

# **MAPLETON JR. HIGH SCHOOL**

**Student Handbook and Information**



**Students are the focus.  
Success is the goal.**

# Table of Contents

4	<a href="#"><u>Mapleton Junior High Mission Statement</u></a>
4	<a href="#"><u>Mapleton Junior High Belief Statement</u></a>
5	<a href="#"><u>Handbook Introduction</u></a>
5	<a href="#"><u>Expectations/ Information</u></a>
6	<a href="#"><u>Expectations of Students at Mapleton Junior High</u></a>
7	<a href="#"><u>Sportsmanship</u></a>
7	<a href="#"><u>Cafeteria</u></a>
8	<a href="#"><u>Bicycles</u></a>
8	<a href="#"><u>Books</u></a>
8	<a href="#"><u>Counselors</u></a>
8	<a href="#"><u>Class Changes</u></a>
9	<a href="#"><u>Bell Schedule</u></a>
9	<a href="#"><u>Building Hours</u></a>
9	<a href="#"><u>Bus</u></a>
10	<a href="#"><u>Campus – Closed</u></a>
10	<a href="#"><u>Comprehensive Guidance</u></a>
10	<a href="#"><u>Computer Lab/Chromebook use</u></a>
11	<a href="#"><u>Crisis Management Plan</u></a>
11	<a href="#"><u>Grades</u></a>
11	<a href="#"><u>Hall Etiquette</u></a>
12	<a href="#"><u>Honor Roll</u></a>
12	<a href="#"><u>Library/Media Center</u></a>
12	<a href="#"><u>Lockers</u></a>
12	<a href="#"><u>Lost and Found</u></a>
12	<a href="#"><u>School Student Telephone</u></a>
13	<a href="#"><u>Lunch</u></a>
13	<a href="#"><u>Make-up Work</u></a>
13	<a href="#"><u>Physical Education Uniforms</u></a>
13	<a href="#"><u>Visitors</u></a>
13	<a href="#"><u>School Policies and Procedures</u></a>
13	<a href="#"><u>Athletic Eligibility</u></a>
14	<a href="#"><u>Administrating Medicines to Students</u></a>
15	<a href="#"><u>Administration of Non-Prescription Medication</u></a>
15	<a href="#"><u>Administration of Alternative Medication</u></a>

15	<a href="#"><u>Self-Administration of Medication</u></a>
16	<a href="#"><u>Prohibition of Bullying</u></a>
16	<a href="#"><u>Bullying</u></a>
17	<a href="#"><u>Citizenship Policy</u></a>
17	<a href="#"><u>Citizenship Grades</u></a>
19	<a href="#"><u>Electronic Devices</u></a>
22	<a href="#"><u>Safe School Environment</u></a>
23	<a href="#"><u>Suspension / Expulsion from School</u></a>
24	<a href="#"><u>Student Use Tobacco, Alcohol, and Drugs</u></a>
26	<a href="#"><u>Student Discrimination and Harassment Policy</u></a>
26	<a href="#"><u>Students Dress and Grooming Standards</u></a>
26	<a href="#"><u>Dress Standards for Students</u></a>
28	<a href="#"><u>Student Records</u></a>
28	<a href="#"><u>Redress of Grievance Policy</u></a>
28	<a href="#"><u>Attendance</u></a>
29	<a href="#"><u>Absences/Tardies</u></a>
30	<a href="#"><u>Tardies</u></a>
30	<a href="#"><u>When arriving tardy to school</u></a>
30	<a href="#"><u>When arriving tardy to class</u></a>
31	<a href="#"><u>Checking on Student Attendance</u></a>
31	<a href="#"><u>Excusing/Reporting Absences and Tardies</u></a>
32	<a href="#"><u>Extracurricular Activities</u></a>

# **Mission Statement**

*STUDENTS ARE THE FOCUS,*

*SUCCESS IS THE GOAL*

## **Belief Statements**

- Students need a deep understanding of knowledge and skills to problem solve, reason, and produce quality work.
- Each student has unique physical, social, emotional, and intellectual needs.
- Our goal is to prepare students to become contributing members of society.
- A safe, supportive learning environment promotes student achievement.
- Diversity enriches our school through the recognition of a variety of ideas, values, and cultures.

## **Nebo School Board Policies**

*Additional and/or amended Nebo*

*School Board Policies can be accessed*

*at:*

*<http://www.nebo.edu/pubpolicy/J/>*

# **HANDBOOK INTRODUCTION**

As a faculty and staff at Mapleton Junior High School we desire students to have a productive and enriching experience at our school. We really do believe that “*students are the focus and success is the goal.*” The student handbook is provided to our students to offer general guidelines as well as specific behaviors that we desire to promote or eliminate. Major policies have been listed in the handbook so that parents and students are aware of the expectations of the school. These simple guidelines and procedures will help ensure that our students are safe and successful.

