The Treasurer will work with the building secretary and district business manager to balance all books.

Section 5 - Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in all duties.

Communications

The Communications officer shall publicize all events and messages as directed by the ASB Advisor. Communications shall be written, created, and/or developed by the Communications Officer and then submitted to the ASB Advisor for approval. Once approved by the ASB Advisor communications should be published throughout the school and appropriate social media platforms.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

Article VI Amendments

This constitution (except article VI) or By-laws may be amended at any time by a simple majority vote of the ASB and ratified by the School Board.

By-Laws

Article I Association Elections

Section 1 – Candidacy

Candidates for a general election shall consist of grade-level President, Vice-President, Treasurer, and Secretary.

Section 2 – Eligibility

To be eligible to hold an ASB office in the association, students must accumulate an average GPA of 2.5 or above in all previous school years and first semester of their current year.

Section 3 - Grade-Level Nominations

Each grade level will hold a grade-level ASB meeting where students will nominate candidates for the following offices for their grade-level:

- President
- Vice-President
- Treasurer
- Secretary

Section 4 – Grade-Level Elections

Elections are done by written vote for each grade-level position. The first office elected is President, Vice-President, Treasurer, and then Secretary.

The Advisor may choose to collect nominations for all positions first, or they may choose to take nominations for one position at a time and then follow up those nominations with an election.

Section 5 - Grade-Level Officers

President - The President shall set the agenda of and serve as chair of the Grade-Level Cabinet. Also, the President serves on the ASB Executive Cabinet.

Vice-President - The Vice-President shall perform the duties of the President in the absence of the president.

Treasurer - The Treasurer shall keep a record of all receipts and expenditures of the grade-level, and shall pay claims on the grade-level upon the order of the grade-level board or Advisor. The Treasurer shall publish a financial statement at the completion of each quarter.

Secretary - The Secretary shall keep the minutes and attendance of all meetings of the grade-level cabinet. The Secretary is also charged with the distribution of grade-level minutes. The Secretary shall manage all correspondence as directed by the grade-level cabinet. The Secretary shall work

with the building secretary to archive all minutes and documentation appropriately.

Section 6 - Treasurer and Assistant Treasurer Officers

The position of Treasurer and Assistant Treasurer are elected by the Jr/Sr High School Staff. Staff members are provided candidate(s) for Assistant Treasurer which they may vote on. Staff votes count for thirty percent (30%) of the vote, ASB Advisor accounts for thirty percent (30%) of the vote, and the Principal accounts for forty percent (40%) of the vote. The length of term for this position is two (2) years. During the second year the Assistant Treasurer is moved into the role of Treasurer.

Article II Executive Cabinet Appointments

Section 1 – Appointments

The four grade-level presidents are automatically appointed to the Executive Cabinet.

Section 2 – Terms of Service

The term of all Executive Board officers begins with their election from the grade-level election as president till the grade-level holds another election in subsequent years, or there is an election to fill a position.

Section 3 - Executive Cabinet Elections

The four grade-level presidents will elect from among themselves a:

- President
- Vice-President
- Communications
- Secretary

If they are unable to elect any position by a majority vote, then the Advisor will appoint.

Section 4 – Removal from Office

Any ASB position, grade-level and/or Executive Cabinet, can be removed for the following reasons:

- Request of Executive Cabinet or Grade-level Cabinet vote.
- GPA less than 2.5 during their term of service.
- Violation of the BECCA Bill during their term of service.
- Suspension of any kind during their term of service.
- At the request of the Advisor.

Section 5 – Succession

For any position that becomes vacant during a school year the grade-level cabinet will need to meet and elect a new representative. All members of the grade-level, including those who are already holding another position, may run for the office if they meet the criteria. However, no person may hold more than one position for their grade-level.

Article III Student Clubs and Organization

Section 1 – Rules for Organization and Clubs

Any club or organization wishing to function under the ASB shall submit a Constitution to the Executive Cabinet.

All clubs must have an Advisor who is approved by administration and the District School Board..

