



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

Facebook: @MortonSchoolDistrict214 ~ Twitter: @MSD21214

Morton Jr/Sr High 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: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, bbrooks@morton.k12.wa.us.

MORTON SCHOOL DISTRICT VISION

The Morton School District shall distinguish itself by producing the highest levels of individual student success.

MORTON SCHOOL DISTRICT MISSION STATEMENT

The philosophy of Morton School District is that every student matters, every moment counts. Morton School District will assure the highest levels of individual student success are achieved. 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 environment; and, seek ways to enhance our learning culture through data-driven decisions.

MORTON SCHOOL DISTRICT STRATEGIC GOALS FOR OUR SCHOOL

Strategic Goal #5 – All students in each grade from seventh through twelfth grade that have been continuously enrolled in our district for a minimum of two years will meet the reading benchmark level for his or her academic level as measured by the STAR 360 reading assessment score by the year 2021.

Strategic Goal #6 – At least eighty percent of all students in each grade from seventh through twelfth grade that has been enrolled in our district for less than two years will meet the reading benchmark level for his or her academic level as measured by the STAR 360 reading assessment score by the year 2021.

Strategic Goal #7 – All students in each grade from seventh through twelfth grade that have been continuously enrolled in our district for a minimum of two years will meet the math benchmark level for his or her academic level as measured by the STAR 360 math assessment by the year 2021.

Strategic Goal #8 – At least eighty percent of all students in each grade from seventh through twelfth grade that has been enrolled in our district for less than two years will meet the math benchmark level for his or her academic level as measured by the STAR 360 math assessment by the year 2021.

MORTON SCHOOL DISTRICT CONTRIBUTING CITIZENS GOALS

All Morton School District students demonstrate the individual character qualities, emotional strength, and social skills to succeed. They understand the importance of work and how performance, effort, and decisions directly affect their future educational and career opportunities. They contribute to the betterment of school and community and understand their responsibility to contribute to both family and society. They demonstrate knowledge and skills that reflect responsible citizenship in a democratic society.

Individual – All Morton School District students are individuals of good character.

- Personal best. Jr/Sr HS students strive to achieve their personal best in all actions and activities.
- Act responsibly. Jr/Sr HS students act responsibly in all circumstances no matter the circumstances.
- Work and play safely. Jr/Sr HS students work in the classroom and play at appropriate times in a safe manner for themselves and others.
- Show respect. Jr/Sr HS students show respect for themselves, other people, and property

School – All Morton School District students demonstrate successful emotional and social skills within a school setting.

- Conflict resolution. Students demonstrate an ability to avoid or resolve conflict situations.
- Cooperation and teamwork. Students demonstrate the ability to work together.
- Decision Making. Students are capable of making positive and productive decisions individually, and within and for groups.
- Diversity. Students will honor and respect the diversity of individuals, both those whom they encounter on a daily basis and those whom they may meet during their lifetime.
- Bullying and harassment. Students demonstrate an ability to resist and consistently report bullying or harassment.
- Leadership. Students set the example, influencing others to make good choices.
- Inclusiveness. Students are welcoming to one another and are inclusive in encouraging one another to participate in school activities.



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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 CLASSROOM

Currently, Morton Jr/Sr High School has an alternative classroom. Placement into this classroom/program is solely the school's prerogative and is determined by the building principal or designee.

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 POLICY

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

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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.

10 Day Rule

According to RCW 28A.600.030, it is the discretion of each district to determine the required amount of attendance for credit. Students who miss a total of 10 days of any class will receive 'NO CREDIT' due to excessive absenteeism.

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. 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, and this includes 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 will result in school cleaning assignments and/or fewer cafeteria privileges.

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 shall 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 in fact been abused or neglected. Any conditions or information that may reasonably be related to abuse or neglect are required to be reported (RCW 26.44.030(1)). Legal state authorities have the responsibility 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

CLOSED CAMPUS

We have a closed campus policy for the Junior High and High School students. Once you get on a bus or on 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 by office administration before signing out in the office.