## **EXPECTATIONS/ INFORMATION**

Every student should:

- Feel safe at school.
- Learn and succeed at high levels.
- Show respect to others and to school facilities.
- Have fun in a responsible and appropriate way.

Although this handbook is filled with specific behaviors that should be followed, no handbook can contain every detail of all appropriate student behaviors. We encourage students, with the guidance of the parents/guardians, to take time to consider the principles of appropriate behavior in school and in life. Using general principles students should be able to distinguish between appropriate and inappropriate behavior. Listed below are some principles that may help in a discussion of behaviors:

### **Appropriate Behavior**

- ✿ Promotes Security
- ✿ Is Respectful of Others
- ✿ Encourages Learning
- ✿ Generates a good feeling within you

### **Inappropriate Behavior**

- ✿ Creates Fear
- ✿ Disregards Others (Selfish)
- ✿ Distracts Learning
- ✿ Invites feelings of anger, guilt, hate, and self-doubt

# **Expectations of Students at Mapleton Junior High**

## **While in the classroom, students will:**

- Be ready to learn when the bell rings
- Have the necessary materials for class
- Keep hands, feet, books, and objects to themselves
- Use appropriate language
- Respect the rights of others
- Follow the teachers' directions
- Use good judgment in making decisions concerning personal behavior
- Honestly complete their own work

## **While at school, students will:**

- Be in class during class time, or have a hall pass when in the hall during class time.
  - Maintain a safe, clean, drug-free environment.
  - Refrain from throwing objects, including snow.
  - Keep the school grounds, rooms, and halls free from paper and other refuse.
- Not show public displays of affection on school grounds. (*Hand holding, cuddling, kissing, extended hugging, sitting on laps, etc...*)
  - Lock up bicycles and scooters in the bicycle area using the bike racks
  - Not ride bicycles, skateboards, scooters, or rollerblades on school property, including sidewalks and parking lots.

## **While at school dances, students will:**

(School dances are a privilege, and student attendance is at the discretion of the administration.)

- Be respectful and polite
- Dress according to the school dress code

- Refrain from public displays of affection (Hand holding, cuddling, kissing, extended hugging, sitting on laps, etc...)
- Not dance inappropriately
- Not chase, push, run, trip, tease, etc.

During school dances all students are expected to be in approved areas of the building. Any student that chooses to leave the building during the dance will not be readmitted. All students are responsible for their own transportation to and from the dance. Parents should be aware of the dance ending time and arrange for prompt pick-up of their children. The outside school grounds will not be supervised during dance hours. Non MJHS students will not be allowed to attend.

### **While at a sporting event, students will:**

- Cheer for their team and be good sports
- Obey school rules
- Not yell demeaning comments or chants at opposing players, teams, fans, or referees
- Not bring or use sound enhancing devices
- Not throw objects on the floor or at opposing players, teams, fans, or referees.

### **Sportsmanship**

Students, parents, and others attending MJHS sporting events are expected to adhere to a high standard of good sportsmanlike behavior – those choosing otherwise will be required to leave.

### **Cafeteria**

Students will wait patiently in line and eat at the tables. They should take personal responsibility in cleaning up after themselves and maintaining the cleanliness of the cafeteria. Students who misbehave, litter or leave trays will help clean the lunch room and may serve a lunch detention. If repeated violations occur, students may lose the privilege of eating in the lunch room.

Students must remain in the cafeteria while they are eating. Lunch trays will not be allowed in the commons, in the hallways or outside. After students have finished eating, they may stay in the cafeteria or go out on the blacktop behind the school. Students will not be allowed in hallways during the lunch period.

### **Bicycles**

If you wish to ride a bicycle to school, you should have a **good lock** for it. Once you arrive at school, you should lock it in the fenced bicycle area. Do not ride your bicycle in between buses and cars. You may not ride skateboards, scooters, or roller blades on school property.

### **Books**

The textbooks and library books which you will use are the property of Nebo School District. Library books are fined five cents a day, each day they are late. If they are lost or damaged, you must pay for their replacement or repair.

### **Counselors**

We have several counselors. If you need to see one of the counselors, you may ask the counseling secretary to place your name on the list of students who wish to speak with the counselor. The counselors also supervise the lunchtime activities outdoors, and you may speak with them during that time.

### **Class Changes**

Student schedule changes need to be done before the first day of school and the first week of second semester. After that time no schedule changes will be allowed except to correct a schedule with errors or one that is incomplete. There is a \$5.00 charge for all student requested class/schedule changes. Please be aware that not all schedule change requests can be accommodated due to class size, availability, etc.

## Bell Schedule

School begins at 8:00 a.m. and ends at 1:55 p.m. Your daily schedule includes 7 class periods plus a lunch period. There is a 5 minute pass time between classes.