All clubs must keep minutes of each meeting, which are subject to inspection by the Executive Cabinet. A copy of all minutes shall be submitted to the Executive Cabinet Secretary upon publication.

Any club must disband on the request of the Executive Cabinet or District Administrator.

All clubs must keep a record of all monies collected and spent. A copy of this record is to be submitted to the Executive Cabinet Treasure at regular intervals.

All clubs are subject to the requirements of district policy regarding the use of district facilities and fundraising.



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Morton Jr/Sr High School

Morton Intermediate School

152 Westlake Ave. ~ Morton, WA, 98356

p: 360-496-5137 ~ f: 360-496-6035

Morton Elementary School

400 Main Ave. ~ Morton, WA, 98356

p: 360-496-5143 ~ f: 360-496-0327

MORTON JR/SR HIGH SCHOOL

ASB Policy Governance

GP1 Governance Commitment and Purpose

The purpose of the ASB is to see to it that the achieves appropriate results for students at an appropriate cost and avoids unacceptable actions and situations.

1. In the fulfillment of this charge, the ASB is committed to rigorous, continual improvement of its capacity to govern effectively through policy by defining its concerns in terms of values and its vision in terms of expectations.
2. The following beliefs are held by all members of the Board:
 - a. Education is essential to the quality of life;
 - b. Every individual can learn;
 - c. Public education is essential to participatory citizenship in a democracy;
 - d. Learning is a lifelong process;
 - e. Ability to adapt to change is essential;
 - f. A shared set of basic values and ethical standards is essential to our community;
 - g. A diverse population working in unity enriches a community;
 - h. Integrity is essential for trust;
 - i. Trust is fundamental to quality relationships;
 - j. Hard work and perseverance are essential in order to maximize potential;
 - k. High expectations are important for student learning;
 - l. Every individual has value and is entitled to be treated with respect;
 - m. Every individual has a responsibility to contribute to a safe and civil school environment;
 - n. Every individual has a responsibility to family, school, and community; and,
 - o. Every individual is responsible for his or her decisions and behavior.

3. The ASB's purpose is to assure that it achieves the results described in its Ends policies and operates within the parameters described in its Executive Limitations policies.

GP2 Governing Style

The ASB will govern with an emphasis on organizational vision rather than on interpersonal relationships; encourage diversity in viewpoints; focus on strategic leadership rather than administrative detail; observe a clear distinction between roles; make collective rather than individual decisions; exhibit future orientation rather than past or present; govern proactively rather reactively; and the Board will be the initiator of policy, not merely a reactor to staff initiatives.

Accordingly:

1. The ASB will cultivate a sense of group responsibility. The ASB will work in partnership with the Principal, staff, students, parents, and the community. The ASB will be responsible for excellence in governing. The ASB will use the expertise of individual members to enhance the ability of the ASB as a body, but will not substitute individual judgments for the ASB's collective values.
2. The ASB will hold itself accountable for governing with excellence. This self-discipline will apply to attendance, preparation for meetings, policymaking principles, respect for roles, and ensuring the continuity of governance capability.
3. The ASB will direct, control, and inspire the district through the careful establishment of written policies reflecting the ASB's values and perspectives. The ASB's major policy focus will be on the intended long-term benefits for students.
4. The ASB will allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling its commitments.

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

5. The ASB will monitor the ASB's process and performances at each meeting.
6. The ASB, by majority vote, may revise or amend its policies at any time.

GP3 ASB Job Description

The job of the ASB is to represent our students and to lead by determining and demanding excellent organizational performance. The ASB will:

1. Ensure that the Ends are the focus of organizational performance.
2. Use appropriate avenues to ensure input from students.
3. Develop written governing policies at the broadest levels,
 - a. *Ends*: Organizational products, impacts, benefits, or results for specified recipients and their relative worth (what end result is desired for whom and at what cost).
 - b. *Executive Limitations*: Constraints on executive authority which established the practical, ethical, prudence, and legal boundaries within which all executive activity and decision-making will take place.
 - c. *Relationship*: How authority is delegated and its proper use is monitored.
 - d. *Governance Process*: How the Board will conceive, carry out, and monitor its own work.
4. Ensure performance by monitoring Ends and Executive Limitation policies.
5. Ensure ASB performance by monitoring the Governance Process and Relationship policies.
6. Advocate for legislative change, which positively impacts public education.