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. Students must have at least a 2.5 GPA, with no F's, to qualify for the off-campus lunch program.

Qualifications will also be determined upon the administrative decisions in the areas of discipline and attendance. They must also complete paperwork and obtain an "Off-Campus Card" from the office, which they must have with them at all times they plan to go off-campus.

The off-campus program is offered to all Seniors and Juniors who qualify by the standards set above. At the beginning of the 2nd semester, sophomores will be allowed to participate.

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.

COMMUNITY SERVICE

The Morton School District School Board has approved 25 hours of community service hours as a requirement to graduate. Community service hours must be documented and cannot be completed with a family member. Community service hour documentation paperwork is available in the counseling office. It is highly recommended that students earn community service hours as follows:

Freshman	5 hours
Sophomores	5 hours
Juniors	5 hours
<u>Seniors</u>	<u>10 hours</u>
TOTAL	25 hours

COUNSELING SERVICE

A counselor, or Dean of Students, is on the school staff to serve both junior and senior high 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 of Morton Sr./Jr. High School is expected to dress in a manner that supports the expectation that all students work diligently towards their own academic success without distracting themselves or others from the academic process. 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 or show their midriff.
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, prejudice, 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

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.

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 and 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.

LEAVING SCHOOL/CHECK OUT

A student who wants to check out of school must follow school policy in order 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 being 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.

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 Morton Jr/Sr High School's PBIS system 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 re-direct students and help them understand the negative impacts of their behavior.

PAWS Expectations

Our schoolwide 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.

PROMOTION POLICY (Junior High)

In order to be promoted to the next grade level a student must:

- A. Earn a total of 5 out of 7 possible credits available throughout the course of the school year, or;
- B. Earn passing grades in ALL core classes second semester of the school year.

A parent/guardian may appeal the decision to retain his/her students if they are in a disagreement that this is the best practice for their child. A retention decision may be overturned if a majority of the student's teachers and principal are in agreement for retention.

REVIEW OF INSTRUCTIONAL MATERIALS FOR BIAS

As schools work to increase success for all students, 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 the 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.

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 suspension or expulsion from school. The rules in this handbook are in effect any time that a student is on school property or at a school-sponsored event, at home or away.

SCHOOL CLOSURES AND DELAYS

In the event of emergency situations such as severe road conditions or school closures or delays in opening, an announcement will be made over the following television and radio stations:

- KOMO 4
- KING 5
- KMNT 104.3 FM

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 re-admitted.
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. Student lockers and desks will be subject to inspection by an administrative announcement for purposes of school safety and cleanliness.

SECURITY VIDEO CAMERAS

Morton Junior/Senior High School utilizes 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.

STUDENT RECORDS

Student records are the property of the district 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 in a confidential and professional manner. 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 as a result of losing or damaging school materials or equipment.

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

All textbooks are furnished by the school district. 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.

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

Students are not allowed to bring visitors or guests to school during the school day. Parents are welcome to visit school, but we require all adults entering the building to register in the office first.

WITHDRAWALS

Any student finding it necessary to withdraw from school, for any reason, must have their parent/guardian contact the school in person and will follow regular 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.