<b>Regular Day (Early Out)</b>			<b>Assembly Day (Early Out)</b>		
Period 1	8:00-8:42	42 min.	Period 1	8:00-8:40	40 min.
Period 2	8:47-9:35	48 min.	Period 2	8:45-9:25	40 min.
Period 3	9:40-10:22	42 min.	Mustang Time	9:25-9:45	20 Min.
Period 4	10:27-11:09	42 min.	Period 3	9:50-10:30	40 min.
<b>First Lunch</b>			Period 4	10:35-11:15	40 min.
Lunch	11:09-11:34	25 min.	<b>First Lunch</b>		
Period 5	11:39-12:21	42 min.	Lunch	11:15-11:40	25 min.
<b>Second Lunch</b>			Period 5	11:45-12:25	40 min.
Period 5	11:14-11:56	42 min.	<b>Second Lunch</b>		
Lunch	11:56-12:21	25 min.	Period 5	11:20-12:00	40 min.
Period 6	12:26-1:08	42 min.	Lunch	12:00-12:25	25 min.
Period 7	1:13-1:55	42 min.	Period 6	12:30-1:10	40 min.
			Period 7	1:15-1:55	40 min.

## Building Hours

You may enter the building at 7:00 a.m. and are requested to be out of the building by 2:00 p.m., unless you are under the direct supervision of a teacher. This should give you ample time to take care of any necessary school business before and after school.

## Bus

Riding the bus is a privilege offered **only** to those students who have been scheduled to do so. Improper conduct could result in that privilege being denied. If you are a regularly scheduled bus student, you'll need to go immediately to the bus pickup when school is dismissed, or you will miss your ride.

## **Campus – Closed**

Because Mapleton Junior High School is a closed campus, once you arrive at school, you must remain until school is dismissed at 2:40 (1:55 on early out days) or until you have been properly excused. You may check out through the attendance office by showing a note from your parent or having someone in the office speak to your parent in person or on the phone.

## **Comprehensive Guidance**

The counselors, speech therapist, school nurse, and school psychologist provide a valuable support system for students and parents. Through Comprehensive Guidance parents can request daily tracking sheets, student progress reports, and homework. The counselors are also involved in daily counselor/student interaction hour, problem solving, individual counseling, schedule changes, parent/teacher conferences, responsive services, truancy prevention, SEOP conferences, and many other areas of system support.

## **Computer Lab/Chromebook use**

We have one computer lab and several Chromebook carts throughout the school. You will have several opportunities throughout the year to use the computers for a number of academic tasks. While in the lab or using the Chromebooks, you are expected to follow directions and computer room rules.

The computer lab is open every day before and after school for student use. We encourage students to take advantage of this word processing facility, but we do require parent permission. If you would like to stay after school and type a paper, please bring a dated and signed note from your parents. The expectations for the computer lab are as follows:

1. No food or beverages.
2. Students need to be seated and on task at all times using proper posture and typing technique. Do not touch another student's computer.
3. The internet is for educational purposes only.

4. Students must abide by the district's acceptable use agreement. After one warning, and if the student continues to access unauthorized sites, appropriate disciplinary action will be taken.

### **Crisis Management Plan**

The district has specific campus crisis intervention plans in place. To ensure the safety of all students, we have occasional earthquake and fire drills. In the event of an emergency such as a blackout or earthquake, our students will remain safely at the school until they are either picked up by an adult or given parental permission by phone to walk to a safe location.

### **Grades**

As a junior high school, we serve as a transition between elementary and high school. It is our goal to help you learn the study skills and habits that will help you succeed in high school. We strive to be positive and encouraging in our grading. In order to help students and parents monitor progress, please check Aspire often by going to [www.nebo.edu](http://www.nebo.edu) and under the parent tab select "Aspire SIS".

### **Hall Etiquette**

Students are not to be in the halls during class time, however if it is necessary for you to be out of class, you are required to have a hall pass. While in the hallways, students should walk (not run) from one class to the next.

When you enter the building in the morning and after you have finished eating your lunch, you may visit in the Commons Area. When the weather is comfortable, we prefer that you remain outside in the mornings and after you have eaten lunch. Please do not be in front of the building, or in the parking lots. Remember, during your lunch period some classes are still in session, so please do not disturb or interfere with them in any way.

## **Honor Roll**

You will receive Honor Roll status if you earn a 3.5 GPA or higher. The names of Honor Roll students are posted in the school and published in local newspapers.

## **Library/Media Center**

The media center offers a wide range of fiction and non-fiction books that students can check out. Several textbooks are also available for checkout. You will be assessed a five-cent fine for each day library books are late.

## **Lockers**

It is your responsibility to keep your locker clean and undamaged. PLEASE don't share your locker combination with anybody, not even your friends. Your school materials which you are not using should be kept there. You may not change lockers without the counselor's permission, and you must never open another person's locker or interfere with the locker privileges of another student. The locker will be checked from time to time. If the locker is damaged, you will be held responsible for its repair. Please do not bring a great deal of money, valuables, or expensive items to school. If a special circumstance arises, bring your treasure to the office and ask a secretary to keep it safe for you.