GP4 Agenda

Each ASB meeting will follow the sequence set forth below:

1. Call To Order
 - 1.1. Flag Salute
 - 1.2. Roll Call
 - 1.3. Approval of Agenda
 - 1.4. Public Comment (Optional)
2. Consent Agenda
3. Policy Review
4. Executive Session
5. Exempt Session
6. Announcements
7. Adjournment

The ASB Advisor and President will set the agenda, and the Secretary will prepare it.

The following is the schedule for review of policies by the ASB:

| Month | GP | R | EL | E |
|-----------|-------------|-----|------|-------|
| September | 1 | | | 1 |
| October | 2 | | | 2 |
| November | 3 | | | |
| December | 4 | | | 3 |
| January | 5 | | | 1 |
| February | 6 | | | 2 |
| March | | 1 | | |
| April | | 2 | | 1 |
| May | | | 1, 2 | 3 |
| June | 1,2,3,4,5,6 | 1,2 | 1,2 | 1,2,3 |

GP5 Code of Conduct

The ASB commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. The ASB, acting in its legislative capacity, shall have the authority and responsibility to interpret and apply these standards of conduct.

According:

1. ASB members will represent the interests of the students of the entire school. This accountability to the whole school supersedes any conflicting loyalty to other advocacy or interest groups or membership by any ASB officer.
2. ASB officers may not attempt to exercise individual authority over the organization.
3. ASB officers shall maintain confidentiality appropriate to issues of a sensitive nature, especially those discussed in executive and/or exempt sessions.

GP6 ASB Officer Covenants

In order to build and maintain productive and effective relationships, ASB officers shall establish a system of communication that builds upon mutual respect and trust.

Accordingly, members will:

1. Exercise honesty in all communication.
2. Respect for each other.
3. Focus on issues, not on personalities.
4. Assume and practice trust from each other.
5. Maintain focus on shared goals.
6. Communicate in a timely manner to avoid surprises.
7. Support the majority decisions of the ASB.
8. Withhold judgment on issues until fully informed.
9. Seek first to understand rather than to be understood.
10. Criticize privately, praise publicly.
11. Maintain confidentiality.
12. Openly share concerns, issues, and interests.
13. Assume a non-defensive posture, taking the initiative to communicate and ask questions for clarification.
14. Share information and knowledge.
15. Give direction as the whole, not as individuals.
16. Protect and promote the integrity and reputation of the district.
17. Support the Superintendent/Staff in their roles.

In addition, they will also:

1. Maintain a GPA above a 2.5 each quarter.
2. Refrain from having more than one Major offense during the school year.
3. Refrain from having any Serious offenses during the school year.

Failure to follow these covenants may result in dismissal from the ASB by a roll-call vote of the remaining ASB officers and Advisor.

R1 President/Advisor Connection

The ASB's sole connection to the operational organization is the Advisor. Members will refer to the Advisor as needed.

The Advisor shall use the President as the first line of communication when matters need to be addressed.

R2 The ASB Acts as a Unit

Only decisions of the ASB acting as an entity are binding on the ASB.

E1 Events

The ASB has set the following Ends in terms of events for each school year:

1. Hold a *Pep Assembly* when the following events occur:

- a. Home varsity football game held at either Morton or White Pass;
 - b. Home basketball games held in Morton for either boys or girls varsity teams; and,
 - c. Home varsity softball or baseball games held in Morton.
2. Have a joint *Pep Assembly* with the White Pass ASB prior to the football homecoming game.
 3. Host a spirit week once during the:
 - a. Fall sports season;
 - b. Winter sports season; and,
 - c. The week leading up to graduation.

E2 Financial

The ASB is committed to responsible financial management. The ASB will maintain a positive fund balance and will seek to have more revenue than expenditures each year.

