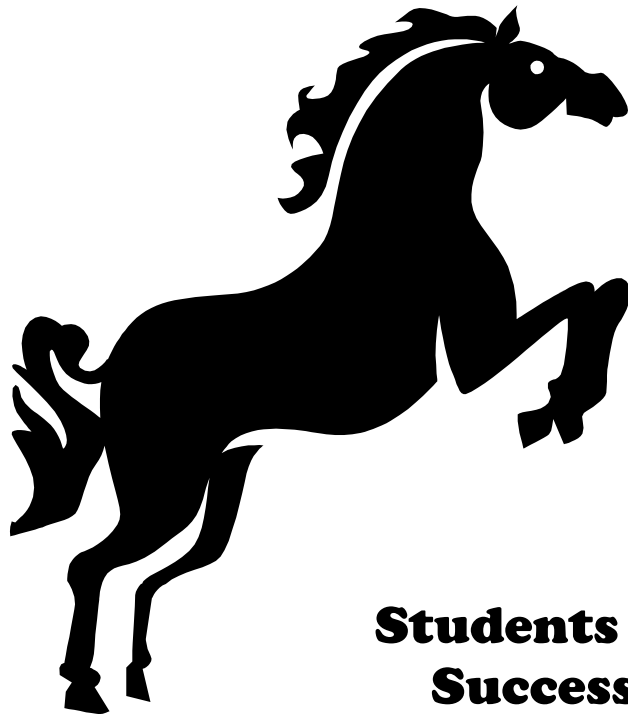


MAPLETON JR. HIGH SCHOOL

Student Handbook and Information



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

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

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

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 administered. 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, route 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.

PROHIBITION OF BULLYING

Purpose and Philosophy

The Nebo Board of Education is committed to provide all students with a safe and secure learning environment. Bullying reduces a student's ability to achieve academically. In addition, bullying can directly affect a student's health and well-being, and may contribute to excessive absences from school, physical illness, mental and emotional anguish, and long-term social and psychological consequences. The Board encourages educators, students, and parents to develop procedures to stop and prevent bullying in Nebo School District.

Definition of "Bullying" means aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength, and may be repeated over time. Bullying may be physical, verbal/written, or psychological.

"Physical Bullying" includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing, and threatening comments and behavior that is communicated verbally or in writing, including the use of electronic media (i.e., "cyber bullying").

"Cyber Bullying" means using e-mail, web pages, text messaging, blogs, instant messaging, or any other electronic means for aggression, intimidation, or harassment against another person. Examples include, but are not limited to, sending mean, vulgar, or threatening messages or images; posting inappropriate pictures of or sensitive, private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs.

"Psychological Bullying" includes, but is not limited to, socially isolating an individual, demeaning or sarcastic comments, gestures, and threatening comments and behavior.

Prohibition of Bullying

Nebo School District prohibits bullying of students by other students at school or at school-related activities and events. The District encourages all victims of bullying, and all persons with knowledge of bullying, to report the incident(s) immediately.

Education and Training

Nebo School District recognizes the importance of educating its employees and students regarding the prevention of bullying. To these ends, the District will provide ongoing training and education in this area. Notice of this policy will be distributed and training will be conducted for employees and students of the District.

Complaints

A student who is a victim of bullying should inform his/her teacher or any of his/her school's administrators. A parent, teacher, or any other individual who is aware of bullying should inform school administration. A school teacher or administrator to whom a complaint is made shall, as soon as is reasonably possible after receiving the complaint, report it to the principal or his/her designee.

Investigation

The principal or designee to whom a complaint of bullying is reported shall promptly investigate the complaint. In the event the principal or designee finds that bullying has occurred, he/she shall take prompt, appropriate action to end the bullying and address its effects on the victim.

Discipline

Any student who engages in bullying of anyone at school or at any school-related activity or event is in violation of this policy and shall be subject to disciplinary action. Consequences should be firm and fair and correspond to the severity of the infraction. A continuum of consequences should be utilized. Disciplinary action may include, but not limited to, suspension, expulsion or loss of extracurricular activities, probation, or alternate educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.

Dissemination of Policy

This policy may be posted on the District's website and published in student registration materials, student and employee handbooks, parent information guides, and other appropriate school publications as directed by the District.

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:

1. “Satisfactory” (S), “Needs Improvement” (“N”), or “Unsatisfactory” (“U”)
2. 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.

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 the first time to the student, the second time to a parent.

Purpose and Philosophy

Nebo School District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can 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” include, but are not limited to cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

Electronic Device Use

- Students enrolled in Nebo School District are not permitted to use any electronic devices during class time except as otherwise provided by this policy. Cell phone usage is **strictly prohibited** during any class period; including voice usage, digital imaging, or text messaging.
- Individual schools have the discretion to further prohibit student use of electronic devices during class breaks and/or lunch periods. Schools also have the discretion to designate certain times and/or areas on the school campus for student use of electronic devices during school hours.
- 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).
- Students may use electronic devices during class time when authorized pursuant to predetermined accommodations.