## **Lost and Found**

The lost and found is located in the media center. Generally, items of greater value (i.e., watches, calculators, jewelry, wallets) are taken to the main office.

## **School Student Telephone**

There is a student phone available for use outside the front office. During class time students will be allowed to use this phone if they have a hall pass from their current teacher. After school, students may use it as needed. Students are not allowed to use the classroom telephone.

## **Lunch**

You may purchase lunch from the school cafeteria by buying a pass or bringing cash each day. Breakfast is also available at a small cost. If you do not wish to have a school lunch, you may bring one from home. Remember, we have a closed campus, so come prepared. Upon application, students may qualify for free or reduced-price meals.

## **Make-up Work**

You are expected to make up work missed because of absences. You should contact the teacher as soon as you return to school to find out what you have missed and how to complete the assignments you have missed. If you will be absent for several days, you or your parent are encouraged to contact the school and make arrangements to collect the assignments you are missing so you will not be behind in your classes.

## **Physical Education Uniforms**

One of the classes you will take in junior high is physical education. Physical Education teachers will give you further information regarding shorts and shirts that are to be worn as your P.E. uniform. You will be issued a P.E. locker for your gym clothes.

## **Visitors**

All visitors must check in at the attendance office. Friends not enrolled in Mapleton Junior High are not allowed to attend classes or dances.

# **School Policies and Procedures**

## **Athletic Eligibility**

In order to be eligible for athletics at Mapleton Junior High School, students must meet academic and citizenship standards.

- Academic standards: Students must maintain a GPA of 2.0 or higher and have no more than 1 failing grade at the end of each term.
- Citizenship standards: Students must display good citizenship and behavior in and out of class. If students are playing with a high school team, please contact the high school for specific UHSAA requirements.

## **ADMINISTRATING MEDICINES TO STUDENTS**

The administration of medication to a student while he/she is at school should be a rare occurrence. However, there are circumstances that require medication to be given during school hours. The school nurse and a school administrator will evaluate each request for medication individually.

### **PROCEDURE REGARDING ADMINISTRATION OF STUDENT MEDICATION**

The following are guidelines for medication distribution:

1. The "Authorization of Student Medication" form must be completed and signed before medication can be administrated. This authorization must be updated annually and as needed when there is a change in a doctor's orders for a student's medication.
2. A written order/request must be obtained from a health care provider that is authorized to prescribe in the State of Utah. The order must be attached to the authorization form and should describe the condition for which the product is being used.
3. The parent/guardian must bring the medication to the school and take home any remaining medication at the end of the school year.
4. The medication must be in a container that is labeled by a pharmacist. The label must include the name of the medication, rout of administration, the time(s) of administration and the physician's name.

5. The medication must be kept in a locked location. Access to this location will be authorized and monitored by a school administrator or his/her designee.
6. The school nurse shall provide needed training to those school personnel who agree to administer the medication.
7. A daily record shall be kept for each student receiving medication. Each dose of medication given must be charted by indicating the date, time given, and the signature or initials of the person administering the medication.
8. Authorization for administration of medication by school personnel may be withdrawn by the school at any time following actual notice to the student's parent or legal guardian.

#### **ADMINISTRATION OF NON-PRESCRIPTION MEDICATION**

Acetaminophen (Tylenol) 5-10 grains, may be given by the school nurse or other school employees as designated by the principal of the school. There must be documented by parent or guardian permission, written or by telephone, for each time the medication is given.

#### **ADMINISTRATION OF ALTERNATIVE MEDICATION**

Alternative and complementary medicine includes products or practices not currently used, accepted, or available in conventional medicine. Alternative medicine is any practice that is available to the public but not integrated into standard medical practice. Complementary implies that the practice could be applied along with conventional medical care.

As with the administration of prescription medications, student use of alternative medicine while at school should be a rare event. If, however, the administration of an alternative medicine is required during school hours, the school must follow the same guidelines for alternative medicines as those required for prescription medications.

#### **SELF-ADMINISTRATION OF MEDICATION**

A student may possess, use, and/or be under the influence of a single dose or a dosage covering the period in which the student will be at school or at a school-sponsored activity of an over-the-counter drug or a prescription drug legally prescribed to the student.

**To see the complete policy please follow the link below:**

<http://www.nebo.edu/pubpolicy/J/JHCD.pdf>

## **PROHIBITION OF BULLYING**

### **Purpose and Philosophy**

The Board of Education is committed to providing all students with a safe and secure learning environment. Bullying, cyber-bullying, hazing, abusive conduct, and retaliation can reduce a student's ability to achieve academically. Such conduct can directly affect a student's health and well-being and may contribute to excessive absences, physical illness, mental and emotional anguish, or long-term social and psychological consequences. The Board encourages educators, employees, students, parents, and local law enforcement agencies to develop procedures to stop and prevent bullying, cyber-bullying, hazing, abusive conduct, and retaliation.

