

# **Pleasant Grove Junior High**

## **Mission and Commitment Statements**

At Pleasant Grove Junior High School “We empower students through quality teaching to become lifelong learners, responsible citizens, and effective communicators.” To that end the faculty has committed:

Belief Statements:

- All students can learn at high levels.
- Relationships built on respect matter.
- We work collaboratively with students and parents to promote high levels of learning for all students.
- A high-quality teacher with a collaborative team is essential to high levels of learning.
- We provide a safe environment for students.
- Students need high and consistent expectations.
- We utilize best practices that help students be active participants in their learning.

To be successful at PGJH students commit:

- To attending school regularly.
- To getting involved and taking advantage of the opportunities here at PGJH.
- To maintaining good health.
- To learning to communicate and express yourself (Effective Communicator).
- To giving your best efforts in your learning (Life-long Learning).
- To being respectful to faculty, staff, students, and yourself (Responsible Citizenship).

## **Student Code of Conduct**

It is the responsibility of every student, parent, and employee of Pleasant Grove Junior High to make it a great place to be. This section will outline some of the responsibilities that students have to be successful at school and help others be successful.

### **GENERAL PRINCIPLES**

- Pleasant Grove Junior High is an institution of learning. Student behavior should allow them the opportunity to learn and should help encourage and facilitate the learning of others.
- Students are responsible for their own behavior.
- Students should respect themselves, other students, employees, guests of the school, school property, and the property of others.
- Students are taught to be good citizens in our school, so they can become good citizens throughout their lives. As part of this learning process and to preserve the rights of others, students are subject to the consequences of inappropriate behavior including but not limited to expulsion, suspension, in-school suspension, after-school detention, lunch detention, compensation for damages, service assignments, and learning assignments.
- Student behavior that violates the law is subject to referral to the police and appropriate legal consequences.
- Inappropriate behavior occurring off school grounds may be subject to school discipline if the behavior or plans for the behavior originated at school, or if the results of the behavior disrupts or

affects the education of the student or other students.

## **SPECIFIC POLICIES**

The following guidelines are provided to give guidance to students to manage their behavior. No list of policies could possibly cover all inappropriate behavior. Students are subject to discipline based on these policies and the general principles listed above.

## **ATTENDANCE POLICY**

The Pleasant Grove Junior High School attendance policy is based on the knowledge that the explanations, clarifications, and discussions taking place in the classroom are invaluable components of the school learning experience. The benefits of instruction, once lost cannot be entirely regained. Punctuality and regular attendance are not only necessary for school success but also required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school. The administration and staff at Pleasant Grove Junior High are committed to the success of students. Student success can best be achieved when students, parents, teachers, and school administration work together toward a common goal.

- Parents are responsible to see that their children attend school, but may keep the students out of school for illness. Parents are discouraged from keeping students out of school for such things as shopping, baby tending, recreational activities, or any non-emergency family business.
- Students are expected to be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
- Teachers are asked to exercise reasonable discretion in determining the relationship between attendance, class participation, and grades.
- Students are responsible to make up work and obtain information they missed when absent. A reasonable deadline will be set for make-up work to be completed.
- In case of truancy, teachers will decide if credit is given.
- Students missing a class to participate in any school-sponsored activity will not be considered absent from that class. To earn full grade credit, students are required to make up work assigned by the teacher.

Ultimately, the administration has the discretion to excuse an absence. When necessary, a doctor's note or other documentation deemed necessary may be required in order for the student to continue to be excused. Pleasant Grove Junior High has a closed campus. This means that you are to remain on school grounds during school, including lunch. If you go home for lunch, you must get a home pass issued at the main office. If you must leave for other reasons, you must be checked out by your parents in person. Picture ID is required. Only individuals listed on the Emergency and Release form may check a student out of school. If a student leaves campus without checking out, he/she is truant.

### **Attendance Procedures:**

#### **All-Day Absence-Parents must report all absences by one of the following methods:**

- Calling the attendance office (801-610-8146) within 24 hours of the absence and leaving a message including reason for and dates of absence(s).
- Sending a note with the student upon returning, including the reason for and date(s) of absence(s) and phone number for verification

Parents and students may refer to teacher web pages to find missing work during excused absences.