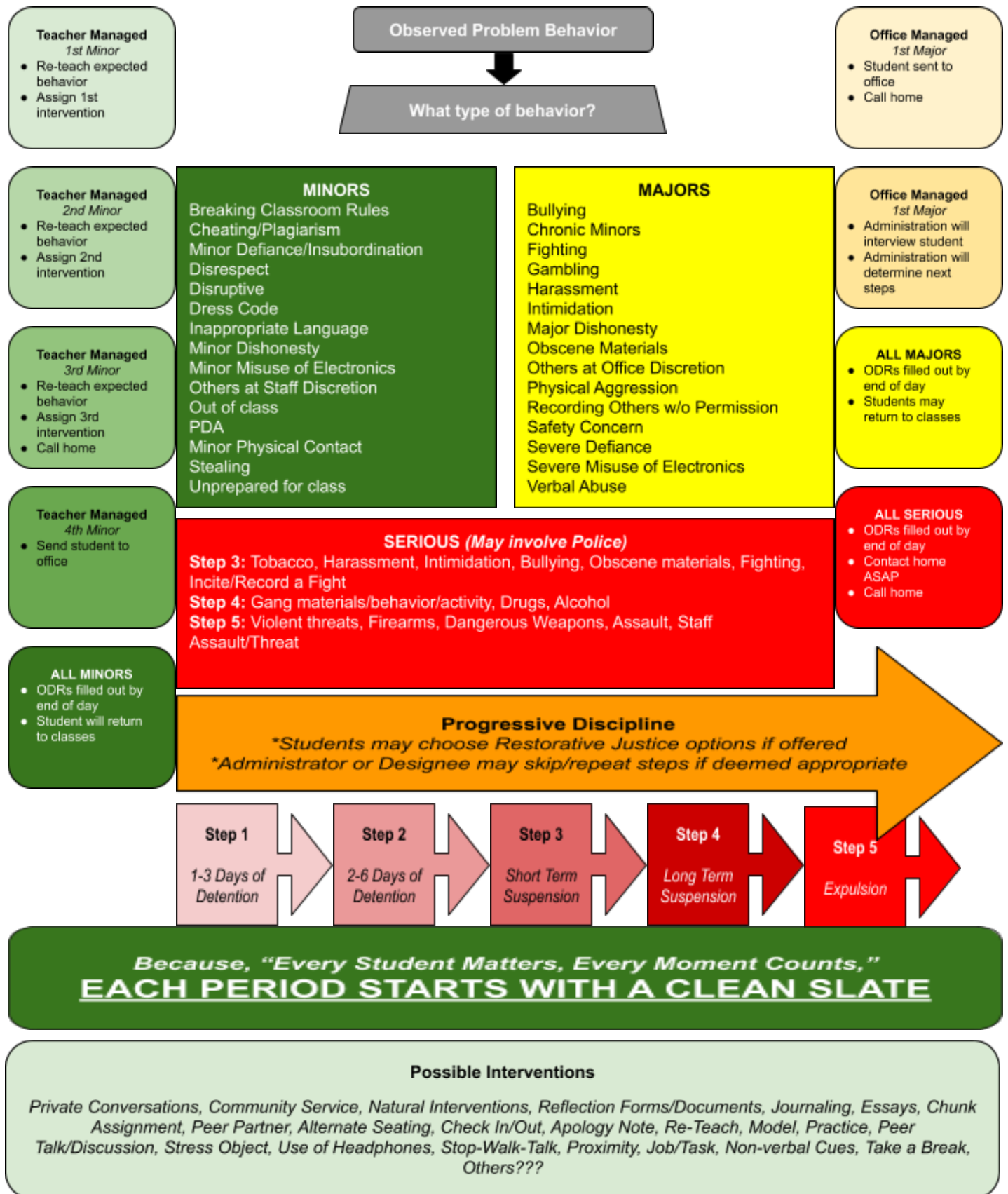
WITHHOLDING OF DIPLOMA, REPORT CARD AND/OR TRANSCRIPT

A student's diploma, report card and/or transcript will be withheld until the student pays for book fines, library fines, and for any school property that has been lost or willfully damaged. Upon payment of fines or damages, the diploma, report card and/or transcript will be released.

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 Dean of Students.

PBIS FLOWCHART/DISCIPLINE MATRIX





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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 Governing Bodies

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 the President, Vice-President, Treasurer, Secretary, Historian, and Social Chairperson.

Section 4

Voting members of the Executive Cabinet shall include the Association President, Vice-President, Treasurer, Secretary, Historian, and Social Chairperson.

Section 5

The Executive Cabinet shall meet on the second Monday of every month. In the event of school closure (holidays,

weather, etc.), the meeting shall be held on the first-day school is in session.

Section 6

The Executive Cabinet shall exercise general supervision of all student activities and authorize all expenditures of the Association.