E3 Elections

The ASB will hold annual elections for the upcoming year during the *Spirit Week* of graduation. New officers will assume their roles on the Monday following graduation.

At the first meeting of the building-wide ASB the class presidents, or substitutes, will elect the following building-wide positions:

1. President;
2. Vice-President;
3. Communications; and,
4. Secretary.

When they elect, officers are electing which grade-level will hold which position as that class's representative will hold that position. This includes substitutes as described in EL1 and EL2.

EL1 ASB Hierarchy

When ASB officers are unavailable they substitute will come from their class first, or from another class if necessary. First, ASB officers who are unavailable will be substituted by a member of their own class using the *order of authority* as described in EL2. When this option is exhausted, the Advisor and/or ASB may use officers from other classes as needed. Officers from other classes will first be used from the Seniors, then Juniors, then Sophomores, and finally Sophomores. *Order of authority* as described in EL2 will be used each time.

When a substitute officer fills in they will fill the building-wide role of the officer they are substituting for.

EL2 Order of Authority

The order of authority used in the ASB is the following:

1. President;
2. Vice-President;
3. Treasurer;
4. Communications;
5. Assistant Treasurer; and,
6. Secretary.



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MORTON JR/SR HIGH SCHOOL CAREER AND TECHNICAL STUDENT ORGANIZATIONS

FBLA

MEMBERSHIP

The Morton FBLA Chapter is an Official Chapter. This means that all students who have paid the \$20 membership fee and are enrolled in any Business education class are members and can take advantage of all opportunities associated with FBLA membership. Business education courses offered can vary from year to year. See the current Business Teacher for more information on which courses qualify as Business education courses.

All officer team members are required to purchase an ASB card prior to October 1 of the school year.

Officer team members are required to participate in a minimum of **one** Presentation event in addition to testing events. Failure to comply can result in dismissal from the officer team.

OFFICER ELECTIONS

Officer elections are held each school year in order to elect the officer team. Officer team members are responsible for planning and holding chapter events. Election processes may include but are not limited to:

- Interview
- Application and/or Resume
- Membership General Election
- Confidential Teacher Evaluation Forms

MEETINGS AND EVENTS

Students will have the opportunity and are encouraged to attend monthly chapter meetings and events held at Morton Jr./Sr. High School. Events will be advertised in the daily school news read to students each day. All elected officers are required to be in attendance at all events unless they have made previous arrangements with the advisor. Failure of officers to attend may result in dismissal from the officer team.

Off-campus events will require members to meet other requirements as directed by the advisor.

GRADES

All students wishing to participate in any FBLA event held off of the Morton Jr./Sr. High School campus, must be passing all classes with a "2" or better in order to attend.

Officer team members must maintain a "2" or better in all classes for the entirety of the school year. Officers who do not maintain the minimum grades will be placed on an action plan, as determined by the advisor. Failure to complete action plan steps to improve student grades could result in dismissal from the officer team.

FUNDRAISING

Members are expected to assist with fundraising throughout the school year. The chapter is expected to cover costs associated with State and District membership dues, recreational activities, food provided at chapter and officer meetings, upfront fundraiser costs, and events fees for State Conference and Fall/Winter Conferences.

STATE CONFERENCE

The annual Washington State FBLA Conference is held in April of each school year. All members are eligible to attend, given they compete and qualify in an event. Attendees are also responsible for fundraising a portion of the trip cost, as voted on by the membership each year. The total cost to attend state convention varies from year to year based on location. Typically budget \$450 cost per student with official numbers out in October when dues are required.

Qualifying members must also attend no less than 90% of the practices held for their given event. Failure to attend event practices could result in the removal of state conference attendance privileges. Members planning to attend may also be required to meet additional requirements, as needed by the contest they are competing in, as indicated by contest guidelines or advisor directive.

OVERNIGHT TRIP POLICY

The opportunity to participate in the Morton FBLA is a privilege. Participation in the Morton FBLA places a student in

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a position of recognition and often bestows the position of role model upon the member. Any student who elects to accept the privilege of participating in the Morton FBLA must recognize that he/she is a representative of the school and district and will be held to a higher standard of conduct than that applied to the general student body. This applies to school-related and non-school related activities. The member is subject to state law, school district policies, school rules, and regulations.