#### **Late Arrival/Check-in-To excuse a late entry you must have one of the following:**

- A doctor's statement
- A parent present

- A written/signed note from a parent stating the time you arrived at school and why you were late.
- A phone call from a parent
- After appropriate warnings, some repeated reasons will not be marked excused.

(See “Excessive Absences” below)

### **Early Dismissals/Checkout Procedure**

Once a student arrives on school property, the student becomes the responsibility of the school. Any student who leaves the campus must be excused from the attendance office and receive a checkout slip.

**For safety reasons, a parent or guardian must come to the office, present picture ID, and sign to check the student out.** Off-campus lunch, parties, and activities are against Alpine School District & Pleasant Grove Junior High School’s policy. Please plan these activities after school.

### **Tardy Policy**

Students are expected to be on time to class, prepared, and ready to work when the tardy bell rings. There is a 5 minute passing period between each class. At 4 minutes a warning bell will ring with an alternate tone to indicate there is only one minute before the tardy bell rings. All teachers will close their doors when the tardy bell concludes. Any student not in the classroom before the doors are closed is considered tardy.

**\* Students reporting to school late must take an excuse note from their parent/guardian to the front office, or have a parent call the Front Office, to check in.**

**\* Students without an excuse note or phone call from a parent should go to the ISS/Tracking room, to check in.**

### **Consequences for unexcused tardiness:** (Overall tardies in all classes)

- 1st Tardy - Student will be warned.
- 2nd Tardy - Student will be warned. .
- 3rd Tardy - Student will call home and take home the Tardy Contract for Parent and Student to sign. If the contract is not returned the day after the 3rd tardy, the student will have lunch detention, each day, until the contract is signed and returned.
- 4th Tardy - Parent will be contacted and 30 minute detention assigned to student
- 5th Tardy - Parent will be contacted and 45 minute detention assigned
- 6th, 7th & 8th Tardy - Parent meeting with student and administrator and 60 minute detention assigned
- 9th Tardy - Parent contact and student is assigned to In School Suspension (ISS) for the day.
- 10th Tardy - Out of school suspension and referral to Truancy School.

### **Truancy Policy**

Truancy is defined as being deliberately absent from school or from class. The decision of whether a student will be allowed to make up missed work for credit is strictly the teacher’s. Students leaving campus without checking out first will be considered truant. Truancy, in every case, will be a determination of the school administration.

- First Offense—Phone call to parent, two After School Detentions per period truant
- Second Offense—Phone call to parent, two ASDs per period truant and possible ISS

- Third Offense—Phone call to parent, two ASDs per period truant, possible referral to Youth Court
- Any additional truancy offenses will result in a referral to Truancy School and possibly Truancy Court

### **Excessive Absences**

As the loss of classroom instruction can never be entirely regained and school attendance is mandated; the following interventions are in place to encourage consistent attendance:

- 20 class periods missed (equivalent to 5 days)—First attendance letter sent home
- 40 unexcused class periods missed (equivalent to 10 days)—Second attendance letter sent home, student conference and parent phone call, phone call to administration to excuse future absences
- 60 unexcused class periods missed (equivalent to 15 days)—Third attendance letter sent home, referral to truancy school
- 68 unexcused class periods missed (equivalent to 17 days) Referral to Fourth District Juvenile Court

### **AUDITORIUM CONDUCT**

The auditorium is the showplace of the school. This is the part of the school that is usually seen by our visitors as they come to special meetings and productions. Performers who come to our school gain an impression of us from our behavior. This behavior includes:

- Entering the auditorium quietly.
- Showing respect for the performers and those taking part. This includes not talking, stomping feet, whistling, booing, cell phone use or other discourteous acts.
- Not eating food, gum, candy, or drinks.
- Sitting with your class in designated areas and finding your seat quickly.
- Staying in your seat during the assembly.

If you are required to leave the auditorium because of misconduct, you may miss future assemblies, your parents may be asked to come and sit with you to assure your proper conduct in the auditorium, or you may be suspended from school.