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. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian.
- 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.**

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 he 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 o this must be approved by the administration.

STATEMENT OF ALCOHOL AND DRUG POLICY

Nebo School District prohibits any unauthorized student use, possession, sale or distribution or alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by the District to transport students to or from an activity. These prohibitions apply whether or not the actions occur during regular school hours.

DISCIPLINARY ACTION FOR VIOLATION OF ALCOHOL AND DRUG POLICY

Disciplinary action, independent of any court 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.

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.

Policy

The District prohibits discrimination and sexual harassment of students by other students, employees, volunteers, or other persons at school or at school-related activities and events. Sexual harassment may involve conduct between individuals of the same or different genders. The District encourages all victims of discrimination or sexual harassment, and all persons with knowledge of discrimination or sexual harassment, to report the inappropriate conduct immediately. The District also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the complaint process established pursuant to this policy or by any administrative directive.

The District will promptly investigate all verbal and written complaints of discrimination and sexual harassment, and will take prompt corrective action to end the inappropriate behavior.

Definitions

“Discrimination” includes, but is not limited to, conduct which illegally disadvantages persons based upon race, color, religion, sex, national origin, disability, or any other classification protected by law.

“Harassment” includes, but is not limited to, any behavior, expression, or activity that stigmatizes or victimizes individuals or groups of people because of their personal attributes, including race, color, religion, sex, national origin, disability, or any other classification protected by law, and that:

1. Involves an express or implied threat which adversely affects a student’s education or academic status or progress, participation in school or school-related activities and events, or personal safety;
2. Has the purpose or effect of adversely interfering with a student’s education or academic status or progress, participation in school or school-related activities and events, or personal safety; or
3. Creates an intimidating, hostile, demeaning, or offensive educational environment.

“Sexual Harassment” includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender, in the educational setting, when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student’s education or academic status or progress (including any aspect of the student’s participation in school activities or events);
2. Submission to or rejection of the conduct by a student is used as the basis for any decision affecting the student or the student’s academic performance, participation in school activities or events, or any other aspect of the student’s education; or regarding benefits, services, honors, programs, or activities available at or through any District program or activity; or
3. The conduct has the purpose or effect of having a negative impact on the student’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Types of conduct which are prohibited in the District and that may, upon examination of the totality of the circumstances in relation to discriminatory or harassing behavior, constitute discrimination or harassment based upon race, color, religion, sex, national origin, disability, or any other classification protected by law include, but are not limited to:

1. Threatening or intimidating conduct directed at a student because of the student’s race, color, religion, sex, national origin, physical or mental disability, or any other classification protected by law;
2. Epithets, slurs, negative stereotypes, name calling, verbal abuse, derogatory comments, degrading descriptions, and hostile acts which are based upon a student’s race, color, religion, sex, national origin, physical or mental disability, or any other classification protected by law;
3. Verbal, written, or graphic material containing comments or stereotypes aimed at degrading students or members of protected classes;

4. Aggressive conduct towards a student motivated by race, color, religion, sex, national origin, physical or mental disability, or any other classification protected by law;
5. Graffiti containing offensive or derogatory language, symbols, or pictures in the context any of the legally protected classifications;
6. Any unwelcome communication (whether written, verbal, or sent by electronic means, such as e-mail, text messaging on computers, palm devices, cellular phones, etc.) that is offensive or degrading and motivated by a student's race, color, religion, sex, national origin, physical or mental disability, or any other classification protected by law;
7. Jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of offensive or degrading material based upon any of the legally protected classifications.
8. Displaying words, pictures, or symbols on clothing that are offensive or degrading based upon any of the legally protected classifications; or
9. Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or outside of school-related activities and events, but which materially disrupt the educational environment at school.

Types of conduct which are prohibited in the District and that may, upon examination of the totality of the circumstances in relation to discriminatory or harassing behavior, constitute sexual harassment under this policy include, but are not limited to:

1. Unwelcome leering, sexual flirtations or propositions, or any unwelcome sexual invitations or requests for sexual activities.
2. Sexual slurs, epithets, name calling, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
3. Graphic verbal comments about an individual's body, overly personal conversations, or any unwelcome communication (whether written, verbal, or sent by electronic means, such as e-mail and text messaging on computers, palm devices, cellular phones, etc.) that is sexually suggestive, sexually degrading, or implies sexual motives or intentions;
4. Sexual jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of pornographic or other sexually oriented material;
5. Displaying words, pictures, or symbols on clothing that are sexually explicit or have an underlying sexual connotation, or wearing clothing in a sexually revealing or suggestive manner;
6. Spreading sexual rumors;
7. Teasing or sexual remarks about students enrolled in a predominantly single-gender class;
8. Massaging, grabbing, fondling, stroking or brushing the body;
9. Touching oneself or another individual's body or clothing in a sexual way or any other offensive physical pranks or hazing;
10. Purposely cornering or blocking normal movements or stalking;
11. Displaying sexually suggestive objects or performing/showing unwelcome and offensive skits, assemblies, and sexually suggestive productions;
12. Sexual activities of a criminal nature;
13. Unwelcome and offensive sexual public display of affection;
14. Engaging in the improper use of school computers and the internet, including, but not limited to, accessing, downloading, or uploading pornography; sharing internet pornography or e-mails with students; creating or maintaining websites with sexual

- content; participating in sexual discussions with students by means of e-mail, internet “chat rooms”, instant messaging, or any other form of on-lone communication; or
15. Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or outside of school-related activities and events, but which materially disrupt the educational environment at school.