### **Bullying**

Bullying means an employee or student intentionally committing a written, verbal, or physical act against an employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

- Causing physical or emotional harm
- Causing damage to the victim's property
- Creating a hostile, threatening, humiliating, or abusive educational environment
- Substantially interfering with a student having a safe school environment

**To see the complete policy please follow the link below:**

English

<http://www.nebo.edu/pubpolicy/J/JDD.pdf>

Spanish

[http://www.nebo.edu/pubpolicy/J/JDD\\_Spanish.pdf](http://www.nebo.edu/pubpolicy/J/JDD_Spanish.pdf)

## **CITIZENSHIP POLICY**

A primary goal of education for students of the State of Utah is the development of individuals who possess the knowledge, skills and human characteristics necessary to enable them to live meaningful lives and to contribute positively to society. Utah State Law is very specific in its expectations for citizenship education:

**"Honesty, temperance, morality, courtesy, obedience to law, respect for an understanding of the constitutions for the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work."**

### **Citizenship Grades**

Students are expected to be good citizens inside and outside the classroom and are subject to evaluation by the administration and staff. Citizenship grades will be earned in each class in which the student is enrolled. Student citizenship will be assessed as follows:

- "Satisfactory" (S),
- "Needs Improvement" ("N"),
- "Unsatisfactory" ("U")

Students begin each term with an "S" citizenship in each class. The grade is adjusted as student behavior merits.

In addition to the assigning of citizenship grades, school may also utilize other interventions in order to help students make needed behavioral changes.

### **Responsibilities of Students:**

Student behavior should have a positive influence on the learning environment in the school.

1. Students will conduct themselves in a way that allows for a positive learning environment in the classroom and school.
2. Students will respect individual property and school property while at school or at a school activity.
3. Students will show responsible and respectful behavior on campus, in a bus, and while attending a school activity.
4. Students will speak kindly and respectfully toward other students and toward school personnel.
5. Students will be honest in school work and related to participation in school sponsored classes, activities, and events.

### **Responsibility of Teachers:**

Teachers are expected to maintain a positive climate of teacher/student interaction and communications.

1. Teachers will establish and discuss specific student expectations and class rules used in determining citizenship grades.
2. Teachers will counsel and work with students with problems as situations develop.
3. Teachers will contact parent/guardian and discuss situations and possible solutions when problems develop.
4. Teachers will confer with administrators when efforts to correct problems have not been successful.
5. Teachers will assess the citizenship of each student at the end of each grading period by giving a citizenship grade and at least one related comment.
6. Teachers will notify in writing and within five (5) working days the parent/guardian at their address in the District records of the assessment of an unsatisfactory "U" citizenship rating for a student, on a form provided by the District.

### **Responsibilities of Parents/Guardians:**

The involvement and support of parents/guardians is critical in the process of promoting and developing productive student behavior.

1. Parents/Guardians will make a reasonable effort to be aware of behavioral expectations for their students at school through reviewing materials that are sent home and through conferences with teachers and administrators as becomes necessary.
2. Parents/Guardians will cooperate with the school in helping their students develop and maintain behavioral habits that will foster school success.

### **Responsibilities of Administrators:**

School level administrators will be expected to do the following:

1. Contact parent/guardian when inappropriate behavior occurs in a setting that is outside a teacher's jurisdiction or when referred by a teacher.
2. Conference, as needed, with parent/guardian, student, and/or teacher in an effort to improve student behavior and negotiate makeup.
3. Utilize appropriate interventions in an effort to help students improve their behavior.

## **ELECTRONIC DEVICES**

*Mapleton Junior High encourages the use of electronic devices for educational purposes, but does not allow cell phones specifically, including texting regardless as to who is sending or receiving the text messages in individual classrooms. Failure to comply with both this school and school board policy will result in confiscation of the device to be returned to the student or parent depending on the number of occurrences.*

### *Purpose and Philosophy*

Nebo School District neither encourages nor discourages students from bringing and/or using electronic devices at school. The responsible use of electronic devices in the classroom may be beneficial to a student's education; however, electronic devices can also be disruptive to the educational process and are items that are frequently lost or stolen. The District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices.

### *Definitions*

"Electronic devices" means a privately owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument which includes, but is not limited to, cell phones, Mp3 players, iPods, iPads, tablets, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another

### **Electronic Device Use**

- Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class;  
Student use of a lap top computer for a class presentation).
- At MJH student are allowed to use their electronic devices before and after school, during class breaks and during their lunch break. During class time the use of electronic devices is prohibited unless permission is given by the classroom teacher.

## **Violations**

- Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws; (c) unethical activities (cheating on assignments or tests); (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
- Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. MJHS's electronic device policy is as follows:
  - 1<sup>st</sup> Time—Warning
  - 2<sup>nd</sup> Time—Device confiscated and taken to the office (student can pick up after school)
  - 3<sup>rd</sup> Time—Device confiscated and parent/guardian needs to be contacted first and then device given back after school.
  - 4<sup>th</sup> Time—Device confiscated and parent, student, and administrator conference to determine consequence (contract, suspension, loss of privilege, etc).
- Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.
- Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. **The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.**

**To see the complete policy please follow the link below:**  
<http://www.nebo.edu/pubpolicy/J/JDE.pdf>

## **SAFE SCHOOL ENVIRONMENT**

The Board recognizes a responsibility to provide a safe environment where students and employees are free from unlawful and violent acts.