### **BACKPACKS/BOOK BAGS**

After gathering information from students, parents, faculty members, and other junior highs which have implemented similar policies, our community council has recommended restricting backpacks and book bags from classrooms. Anything large enough to hold a textbook will be considered a book bag and will not be allowed. Students will be able to bring backpacks to and from school, but should leave them in their lockers during the school day. Some of the reasons for restricting backpacks to lockers are:

- Safer school environment. It is more difficult to conceal weapons, electronic games, cell phones, head phones, and/or candy/soda. There is also less theft of other students' belongings and less congestion during class changing times.
- Safer and easier access to aisles in classrooms and in the cafeteria. There is no tripping nor stumbling, more uncluttered work area and more space for tables and chairs.
- Safer students with fewer back, neck and other injuries. There are no students pulling on other students' backpacks and/or knocking down unsuspecting students with quick turns. It also minimizes overweight backpacks on small body frames.

During the school day backpacks and book bags will be treated as nuisance items and will be subject to those consequences.

### **BULLYING POLICY**

Students have the right to feel safe at school and gain an education free from harassment. Cyber bullying, physical, verbal, and relationship abuse and are not permitted at Pleasant Grove Junior High School.

Students who bully others are subject to serious school discipline, including suspension and expulsion, and legal consequences. Students who feel as if they are being bullied should contact the administration.

### **DAMAGING PROPERTY**

Students are responsible for all textbooks and library books checked out to them. You will be required to make restitution for damages you cause to the school building and/or school equipment. Computers, tables, lockers, and desks are the property of the school and should remain in good condition. Writing or marking these items is vandalism. Acts of vandalism and willful damage will be reported to the police department and restitution will be required.

### **DRESS CODE POLICY**

Fads and extremes of dress and appearance tend to attract improper attention to the individual and interfere with the educational process. The Alpine School District Board of Education requires all of its students to conform to standards, avoid extremes, exemplify personal cleanliness, and wear clothes that are clean and free of tears or frays. The school will make the final determination on clothing or attire that seems inappropriate.

- No clothing or displays with reference to drugs or alcohol, vulgar or profane language, and inappropriate messages or pictures.
- No low riders, bare midriffs, or excessively baggy clothing.
- No display of colors or symbols associated with gangs, including bandanas.
- No head coverings.
- No chains or long belts that hang.
- No display of undergarments.
- No muscle shirts.
- Skirts and shorts should be modest. Determinations will be made by having the student extend their arms to their side. The bottom of the clothing must extend past the tips of the students fingers. Skirt slits and slashed jeans must comply with this policy too.
- Shirt straps at shoulder must be at least 4 inches wide.
- Hair should be kept clean and well-maintained. No extreme hair colors are acceptable. Hair styles should not interfere with learning in the classroom for the student or other students (obstructing views, excluding class participation, etc.). The administration will make the final determination on acceptable hair styles.
- No exaggerated body piercing (i.e. nose, lips, tongue, eyebrows, excessive ear piercing, etc.).

Interpretation of the standards will be both the right and responsibility of the school administration.

### **FIGHTING**

Fighting is not tolerated at PGJHS. All incidents of fighting (the exchange of physical blows) will be reported immediately to an administrator or teacher. In the event a fight breaks out, students should move away from the area so as not to be part of the problem and report the fight to an adult. Students should allow an adult to handle the situation without interference. Refusing to leave the area when asked is in violation of the safe school policy. This may result in disciplinary action. Individuals who encourage or are responsible for a fight between other students, will also receive disciplinary action. The penalty for fighting, interfering with stopping a fight, or instigating a fight is suspension for one to ten days or referral to a district hearing panel. In addition, it may involve a referral to the police for court action. A parent/student/administrator conference is required before students can return to school. Fights occurring off school grounds that were planned at school or which affect students at school are subject to school

consequences.

## **HALLWAYS**

During the change of classes there are approximately 1400 students moving through the halls at PGJH. The rules of conduct set forth below are established not only for instructional reasons, but for reasons of safety, cleanliness, comfort, and convenience. As with so many other functions in a building this large and crowded, there needs to be consideration of other persons and respect for their space. As part of that, students should not use any profane or vulgar language, should never run or skate (anywhere on campus), should not yell, scream, hit lockers or vending machines or otherwise make excessive noise while in the halls. Students should not climb on, hang over, sit on, slide down, or throw anything over the railings on the stairways. Students should not be in the halls during classes without a pass. Students out of class without a pass will be escorted back to their respective classes and may be sent to see an administrator. The halls should be free from students within 15 minutes of school ending unless prior arrangements have been made with a teacher. Students should use the elevator only with permission. Food and drink should be confined to the cafeteria and eating areas. Take pride in PGJH and do your part to keep it clean. Inappropriate behavior can result in suspension from school.