The following expectations must be followed on all overnight trips. Failure to abide by these policies can result in not being allowed to attend overnight trips. Serious violations could result in the student being sent home early at the expense of the parent.

- Students will follow the directions given by Advisor, chaperone, or any staff member present at events.
- Students will conduct themselves in a proper manner at all times.
- Students will stay with the group at all times.
- Students will not leave the hotel or site of activity for any reason.
- Students will follow all curfew times. Lights out will be at the discretion of the advisor or adults at events.
- Students must stay in the room assigned to them.
- Female students will not be allowed in rooms of male students. Male students will not be allowed in rooms of female students.
- Students will wear Professional attire, except when notified by the Advisors. Other clothing worn on trips must be school appropriate.
- Students must always follow district policies and rules.
- Drug and/or alcohol use or attending events where drug and/or alcohol usage occurs will result in immediate dismissal from the officer team, as well as the loss of privilege to attend any off-campus trips taken by FBLA members.



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MORTON JR/SR HIGH SCHOOL CAREER AND TECHNICAL STUDENT ORGANIZATIONS

FFA

MEMBERSHIP

The Morton FFA Chapter is an Affiliate Chapter. This means that all students enrolled in any Agricultural Education class are automatically FFA members and can take advantage of all opportunities associated with FFA membership. Agriculture education courses offered can vary from year to year. See the school counselor for more information on which courses qualify as Agriculture Education courses.

All officer team members are required to purchase an ASB card prior to October 1 of the school year.

Officer team members are required to participate in a minimum of **one** Career or Leadership Development Event. Failure to comply can result in dismissal from the officer team.

OFFICER ELECTIONS

Officer elections are held each school year in order to elect the officer team. Officer team members are responsible for planning and holding chapter events. Election processes may include but are not limited to:

- Interview
- Application and/or Resume
- Membership General Election
- Confidential Teacher Evaluation Forms

MEETINGS AND EVENTS

Students will have the opportunity and are encouraged to attend monthly chapter meetings and events held at Morton Jr./Sr. High School. Events will be advertised in the daily school news read to students each day. All elected officers are required to be in attendance at all events unless they have made previous arrangements with the advisor. Failure of officers to attend may result in dismissal from the officer team.

Off-campus events will require members to meet other requirements as directed by the advisor.

GRADES

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All students wishing to participate in any FFA event held off of the Morton Jr./Sr. High School campus, must be passing all classes with a "2" or better in order to attend.

Officer team members must maintain a "2" or better in all classes for the entirety of the school year. Officers who do not maintain the minimum grades will be placed on an action plan, as determined by the advisor. Failure to complete action plan steps to improve student grades could result in dismissal from the officer team.

FUNDRAISING

Members are expected to assist with fundraising throughout the school year. The chapter is expected to cover costs associated with State and District membership dues, recreational activities, food provided at chapter and officer meetings, upfront fundraiser costs, and events fees for the State convention and district competitions.

STATE CONVENTION

The annual Washington State FFA Convention is held in May of each school year. All members are eligible to attend, given they compete and qualify in an event.

Qualifying members must also attend no less than 90% of the practices held for their given event. Failure to attend event practices could result in the removal of state convention attendance privileges. Members planning to attend may also be required to meet additional requirements, as needed by the contest they are competing in, as indicated by contest guidelines or advisor directive.

OVERNIGHT TRIP POLICY

The opportunity to participate in the Morton FFA is a privilege. Participation in the Morton FFA places a student in a position of recognition and often bestows the position of role model upon the member. Any student who elects to accept the privilege of participating in the Morton FFA must recognize that he/she is a representative of the school and district and will be held to a higher standard of conduct than that applied to the general student body. This applies to

school-related and non-school related activities. The member is subject to state law, school district policies, school rules, and regulations.

The following expectations must be followed on all overnight trips. Failure to abide by these policies can result in not being allowed to attend overnight trips. Serious violations could result in the student being sent home early at the expense of the parent.