Section 7

The Executive Cabinet shall also enact regulations as necessary to preserve the purpose of the Association when such action is not defined by this Constitution, its amendments, and by-laws.

Article V Executive Cabinet

Section 1 - President

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

Section 2 – Vice-President

The ASB Vice-President shall perform the duties of the President in the absence of the president. The Vice-President shall preside over the student senate.

Section 3 – Secretary

The Secretary shall keep the minutes and attendance of all meetings of the Executive Cabinet, The Student Senate, and the Association.

The Secretary is charged with the distribution of Executive Cabinet minutes to all student organizations, faculty, and administration within three school days after each meeting.

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 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: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, b Brooks@morton.k12.wa.us.

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 shall serve as chair of the Budget Committee.

Section 5 – Social Chairperson

The Social Chairperson shall be responsible for the Association's activity calendar, social responsibilities of the Executive Cabinet as assigned by the same, and to coordinate all special assemblies.

The Social Chairperson shall serve as a member of the plaque committee.

The Social Chairperson shall serve as chair of the Spirit Committee

Section 6 – Historian

The Historian shall maintain a visual and written record of all Association events and activities held by the Association.

The Historian shall serve as chair of the Advertising Committee.

The Historian shall attend all social events, home athletic events, assemblies and all other such events which would be deemed appropriate for historical purposes.

Article IV Amendments

This constitution (except article VI) or By-laws may be amended at any time by a three-fourths vote of the Association and ratified by the School Board. Any proposed amendment must be presented one week before being voted upon.

By-Laws

Article 1 Association Elections

Section 1 – Candidacy

Candidates for a General Election shall consist of ASB President, Vice-President, Secretary, Treasurer, and Social Chairperson.

Section 2 – Eligibility

To be eligible to hold an Executive Cabinet 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 - Application

Students interested in running for an Executive Cabinet Position must fill out an application packet obtained from and

reviewed by the Principal. Application packets will be made available beginning the **first day of the second semester** of the regular school year.

Section 4 - Nominations

Nominations for the ASB Executive Cabinet are made by petition bearing at least twenty (20) distinct signatures of students who are currently members of the Association. No student may sign more than one petition per office.

Petitions shall begin upon confirmation of eligibility of all candidates by the principal.

Petitions must be submitted to the principal at least three days prior to the General Election. The names of the nominees for each office must be posted conspicuously for at least forty-eight (48) hours before the General Election.

Section 5 – Elections

- A. The ASB President, Vice-President, Treasurer, Secretary and Social Chairperson shall be elected by a majority vote of the Association at the General Election, during the third week of April of each year, from a ballot composed of students successfully nominated for each office.
- B. Members of the Association may only be elected to the office in which their names appear on the ballot
- C. In the event of a tie vote, a run-off election shall be held for that office no later than one week following the general election.
- D. A student may run for more than one office during a General Election. No member of the Executive Cabinet may hold more than one position at any given time. In the event, a student is elected to two offices they are to forfeit the lesser of two offices. The next eligible candidate will hold the subordinate office.
- E. Voting in the General Election is granted only to students, grades eight (8) through eleven (11). In all other elections voting is specific to a student's school; Junior High and High School.
- F. No person holding an Executive Cabinet position may hold any office which represents their graduating class.
- G. Each candidate must present their speech to the principal at least fourth-eight (48) hours prior to their presentation to the association. Candidates who fail to meet this requirement will have their name struck from the ballot. Campaign materials must be removed from public view by the end of the day of the election.
- H. Announcement of the General Election shall be made no sooner than three days following the election to allow time for run-off elections and declination of office.
- I. A student may decline their election if done so within three days following the election. The running up for that office shall assume office. Otherwise, the elected student must submit a letter of resignation to the president

Article 2 Offices

Section 1 – Appointments

The principal or advisor shall appoint a member of the Association to the position of Historian at their discretion. Candidates for the historian position shall meet all the requirements of an elected position but their name will not appear on the General Election ballot.