## **LANGUAGE**

Students are expected to use appropriate language at all times. Inappropriate language includes swearing, obscene or vulgar language, hate speech, teasing or taunting, or hurtful expressions. Students who use inappropriate speech are subject to disciplinary measures.

## **LUNCHROOM CONDUCT**

The cafeteria is a place where you can enjoy a meal with your friends. There are two lunch periods and you will be assigned to one of them. Your lunch account is for the Main Line, Sandwich Line, and Salad/Pizza Line, not for the Ala Carte Line. Payment for lunches can be made in the lunchroom every morning before school. You may not charge lunches. Each student will be issued a personal identification number which the student will give to the lunch personnel as they go through the line. Students are responsible to keep their identification number confidential. Use of another student's identification number constitutes theft and will be reported to the administration and/or the police. PGJH is a closed campus. Do not leave campus during lunch unless you have a home lunch pass. Violations of these guidelines will result in disciplinary action. Student conduct in the lunchroom should include:

- Lining up single file at the lunch you desire. Do not save places in line for others nor allow others to cut in. Violators will be sent to the end of the line.
- Being courteous and responsible. Throwing food at others or on the floor is not appropriate and disciplinary action will be taken.
- Cleaning up any food spilled through accident or carelessness.
- Taking all trays and litter to the disposal area and properly disposing of all items.
- Keeping all food purchased in designated areas. There should be absolutely NO FOOD OR DRINKS UPSTAIRS.
- Staying out of the classrooms, halls, and upstairs. Students are allowed outside to the west of the school. The north, south, and east areas are off limits during lunch.

## **NUISANCE ITEMS**

**There are certain items that are never allowed in school. Such items will be confiscated and not returned to the student. These items include, but are not limited to:**

- Weapons (real or toy), including pocket knives

- Squirt guns, water balloons
- Rubber bands, spit wads
- Laser pens
- Novelty items such as stink bombs, whoopee cushions, etc.
- Paint or dangerous chemicals
- Lighters, matches, or any fireworks or explosives
- Any item prohibited by the safe school or substance abuse policy

**Some items are disruptive to the learning environment. These items may be transported to and from school but must be kept in the student locker. They are not to be taken to class. These items include:**

- Hats
- Backpacks/book bags
- Cards of any kind
- Hacky sacks
- Sporting equipment
- Skateboards/rollerblades/scooters
- Electronic devices that disrupt classroom instruction and student learning. *Teachers have the option of allowing or prohibiting cell phones and/or mp3 players in their classrooms.*

Students will be subject to discipline for each policy broken and the serious legal consequences associated with their actions.

All nuisance items are not allowed in any classrooms, including the gymnasiums, locker rooms, and lunchrooms. If students bring these items, they must leave them in their locker. Teachers are instructed to confiscate nuisance items in classrooms. These items are turned in to the office where on the first offense the student must meet with administration. On the second offense, a parent will be called. On the third offense, the parent must come in and meet with administration before the phone or nuisance item will be returned. These offenses are cumulative even if the item is different each time.

Some items will be confiscated and **may not be returned**. Items considered extremely dangerous will be given to the police. The school is not responsible for nuisance items that are lost or confiscated.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

No public displays of affection will be tolerated at school, or on school grounds or school activities (i.e. holding hands, front-to-front hugs, kissing, sitting on laps, etc.).

### **SAFE SCHOOL POLICY**

Alpine School District is committed to the maintenance of a learning environment where students may attend a school free from acts of violence, aggression, terrorism, intimidation, or harassment. Actions such as the use or possession of a weapon, criminal behavior, or gang activities in the school, on the school grounds at school-sanctioned activities, or when students are being transported in vehicles dispatched by the school or district will not be tolerated.

### **SEXUAL HARASSMENT POLICY**

Alpine School District does not tolerate any form of sexual harassment in the schools. Action will be taken against any employee or student who engages in unlawful sexual harassment.

- Sexual harassment is defined as “unwanted conduct or communication of a sexual nature that adversely affects a person’s educational opportunities, relationships, or environment.”
- Sexual harassment may include sex role stereotyping, visual or verbal gender abuse, or any visual

or verbal expressions about an individual which are sexual in nature, including improper touching or any unwelcome sexual behavior.