- Students will follow the directions given by Advisor, chaperone, or any staff member present at events.
- Students will conduct themselves in a proper manner at all times.
- Students will stay with the group at all times.
- Students will not leave the hotel or site of activity for any reason.
- Students will follow all curfew times. Lights out will be at the discretion of the advisor or adults at events.
- Students must stay in the room assigned to them.
- Female students will not be allowed in rooms of male students. Male students will not be allowed in rooms of female students.
- Students will wear the official dress, except when notified by the Advisors. Other clothing worn on trips must be school appropriate.
- Students must always follow district policies and rules.
- Drug and/or alcohol use or attending events where drug and/or alcohol usage occurs will result in immediate dismissal from the officer team, as well as the loss of privilege to attend any off-campus trips taken by FFA members.



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MORTON JR/SR HIGH SCHOOL

Jr/Sr High School Honor Society

Preamble

Believing that outstanding student effort and achievement should be rewarded and encouraged, and seeking to cultivate the ideals of scholastic excellence, service, and leadership in our citizens of tomorrow, the governing officers of the National Technical Honor Society have established this organization for the promotion of these ideals.

Purposes

The purposes of this organization shall be:

- 1) To promote the ideals of honesty, service, leadership, and skill development among America's future workforce;
- 2) To reward scholastic achievement;
- 3) To assist members in their pursuit of career and educational goals;
- 4) To help to build and maintain a stronger, more positive image for students, programs, and schools in the local community and throughout the nation;
- 5) To encourage the practice of high standards of personal and professional conduct and individual responsibility among the membership;
- 6) To help member schools initiate and maintain strong working partnerships with local institutions of business, industry, and commerce; and,
- 7) To advance the growth and ideals of the Society throughout the United States of America.

ARTICLE I GOVERNMENT OF THE ORGANIZATION

Section 1

The name of this student organization shall be the Morton Jr/Sr High School Honor Society.

Section 2

The Morton Jr/Sr High School Honor Society is associated with the National Technical Honor Society (NTHS) beginning

with the 2020-2021 school year. All members previously inducted into the previous Morton Jr/Sr High School Honor Society are automatically inducted.

ARTICLE II SCHOOL PRINCIPAL

Section 1

The principal shall reserve the right to approve or disapprove all activities and decisions of the chapter.

Section 2

The principal shall annually appoint a chapter advisor who may serve consecutive terms. Co-advisors may be appointed when necessary.

ARTICLE III CHAPTER ADVISOR

Section 1

The chapter advisor shall be responsible for the direct, day-to-day supervision of the chapter and act as a liaison between staff, administration, students, and community members.

Section 2

The chapter advisor shall maintain files on membership, chapter history, activities, and financial transactions. The chapter advisor shall complete any and all documentation required by the national charter.

Section 3

The chapter advisor shall regularly review each member for compliance with the national standards obligations of NTHS.

Section 4

The chapter advisor shall help the chapter officers understand and carry out their duties and responsibilities.

ARTICLE IV FACULTY COUNCIL

The Morton School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Title IX); Tami Muth, P.O. Box 1219, Morton, WA 98356; (360) 496-5143 (ADA Coordinator/Compliance Coordinator for 28A.640 and 28A.642); Becky Brooks, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Section 504); Jenna Haselwood, P.O. Box 1219, Morton, WA 98356; (360) 496-5137 (Harassment, Intimidation and Bullying Compliance Officer)

Section 1

The faculty council shall consist of, at minimum, five (5) voting faculty members appointed by the chapter advisor, and shall include the chapter advisor. The faculty council may include certificated, classified, administrative, full-time, or part-time faculty members.

Section 2

The term of faculty council members shall be for one year. Members may serve in consecutive terms.

Section 3

The faculty council shall meet at least once a year to select members for induction, and/or to serve in a disciplinary function for current members.

ARTICLE V CTE FACULTY COUNCIL

Section 1

The CTE faculty council shall consist of all CTE faculty at Morton Jr/Sr High School.

Section 2

The CTE faculty council shall meet at least once a year to select members for induction, and/or to serve in a disciplinary function for current members.