Section 2 – Terms of Service

The term of all Executive Board officers begins following the last day of the school year

Section 3 – Removal from Office

- A. No Association officer of any organization may be removed from their duly elected office upon request of members from the Association
- B. If at any grade reporting period, an Executive Cabinet Officer is found to have a GPA of less than 2.5, the principal shall declare the office vacant.
- C. If, at any time, a member of the Executive Cabinet is in violation of the Becca Bill the principal shall declare the office vacant.
- D. If, at any time, a member of the Executive Cabinet commits an act in which the penalty is in-school or out-of-school suspension the principal shall declare the office vacant.
- E. If, at any time, members of the Association believe any Executive Cabinet member has been delinquent of his/her obligations, they may mount a recall election. A recall election will be held within two weeks as a result of:
 - 1. A recall vote by at least two-thirds of the full student senate or
 - 2. By petition containing the signatures of, at least, one-half the members of the entire Association.
- F. The association must be notified one week prior to the recall election date that a recall election will take place. The Association shall be given ONE DAY for a recall election to obtain the required votes. If voting requirements have been met, reviewed, and verified by the principal the office will be declared vacant.

Section 4 – Succession

- A. If the office of ASB President becomes vacant, the Vice-President shall fill the position
- B. If the office of Vice-President becomes vacant, the Secretary shall fill the position
- C. If the position of Secretary becomes vacant, the Historian shall fill the position
- D. If the position of Historian becomes vacant the principal or advisor shall appoint an eligible member of the association to fill the position.

- E. If the office of Treasurer becomes vacant the President shall conduct all duties and responsibilities until such time the principal or advisor appoints an eligible member of the Association to fill the vacancy.
- F. If the office of Social Chair becomes vacant the Executive Cabinet shall appoint an eligible member of the Association to fill the position.

Article III Representation

Section 1 – Student Senate

- A. The Vice-President shall take all necessary action to establish a body to serve as a representation of each graduating class before the first advisory meeting of each year. This body shall be called the Student Senate.
- B. The Senate shall consist of two members from each graduating class. Of the two representing members from each class, one member shall serve as Class Treasurer and one member shall serve as Class Ambassador.
- C. The Student Senate shall be charged with the duty of bringing matters of importance to the Vice-President. Senators shall serve as the eyes and ears of the Executive Cabinet and shall also serve as official representatives of Morton High School.
- D. Senators are responsible for conducting fund-raising endeavors for their respective classes.
- E. The Senate shall meet no less than once per month during the regular school year prior to the Executive Cabinet's mandated meeting. Senate meetings shall be called and presided over by the ASB Vice-President.

Section 2 – Advertising Committee

The Historian shall take all necessary action to establish a committee of Association members to serve on the advertising committee. This committee shall provide support to any Association member or organization requesting assistance in advertising their event(s).

This committee shall be responsible for creating advertising for all ASB events on and off-campus.

Section 3 – Budget Committee

The Treasurer shall take all necessary action to establish a committee of Association members to review the ASB budget for the upcoming year.

In the event a Budget Committee cannot be filled with members of the Association it shall be supplemented with members of the Executive Cabinet.

Section 4 – Spirit Committee

The Social Chair shall take all necessary action to establish a committee of Association members to serve on the Spirit Committee.

The Spirit Committee will be charged to develop and execution of, no less than, two special assemblies per school year. These assemblies may include, but not be limited to, student recognition for athletics, competition, academics, and/or artistry.

Article IV Reserved for Additional ASB Legislation not yet written

Article V Reserved for ASB Judiciary Branch not yet written

Article VI 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 chosen from Morton School District's staff or a district-qualified volunteer.

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 ASB Secretary upon publication

Any clubs 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 ASB Treasure at regular intervals

All clubs must hand in an activity request to conduct any event or function on the school calendar.

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

Article VII National Honor Society

Morton High School has been granted a charter by the National Council of the Nation Honor Society. The purpose and objective of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Morton High School.