- Students who feel they have been sexually harassed by an adult or a student should report the harassment to an adult who will help file a written complaint with the school principal.

## **SUBSTANCE USE OR POSSESSION POLICY**

This policy covers alcohol, tobacco, e-cigarettes and illegal drugs. This includes prescription medication, inhalants, and drug paraphernalia. Students cannot use, be in possession of, distribute, or be under the influence of any banned substance.

### **Drug and Alcohol**

#### **First Offense**

- Non-use contract signed
- Referral to law enforcement agency
- Suspension
- Substance abuse referral to the district
- Referral to PRI class

#### **Second and Subsequent Offenses**

- Referral to law enforcement agency
- Suspension and referral to expulsion hearing
- Substance abuse referral to the district

#### **Distribution or Intent to Distribute**

- Referral to law enforcement agency
- Suspension and referral to expulsion hearing
- Substance abuse referral to the district
- Referral to PRI class

### **Tobacco and E-Cigarette Use/Possession**

#### **First Offense**

- Non-use contract signed
- Referral to law enforcement agency
- Suspension
- Substance abuse referral to the district

#### **Second Offense**

- Referral to law enforcement agency
- Suspension up to ten days
- Substance abuse referral to the district
- Possible referral to PRI class

#### **Third and Subsequent Offenses**

- Referral to law enforcement agency
- Suspension and referral to expulsion hearing
- Substance abuse referral to the district
- Possible referral to PRI class

## **SNOWBALLS**

Throwing snowballs anywhere on the school campus is prohibited. You may be suspended for throwing

snowballs. DO NOT bring snow into the building or push people into the snow.

## **STUDENT TRANSPORTATION**

### **Buses**

School bus safety is a top priority and PGJH **bus service is a privilege not a right**. Please follow the requests of the school bus driver politely. Otherwise, you may be suspended from the bus and your parents will transport you to school.

- Line up properly.
- Enter, leave, and act appropriately while on the bus.
- Take your seat as soon as you enter the bus, take no more space than is necessary, and remain seated while the bus is moving.
- Keep head and arms in the bus.
- Help keep the bus clean.
- Skateboards, animals, glass containers and such items are not allowed on the buses.
- You may be refused transportation for use of obscene, vulgar, or foul language and for improper conduct.
- Serious infractions could be grounds for suspension from school.
- If you damage a bus in any way, you will forfeit the right to ride the bus until damages are paid.

### **Bikes**

Bikes may be ridden to school. A bike rack is provided on the south end of the building. Your bike should be placed inside the bike rack and should be secured with a personal lock or locked to the bike racks. Do not leave your bicycle at school without locking it. The school cannot assume responsibility for lost or damaged bicycles.

### **Skateboards, Rollerblades, Scooters, and Heelys**

Use of skateboards, rollerblades, scooters, and Heelys are not allowed at any time in school or on school grounds. These items may be ridden to school and then “walked” while on school grounds. Students must also be able to store these items in their lockers. With the large number of students and adults at school, the campus is not a safe place for these activities. Skateboards cause considerable damage to the flowers, shrubs, and cement on the school grounds. Rollerblades are not to be worn at school due to floor and cement damage.

### **Cars**

Students who turn 16 during the school year are not allowed to drive to school.

## **SUSPENSION POLICY**

Students on “Out-of-School Suspension” shall not be allowed on any school grounds or allowed to participate in school-sponsored activities. Suspended students who return to campus without first obtaining administrative permission will be cited for trespassing. It shall be expected that the parent/guardian provide adult supervision while the student is under suspension. Whenever a student is suspended for violation of the law, the police shall be notified. During the period of suspension, the student shall have the right and responsibility to complete all assignments and test that can be reasonably provided if the student/parent/guardian initiates the request and collects the materials from the school.

## **General Information, Services, and Policies**

## **ACCIDENTS AND HEALTH EMERGENCIES**

Student Emergency and Contact information must be updated by a parent on Skyward every year. This information must list a way to contact parents/guardians at home or at their workplace. In case of an emergency, your parents will be notified immediately. If your parents cannot be reached, the emergency number(s) listed in Skyward will be used. Please report all injuries to a teacher or to the front office as soon as possible.