The Nebo School District Board of Education will not tolerate acts of violence, use or possession of a weapon, criminal behavior, or gang activity in or about Nebo District schools, school grounds, or school activities, including transportation.

A student may be suspended, expelled or Board released from school when the Administration has determined that he/she represents a threat to the health and/or safety of other students and/or employees by:

- A. Causing or attempting to cause damage to either personal or school property or to disrupt school activities including transportation through:
  1. Arson – The willful and malicious burning of any part of a building or its content.
  2. Burglary – Breaking, entering, or remaining in a structure without justification during the hours where premises are closed to the public.
  3. Stealing/Larceny – The intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
  4. Battery – Unlawful and intentional touching or striking of a District employee/volunteer/student against his/her will with the intention of causing bodily harm to that

- individual. The encouragement of others to do so would also constitute battery.
5. Criminal Mischief – Vandalism, graffiti or destruction of school property/or the property of others.
  6. Intimidation – engaging in the behavior that prevents or discourages another student from exercising his/her right to education through threats, coercion or force.
  7. Verbal Abuse – using harassing, vulgar, or derogatory remarks toward another student, school employee or volunteer.
  8. Possessing, using, selling or attempting to sell any firearm, facsimile of a weapon, knife, explosive, chemical/weapon/device, martial arts weapon or other dangerous object.
  9. Gang signing, wearing of bandannas, headgear, chains, or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership.
  10. Involvement in illegal activities, disrupting normal school proceedings or inciting other students to disrupt school proceedings.
  11. Bringing pagers and cellular phones to school.  
Exceptions to this must be approved by the administration.

### **Suspension / Expulsion from School**

Students will be held responsible for their actions and will conduct themselves in keeping with the school rules, showing regard for established authority and the rights and welfare of others. Any unlawful act committed on school grounds will subject the student to legal as well as school consequences.

Students may be suspended and/or referred to the district office for possible expulsion by the administration. The following are possible reasons for suspension or expulsion. This list is not intended to be all inclusive:

1. Frequent or flagrant willful disobedience; defiance of proper authority; or disruptive behavior, including, but not limited to, using foul, profane, vulgar, or abusive language, fighting, assault, threats, or other unreasonable and substantial disruption of a class, activity, event, or other function of the school.
2. Immorality, writing, or using profane and obscene language or possessing obscene materials on or around school property or at school-sponsored activities.
3. The use or possession of tobacco, e-cigarettes, alcohol, or other narcotics on the school premises or at school sponsored activities. The student(s) involved will be referred to the police.
4. Vandalism: Persons found responsible for destroying or damaging school property are required to reimburse the school for the cost of replacing or repairing the damages. Vandalism is a crime, and students will be referred to the police.
5. Any violation of the Safe Schools Policy.
6. Fighting.
7. Theft.
8. Violation of the Discrimination and Harassment policy.

Students who are suspended will be reinstated only after a satisfactory conference with parents, the pupil, and the school officials has been held. A suspended student will be responsible for making up all assignments missed during the period of suspension.

\*For more detailed information see Nebo School District Policies on Student Conduct and Discipline

<http://www.nebo.edu/pubpolicy/J/JD.pdf> and Safe School Environment <http://www.nebo.edu/pubpolicy/J/JDA.pdf>

## **Student Use Tobacco, Alcohol, and Drugs**

No student may use, possess, be under the influence of, sell, or distribute any of the following while on school or District property, in any vehicle dispatched by the District, or at any school or District sponsored activity. These prohibitions apply whether or not the actions occur during regular school hours.

- Addictive Prescription Drugs
- Alcohol, alcoholic beverages, or alcoholic products
- Illegal Drugs, which includes all substances whose use is prohibited by local, state, or federal law
- Imitation and Other Harmful Substances with the intent to affect the structure or any function of the body; cause a condition of intoxication, elation, euphoria, dizziness, stupefaction, or dulling of the senses; or in any manner change, distort, or disturb the audio, visual, or mental processes
- Non-Addictive Prescription Drugs
- Over-the-Counter Drugs
- Paraphernalia, including any equipment, product, or material used or intended for use to store, contain, conceal, inject, ingest, inhale, or to otherwise introduce any of the above Prohibited Substances into the human body. Notwithstanding this provision, students with written authorization from a parent or legal guardian and an appropriate health care provider may use and possess asthma inhalers, epinephrine auto-injectors (EpiPens), and equipment necessary for the administration of diabetes medication.
- Tobacco, including, but not limited to, cigarettes, cigars, smokeless tobacco, electronic cigarette or cigar cartridges, Electronic Nicotine Delivery System (ENDS) devices, blunts, bidis, clove cigarettes, dissolvable tobacco, hookah and hookah products, products containing nicotine vapor/oil, or other tobacco/nicotine products in any form.