Membership is based upon scholarship, leadership, and character and the faculty must consider eligibility. Candidates shall have spent at least one semester in Morton High School and shall be members of the sophomore, junior, or senior class. Candidates shall be members of the Morton High School Associated Student Body. Candidates eligible for election to the chapter shall have maintained a 3.25 accumulative grade point average at the time of admission. This scholastic level must be maintained each semester to remain in the National Honor Society.



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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 is 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 Mrs. Hanger 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

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: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, bbrooks@morton.k12.wa.us.

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. 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 usually is around \$250, which includes meals and housing for four days.

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 SCHOOL DISTRICT

INDIVIDUAL USER ACCESS INFORMED CONSENT AGREEMENT

Regulations on the Use of Electronic Communications Systems (Network)

District Rights

- The district reserves the right to prioritize usage and access to the system and to monitor anyone's use of the system.
- Any use of the system 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 operation of the system by other system components including hardware and software that shall not be destroyed, modified or abused in any way.

User Responsibilities

- Malicious use of the system to develop programs that harass other users, to gain unauthorized access to any computer or computing system and/or to damage the components of a computer or computing system is prohibited.
- Users are responsible for the appropriateness and content of the materials they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
- Use of the system to access, store, and distribute obscene or porno graphical material is prohibited.
- Subscriptions to mailing lists, bulletin boards, chat groups, and commercial online services and other information services must be pre-approved by the superintendent or designee.
- System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are responsible for all activity under their account.
- Users shall not seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- Communications may not be encrypted so as to avoid security review.
- The unauthorized installation, use, storage or distribution of copyrighted software is prohibited.
- No students shall have access to the system without having received appropriate training and without a signed Individual User Release Agreement form on file with the district. Students under age 18 or who are 18 or over but not emancipated must have the approval of a parent or guardian.
- Diligent effort must be made to conserve system resources. For example, users should frequently delete email and unused files.
- Failure to observe the responsibilities listed above will result in appropriate consequences to the user.
- Students should never make appointments to meet people in person that they contacted on the system without district and parent/guardian approval.
- Students should notify their teacher or other school adults whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or parent/guardian.
- Nothing in these regulations is intended to preclude to be supervised use of the system while under the direction of a teacher or other approved user acting in conformity with the district policy procedure.

Misuse of Computer Information Systems and other High-Tech Equipment

- 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 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: Title IX Coordinator/ADA Coordinator/Civil Rights Compliance Coordinator and Superintendent John Hannah, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5300, jhannah@morton.k12.wa.us, or Section 504 Coordinator Becky Brooks, 152 Westlake Avenue, Morton, WA, 98356, 360-496-5137, bbrooks@morton.k12.wa.us.

- The following guidelines will be used by a district official in determining appropriate discipline for students who misuse the equipment.
 1. Obtaining and or transmitting inappropriate material (example: pornography, ordering merchandise, chat lines, inappropriate use of email and sites that encourage drug or alcohol use, bomb-making, weapons-making, violence, or other inappropriate subjects) will result in the following actions:
 - a. First step: Minimum of one-month loss of Internet privileges. The severity of the offense can result in harsher punishment and possibly suspension.
 - b. Second step: 3-10 day OSS depending on the severity of the offense; total loss of general computer privileges for three months
 - c. Third step: Long term OSS and total loss of computer privileges for one calendar year.
 2. Intentionally damaging computers, high tech equipment and or their operating systems will be considered exceptionally disruptive behavior with the following results.
 - a. First step: Parent conference, payment for repairs, replacements, reinstallation, and or reconfiguration of computer and it's operating systems. Total loss of general computer privileges for three months.
 - b. Second step: All of the above sanctions plus long term OSS and total loss of Internet privileges for one calendar year.
 - c. Third step: All of the above sanctions plus expulsion.
 3. Computer trespassing, which is gaining access to a computer or an electronic database without permission. This is an exceptional disruptive behavior, which is a criminal offense in the State of Washington.

PARENTS/GUARDIANS WHO WISH TO HAVE THEIR STUDENT NOT HAVE COMPUTER/INTERNET ACCESS MUST SUBMIT IN WRITING A SIGNED STATEMENT INDICATING THEIR DESIRE.