## **CELL PHONES**

The tools of education are expanding as technology provides our students with new opportunities. Each of these tools are neither good nor bad inherently and require understanding and training to be used appropriately in an educational setting and in life. Pleasant Grove Junior High's electronic device policy is built around this premise.

Cell phones cannot be used, displayed, or heard during instructional time without the consent of the classroom teacher. Teachers may decide to allow students to use cell phones for educational purposes. If a student uses or displays a cell phone without the teacher's permission it may be confiscated. Students will not be allowed to text socially during class. Social texting will result in having their phone taken away during that class period. Students will refrain from sending, forwarding, or receiving inappropriate data including pictures, comments, videos, messages, music, or any other items deemed inappropriate by the school administration.

## **CIVIL RIGHTS NOTICE**

Educational opportunities will be offered to all students regardless of race color, national origin, sex, or disability. Should you need to discuss discrimination matters or file a grievance, please contact Todd Dalley, principal of PGJR, at 801-610-8146 or Shane Farnsworth, 7-9 Supervisor at Alpine School District, at 801-610-8540.

## **COMPUTER LABS**

Computer labs make many opportunities available for students to work with computers. Pleasant Grove Junior High computer labs are provided to give students the opportunity to gain computer skills as part of many course curricula. Computers are available in the media center before and after school or when you come with your class. Other computer lab areas are under the direction of individual teachers and will be under their control and supervision. Access is limited to school research only. Parents must give permission for their student to use computers at school and access the internet every year. This is done as part of the Skyward online registration update that parents do at the beginning of every year.

In labs, students MUST:

- Be honest and courteous.
- Show appropriate ethical conduct.
- Report equipment failures to teachers/staff immediately.
- Respect all lab property and use it properly.
- Ask questions before attempting to guess.
- Logout when finished.

Students SHOULD NOT:

- Bring outside programs (games, etc.) to use in the labs.
- Access DOS or NETWORK files/programs at any time. It will be assumed you are attempting to break into or damage the computer network.

- Attempt to fix computer equipment.
- Share their passwords. If other students use your password to break into files, you will be accountable.
- Bring food or drink into the computer labs.
- Make inappropriate printouts. You will be charged 5 cents per page for excessive or inappropriate printing.
- Be in the lab without a staff member present.
- Access, copy, or manage system files or any files that are not yours.
- Use inappropriate language verbally or on the computers.

Ultimately, the decision to let students use the computers is up to the teachers and Pleasant Grove Junior High. If students do not follow policy, their use of computer labs may be revoked or limited with administrative approval. Students are liable for any damage to any equipment and are liable for repair costs to damaged hardware and costs to restore software.

### **COUNSELING SERVICES**

Counseling services are available to help each student. To talk with a counselor, come to the counseling center before or after school, between classes, or during lunch to make arrangements. If there is an emergency, come right away. Be sure to have a hall pass. Students may see a counselor for **Comprehensive Guidance Services** including career exploration, interest and personality inventories, information on grades and credit, life skills (including study habits and organizational skills), group counseling, or individual student education occupation planning (SEOP) conferences. There is also **Educational Planning Services** available, usually in the spring of each year. Students will have the opportunity to evaluate academic progress and to plan a schedule for the following year. If you have concerns about classes or need to change your schedule, a required fee will be assessed. Transferring from one class to another disrupts learning and should be considered carefully. Changing classes to be with friends in another class or at lunch, because one teacher has more assignments, or to get out of certain class projects are not acceptable reasons to seek a transfer. When there are educationally sound reasons for a transfer (student needs more challenging/basic class or medical conditions), class changes should take place early enough in the term so that a student will not be too far behind in the new class and will be able to function. Counseling services are available to everyone and are here to help you with school or personal concerns. Students and their parents are encouraged to meet with counselors as needs arise. All counseling interviews are considered confidential.

### **DISCLOSURE DOCUMENTS**

Teachers will give students a disclosure document outlining class expectations, major projects, and grading procedures. Each document should be taken home for parents to examine and put in a safe place for reference. Disclosure documents are posted on the school web site.