#### **DISCIPLINARY ACTION FOR VIOLATION OF ALCOHOL AND DRUG POLICY**

Disciplinary action, will be taken by the School District in cases involving the illegal use or possession of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or possession of drug paraphernalia. Students will be subject to suspension or possible expulsion for violation of the policy. Any disciplinary action will follow the District's due process procedures for students.

**To see the complete policy please follow the link below:**

English—

<http://www.nebo.edu/pubpolicy/J/JDB.pdf>

Spanish—

[http://www.nebo.edu/pubpolicy/J/JDB\\_Spanish.pdf](http://www.nebo.edu/pubpolicy/J/JDB_Spanish.pdf)

## **STUDENT DISCRIMINATION AND HARASSMENT POLICY**

### **Purpose**

Discrimination and sexual harassment are prohibited by state and federal law. Nebo School District is committed to maintaining an educational environment in which all students are treated with respect and dignity. This includes ensuring that students are not subject to sexual harassment, or to harassment or discrimination on the basis of race, color, religion, sex, national origin, disability, or any other classification protected by law.

**To see the complete policy please follow the link below:**

English—

<http://www.nebo.edu/pubpolicy/J/JDC.pdf>

Spanish—

[http://www.nebo.edu/pubpolicy/J/JDC\\_Spanish.pdf](http://www.nebo.edu/pubpolicy/J/JDC_Spanish.pdf)

## **STUDENTS DRESS AND GROOMING STANDARDS**

Because certain fads and extremes of dress and hair styling tend to attract improper attention to the individual and sometimes interfere with the normal educational process, all students are expected to conform to the standards of dress and grooming outlined below when participating in any school activity.

### **Dress Standards for Students:**

1. Clothing must be modest. Modesty includes covering shoulders, midriff, back, underwear, and cleavage. Inappropriately short, tight, or revealing clothing is prohibited. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.

2. Clothing and personal items such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias that (a) are lewd, obscene, vulgar, or profane; (b) are violent or advocate hate; (c) signify gang affiliation; (d) promote or represent tobacco, alcohol, drugs, or illegal substances; (e) promote or represent criminal or illegal activities; (f) infringe upon the rights of others; or (g) are sexually suggestive.
3. Appropriate footwear shall be worn at all times.
4. Hair, including facial hair, must be maintained in a clean and well-groomed manner. Hairstyles and facial hair that draw undue attention, distract, disrupt, and/or interfere with the learning atmosphere at school or at school activities or events are prohibited.
5. Students in secondary schools may wear hats and other head coverings. Notwithstanding the foregoing, hats and head coverings may not be worn in either elementary or secondary schools if doing so disrupts the educational environment, poses a danger to self or others, or limits the ability of others to identify the student.
6. Sunglasses may not be worn by students in school buildings during the school day except as part of an approved school activity or for medical reasons.
7. Gang-related clothing, personal items, grooming, hairstyles, colors, and paraphernalia are not allowed in schools or at school related activities and events. This includes, but is not limited to, tattoos, bandanas, chains, clothing, or jewelry associated with gangs, gang symbols, names, initials, and insignias. School administration in consultation with law enforcement agencies will determine what constitutes "gang-related" clothing, personal items, grooming, hairstyles, colors, and paraphernalia
8. Jewelry, accessories, piercings, tattoos, chains, clothing, etc., that draw undue attention, distract, disrupt, or otherwise interfere with the learning atmosphere at school or at school activities and events, or that create a health, safety, or welfare issue are prohibited.

9. Appropriate discretion and good judgment should be utilized for student clothing and grooming worn at school dances, activities, or events outside of the regular school day.

If a student's dress or grooming interferes with the normal education process, he/she will be asked to change whatever is in question. Continual non-compliance may result in additional disciplinary action at the discretion of the administration. The school administration will be ultimately responsible for administration of the policy.

**To see the complete policy please follow the link below:**

English—<http://www.nebo.edu/pubpolicy/J/JDG.pdf>

Spanish—[http://www.nebo.edu/pubpolicy/J/JDG\\_Spanish.pdf](http://www.nebo.edu/pubpolicy/J/JDG_Spanish.pdf)

### **STUDENT RECORDS**

Student Records/Data are confidential, meant to be viewed by the students, a person having a power of attorney from the student, a person holding a notarized released from the student, or an order from a court of competent jurisdiction.

### **REDRESS OF GRIEVANCE POLICY**

A grievance procedure will be maintained in order to provide a system by which students can appeal for reconsideration of disciplinary actions taken against them. The grievance procedure is outlined in five distinct steps in district policy JFH-P.