ARTICLE VI MEMBERSHIP

Section 1

Membership is an honor bestowed upon a student when a student is offered an application for membership, completes the application, and formally completes the induction process.

Section 2

National Technical Honor Society, or Honor Society members who transfer from other schools must bring a letter from their previous chapter advisor and principal. Once both letters state that they have met the previous school's requirements and they are a member in good standing, they will then automatically become a member of the Morton Jr/Sr High School Honor Society.

Section 3

Members who resign or are dismissed are not eligible for reinstatement.

ARTICLE VII SELECTION OF MEMBERS

Section 1

Eligibility for membership into the Morton Jr/Sr High School Honor Society may be met via one of the following pathways:

1. Academic Pathway
2. CTE Pathway

Section 2

Academic Pathway:

- ☐ Must be a student in grades 8th, 9th, 10th, 11th, or 12th at Morton Jr/Sr High School;
- ☐ Have a cumulative grade point average of 3.50 or higher;
- ☐ Have no Ds or Fs in their academic career;
- ☐ Exceptional attendance as determined by the chapter advisor;
- ☐ Complete the application process as determined by the chapter advisor for this pathway; and,
- ☐ Be selected by a majority vote of the faculty council.

Section 3

CTE Pathway:

- ☐ Must be a student in grades 8th, 9th, 10th, 11th, or 12th at Morton Jr/Sr High School;
- ☐ Have demonstrated outstanding skill in at least one field of career and technical education;
- ☐ Have a cumulative grade point average of 3.00 or higher;
- ☐ Exceptional attendance as determined by the chapter advisor;
- ☐ Have a career goal in their High School and Beyond Plan focused on a CTE aligned career;
- ☐ Be selected by a majority vote of the CTE faculty council; and,
- ☐ Complete the application process as determined by the chapter advisor for this pathway.

ARTICLE VIII DISCIPLINE AND DISMISSAL

Section 1

The chapter advisor shall propose names to either the faculty council or CTE faculty council of members who have violated NTHS standards or obligations. Member names are submitted to the appropriate council depending on the pathway in which they were inducted through.

Section 2

The appropriate faculty council will first have presented to them by the chapter advisor the violations committed by the member. The member shall be present during this step.

Section 3

After the chapter advisor presents the violations the member will have an opportunity to make a statement.

Section 4

After the member's statement, the appropriate council will ask questions of the chapter advisor and/or member before meeting in private to discuss the matter as a council only.

Section 5

Following the discussion of the council privately they will then vote privately on whether or not to take action. The council will also determine whether they will issue discipline or dismissal.

Section 6

The appropriate council will publicly, in front of the chapter advisor and member, share their majority decision and action. The council's decision is final.

Section 7

Failure of the member to show up for a disciplinary meeting with the appropriate faculty council will automatically result in the member's dismissal.

ARTICLE IX CHAPTER OFFICERS

Section 1

The student officers of this organization are:

- President
 - Duties include: Cooperate with the chapter advisor to supervise the local chapter, determine policy and conduct of general activities, preside at all meetings, and represent Morton Jr/Sr High School Honor Society at all official chapter events.
- Vice-President
 - Duties include: Serve in the president's absence and act as a general assistant to the chapter president.

- Treasurer
 - Duties include: Have a general charge of the finances of the local chapter under the supervision and approval of school administration and the chapter advisor, and ensure financial transactions comply with local policies.
- Secretary
 - Duties include: Keep a record of all chapter meetings, minutes, and events.

ARTICLE X MEETINGS

Section 1

The Morton Jr/Sr High School Honor Society shall have regular meetings during the school year.

Section 2

Each meeting shall use *Robert's Rules of Order, Newly Revised*.

ARTICLE XI ACTIVITIES

Section 1

The Morton Jr/Sr High School shall participate in one or more service projects each year.

Section 2

The service projects shall have the following characteristics:

- Fulfill a need within the school or community;
- Have the support of the administration and ASB;
- Be appropriate and educationally defensible;
- Well planned, organized and executed.