### **8<sup>th</sup> GRADE COMPLETION**

Students will earn a completion certificate at the end of 8<sup>th</sup> grade based on successful completion of the recommended course requirements. (7<sup>th</sup> and 8<sup>th</sup> grade requirements from the State of Utah and approved by the Alpine District Board of Education) Students who take the required program and earn their credit will be eligible to receive a completion certificate. This is a recognition program so no students will be retained in 8<sup>th</sup> grade, but students completing can feel confidence in their readiness for high school work in 9<sup>th</sup> grade.

## **EMERGENCY PROCEDURES**

PGJH has an emergency plan in place with procedures for lock downs, fires, earthquakes, etc. Drills are held throughout the school year and students will receive instruction in their classes about these incidents. In the event that PGJH needs to evacuate or relocate, please listen to the news outlets for instructions.

## **EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS**

Students will have many opportunities to participate in drama, yearbook, art, music, and other activities. A student who is failing or in jeopardy of failing a class or who is receiving a “U” or “N” in citizenship may have his/her participation limited or restricted. Eligibility requirements are set by advisors for each activity. Participation in the activity may be subject to review by the program advisor, the teachers involved, and the administration.

It is understood that students represent PGJH while participating in athletics. Students who compete in interschool competition must meet the requirements of the Utah High School Athletic Association.

- Maintain a 2.0 grade point average in the preceding term.
- Have NOT failed more than one subject in the preceding term.
- School administration will make the final determination on eligibility.
- Coaches and administration may add additional requirements pertaining to grades/citizenship at their discretion.

## **FLEX TIME**

Our faculty and community council have approved a flex time intervention and remediation model. On Tuesday through Friday each week we have a 25- minute block of time dedicated to helping students find success. Students who are failing a class are able to attend an intervention session with their teacher to help them catch up. Students passing all of their classes choose an educational activity of interest to them. Possible activities include sports and fitness, computer applications, arts and crafts, academic enrichment competitions such as math competitions, “We the People”, etc. Teachers rotate days spent in activities and in interventions. The 25 minutes comes from time previously spent watching channel one and in silent reading, so class time will not be shortened. The two weeks following the end of a term will be dedicated to remediation of credit for those who fail a class. Students will not change their failing grade, but will be able to earn the required passing credit if they demonstrate necessary mastery and competence.

## **GRADES**

Teachers are responsible for assessing students in both academic and citizenship areas. Growth in all areas is of great importance as students work with teachers to master concepts. Teachers have set up guidelines for grading and assessing in their disclosure documents. Decisions about grades are under the discretion of the classroom teacher. Questions about grades should first be directed to classroom teachers. Academic grades will be based on the A, B, C, D, and F scale or an appropriate derivation of this scale. Citizenship grades will be reflected using the following marks: O=Outstanding, S=Satisfactory, N=Needs Improvement and U=Unacceptable.

## **INSURANCE**

The Board of Education encourages all students to have health insurance. If you need to purchase insurance, contact the front office for vendors who offer insurance to students.

## **LOCKERS**

Lockers are school property and remain under the control of the school. Legal opinions have ruled that authorities have a responsibility and a right to examine the contents of lockers for reasons of health,

safety, and security. When you use a locker, you agree that the school has the right to examine its contents. You will be assigned a locker at the beginning of the year and will be responsible for the locker, its security, and its contents. Keep your locker combination confidential and do not give it to anyone (not even your best friend). Do not share your locker with anyone. Never leave your locker without making sure you have shut the door, turned the dial, and tested the door to make sure it is locked. Keep your locker neat and orderly inside and out. Messy, overcrowded lockers cause them to jam. Jamming locks causes them to break. Replacement fees are \$6.00. If your locker does not work properly, please report it to the office. Locker problems are not a reason to be tardy to class. Get a hall pass from your teacher to go back to your locker or get help with your locker before, during, or after school. Any person caught tampering with, opening, or removing items from any locker other than their own will face strong disciplinary action.

### **LOST AND FOUND**

The PGJH lost and found is located in the main office. You may also check with the custodians. Items not claimed in a reasonable amount of time will be donated to a local charity.

### **MEDIA CENTER SERVICES**

The media center is an essential part of the learning process at PGJH. If you need help finding something, please ask for help from a member of the media staff. Hours are 8:00 am-3:00 pm.