## **Attendance**

Student achievement and success in school is directly affected by attendance. Students' attitudes towards school attendance will follow them well beyond junior high school. In order to give students

the opportunity to be academically successful now and responsible citizens later, MJHS expects students to be in class, on time, and prepared each day.

The objectives of the Mapleton Junior High School Attendance Policy are to:

- Provide students with successful learning experiences in each class
- Teach responsible behavior by requiring students to be accountable for their attendance
- Support parent efforts in promotion of student attendance
- Provide a safe, effective, and uninterrupted learning environment for each student.

MJHS supports both the state and district attendance policies which call for fairness and provide flexibility and accountability on the part of students, parents, and the school. MJHS believes school attendance is a student-parent-school responsibility which involves all three participants in order to resolve attendance issues before referring attendance problems to the district or juvenile court systems. High attendance expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance problems (as defined by school, district, and state policy) will be subject to actions that could result in referrals to in-district or juvenile court.

### **Absences/Tardies**

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected as a result. If a student is truant, the student forfeits the right to earn credit on any assignments, tests, or quizzes on or due the day of the truancy.

## **Tardies**

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. A student is considered tardy if he or she is not in the classroom when the tardy bell rings. Some teachers may require students to be seated when the tardy bell rings. A student who arrives more than ten (10) minutes late to class will be marked as a "Late Tardy". Entering the classroom more than twenty-five (25) minutes late will be considered an absence.

### **When arriving tardy to school**

- Students who have a note from a parent should go to the office to receive an admit slip, otherwise they should proceed to their class. The limit for parent excused tardies is five per term.

### **When arriving tardy to class**

- Students that are tardy should sign the tardy log in the classroom.
- It is the student's responsibility to make sure that they are marked tardy and not absent.

### **Consequences**

- First Tardy: Warning; Teacher may visit with student.
- Second Tardy: Teacher will conference with student to help resolve the problem.

\*\* When a student is excessively tardy in a single day/class, the student will be required to go to lunch detention. Student will be able to make up tardies in the following way:

- 1 day of lunch detention = 1 tardy

- 1 day of lunch detention AND student completes a restorative intervention assignment = 2 tardies

## **Checking on Student Attendance**

Student attendance and grades can be checked at home or work over the internet at the Nebo School District Web Site at [www.nebo.edu](http://www.nebo.edu). Go to the parent section, and click on "Infinite Campus Parent Portal". To access the information you will need the parent username and password. If you do not know your information, you may contact a MJHS administrator, counselor, or the attendance office.

## **Excusing/Reporting Absences and Tardies**

Parents may excuse absences and tardies by sending a note or calling the attendance office at 498-2892. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. Absences should be cleared by the end of each term. When calling to excuse an absence or 1<sup>st</sup> period tardy, please provide a phone number where a parent can be reached if necessary to verify information. When clearing an absence or tardy with a note, parents should include the date of the absence/tardy, the date and time (if student is checking in during or after first period) the note was written, specific class periods missed (if not for an entire day), a phone number where a parent can be reached and the reason for the absence. Fraudulent excusing of absences and tardies by students will result in school discipline.

## **Other**

- School excused absences (field trips, extracurricular activities) do not count against attendance.
- A parent excused absence does not remove the absence.
- Mapleton Junior High will follow the state law concerning school attendance as approved by the district and our school community council.

- For additional information concerning attendance please refer to Nebo School District policy [JDH](#).

## **Extracurricular Activities**

### **Student Council**

Ninth & Eighth grade students have the opportunity to participate in the Mapleton Junior High School student council. Student council representatives help out with various school activities such as dances, assemblies, school announcements, etc.

### **Athletics**

MJHS competes against other junior highs in Nebo School District in the following sports:

- Track (7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade)
- Wrestling (7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade)
- Basketball (9<sup>th</sup> grade only)
- Tennis (7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade)
- Cross Country (7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade)

### **Hope Squad**

The HOPE Squad is a peer support team whose goals are to provide service and support to students and the community and to improve access and availability of appropriate prevention services for vulnerable youth groups and high-risk individuals. A student on the HOPE Squad is nominated by his or her peers as someone with naturally good listening skills and as a generally easy person to talk to. They are seen as someone students would trust to go and talk to during a difficult time. These students are trained to be a supportive listener and to refer the students in need to an adult helper. Mapleton Junior High is committed to providing its students with a safe and caring environment. Youth suicide is one of the leading causes of death for adolescents in Utah. Research suggests that programs like the HOPE Squad can increase the likelihood that at-risk

students will get help from school counselors. Students who are potentially at risk for suicidal behaviors are more likely to confide in and feel comfortable with peers rather than adults. The HOPE Squad provides a link between at-risk students and adult helpers. Athletics MJHS competes against other junior highs in Nebo School District in the following sports:

- Track (7th, 8th, and 9th grade)
- Wrestling (7th, 8th, and 9th grade)
- Basketball (9th grade only)
- Tennis (7th, 8th, and 9th grade)
- Cross Country (7th, 8th, and 9th grade)