If the media center has to close early, a sign will be posted as soon as possible. We encourage you to use and enjoy the media center, but ask that you have a pass from your teacher during school hours. If you would like to use the media center during lunch, we require that you sign up before your lunch period starts and receive a pass. **Students without a pass will not be allowed upstairs during their lunch time.** Passes may not be available if a class is scheduled to use the media center during that time or if a student's past behavior has been unacceptable. Please refrain from doing something that disrupts, or has the potential to disrupt others.

Students should know their 6 digit student ID number to check out materials. Books may be checked out for two weeks with a two week renewal option. Fines for overdue books are 5 cents a day per item. Reference books can be checked out overnight. Fines for overdue reference books are 25 cents per day per item. If overdue fees reach 50 cents, all check-outs and renewals will be stopped until it is paid. Lost items will be charged according to replacement cost plus \$1.00 processing fee. We expect students to adhere to copyright law. Students are able to make the first 5 copies free. After that, copies and computer printouts are 5 cents each. Copies must be paid for before a student can pick them up.

### **MEDICATIONS**

Every effort should be made by students to avoid taking medication while at school. In the event that students need to take prescribed medication, paperwork needs to be filled out and on file before medication may be brought to school. Parents may then bring the medications to school and place them with school personnel for administration. Under no circumstances may a student carry prescribed medications on his or her person. Students are allowed to bring a few doses of over-the-counter medications such as tylenol and ibuprofen to school as long as they keep them in their locker and do not give them to anyone else.

### **SCHOOL HOURS AND SUPERVISION OF STUDENTS**

School begins at 8:15 am and ends at 2:45 pm Tuesday through Friday, and begins at 8:15 am and ends at 1:45 pm on Monday. Students should exit the building within 15 minutes of school ending unless they are receiving help from a teacher. Young people of any age who are left unsupervised may be placed in a dangerous situation. School supervision generally begins with the arrival of the first bus (about 8:00 am)

and ends approximately 15 minutes after school dismisses. Unless arrangements have been made in advance with a teacher, students should not be at school before the first bus and should leave school grounds 15 minutes after school ends.

## **STUDENT RECOGNITION**

Students are recognized for many accomplishments at PGJHS.

- **Viking Bucks-** students who are seen exemplifying one of the Viking SAIL Values can be rewarded by a teacher or staff member with Viking Bucks. Viking Bucks can be exchanged for prizes at the **Viking Store** during lunch every other Tuesday.
- **Viking Club** – Each term students who have no D’s or F’s and who have citizenship consisting of 5 or more “O’s” and no “N’s” or “U’s” are made members of the Viking Club for the following term. They are issued a card and are entitled to a treat or special privileges every Monday.
- **Vikings of the Month** – We recognizes outstanding students monthly. They receive a packet of prizes and are recognized in the front display case.
- **Viking Buck Drawing** – A student from each grade level will receive a monthly prize based on a drawing using Viking Bucks that have been turned into the Viking Store for that particular month.
- **Viking On Board Activities** –Each term students who meet **ALL** of the following qualifications are invited to a special assembly or activity to reward their efforts:
  - 3.7 GPA or higher
  - No unexcused absences, no tardies, and no suspensions
  - 5 “O’s” and no “N’s” or “U’s”
- **On Board Attendance Drawing** – Those students who go the entire term without any unexcused absences or tardies will be placed into a drawing. At the end of each term a student from each grade level will have their name drawn and receive a prize with an estimated value of \$100.
- **End of Year Awards-** End of year awards are also given recognizing a variety of accomplishments throughout the year.

## **TRACKING SERVICES**

School trackers are available to help students stay caught up in their classes and find success. They meet with students individually, make academic plans, follow up with students, improve organization, and help communicate with parents. Working with a tracker is a privilege and is intended as a temporary measure. Students or parents should contact a tracker or an administrator for more information.

## **VENDING MACHINES**

The vending machines are owned by the vending companies. PGJR does not have keys to open these machines or have access to money to refund for purchases. Therefore, students use the vending machines at their own risk.

## **VISITORS**

Parents are always welcome at PGJH. All visitors should only enter at the main office doors on the south side of the school (by the flag pole). District/School policy requires that all visitors report to the main office before going to other parts of the building. If a student needs to be checked out of school, parents go to the office and have your child called out of class. Arrangements for routine matters should be made before students come to school. School is not a place to entertain friends and relatives. Do not bring a guest to school. Any person on the school grounds without permission is considered trespassing.

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