Complaint Procedure

Students subjected to discrimination or sexual harassment are first encouraged, but not required, to confront the discriminator/harasser and tell the discriminator/harasser to stop the conduct because it is unwelcome. Complainants should document the incident(s) of discrimination/harassment using the District’s Student Discrimination and Harassment Report Form (IMC Form No. 107.2) and deliver it to the school principal or other school administrator.

If the complainant’s concerns are not resolved satisfactorily through a discussion with the discriminator/harasser, or if the complainant feels he/she cannot discuss he concerns with the discriminator/harasser, the complainant should directly inform his/her teacher or any of his/her school’s administrators. A school teacher or administrator to whom a complaint is made shall, as soon as is reasonably possible after receiving the complaint, report it to the principal or his/her designee. Complainants who contact school staff with a complaint are encouraged to submit the complaint in writing. However, complaints may be filed verbally, and the principal or the principal’s designee shall document the verbal complaint on the District’s Student Discrimination and Harassment Report Form (IMC Form 107.2). Alternate methods of filing complaints shall be made available to younger students or students with disabilities who need accommodation.

Discipline

Any student who engages in discrimination or sexual harassment or anyone at school or any school-related activity or event is in violation of this policy and shall be subject to disciplinary action. For students, disciplinary action may include, but is not limited to, suspension, expulsion or loss of extracurricular activities, probation, or alternate educational placement. In imposing such discipline, all facts and circumstances of the incident(s) shall be taken into account.

If school administrators have reasonable suspicion that the harassment involves sexual assault, rape, or any other activity of a criminal nature, the District shall notify appropriate law enforcement authorities and immediately initiate proceedings to remove the accused party from the situation.

False Complaints

False, malicious, or frivolous complaints of discrimination or sexual harassment shall result in corrective or disciplinary action taken against the complainant.

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. The only exception shall be for certain special days or activities which are declared exempt by the school principal.

Standards for Students:

1. Hair shall be neat, clean and well groomed. The coloring of hair with unnatural looking colors to include costume spray may create distractions to learning.
2. Clothing shall be modest, neat, clean, in good repair and shall include shoes. Clothing and/or jewelry shall not be worn which displays obscene or suggestive words or pictures or which advertises any substance which a student cannot legally possess or use. Jewelry shall not be worn in any pierced body parts other than the ears. Modesty includes covering shoulders, midriff, back, underwear, and cleavage. Short shorts, biking shorts, tank tops, halter or crop tops, extremely short skirts or dresses do not meet the modesty standards in or schools. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.
3. Wearing of bandannas (or decorative triangles, fashion scarves, large headbands that resemble bandanas, etc.) in hair, chains, or any article of clothing or jewelry that may be associated with a gang, or bearing any gang symbols, name, initials, insignia or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership, is not allowed.
4. Head-wear of any kind is not worn in the school.

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.

There is a fairly strong feeling from parent and administrative groups that a "no shorts" policy should be adopted. The committee recommended that the students have the opportunity to show they can wear shorts without abuse. The committee recommends that the building principal work with student leaders to establish school expectations and guidelines. The committee also recommends that at any time difficulties warrant, a "no shorts" policy may be implemented at the individual school.

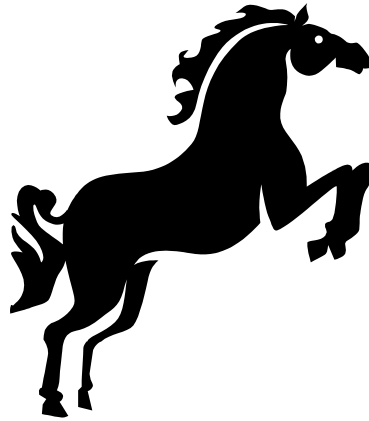
STUDENT RECORDS

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 release 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.

Mapleton Jr. High School Policies and Procedures



Junior High School Information for Students

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.
- Effective collaboration and communication with families as partners is essential to the success of our students.
- All students can learn.

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 fifteen (15) minutes late to class will be marked as a "Late Tardy". Entering the classroom more than 30 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 (per term)

- First Tardy: The teacher will make a mental note..possibly checking with student to find out the reason.

- Second Tardy: Teacher will conference with the student to help resolve the problem.
- Third Tardy: The teacher or the student will contact the parent during class or after school to discuss the problem with the parent.
- Fourth Tardy: Teacher/Student will contact the parent and set up a time to make up tardy (flag student for flex or have student come in before or after school).
- Fifth Tardy: Student is referred to administration (Attendance contract, parent meeting, tardy modules, lunch detention, etc.)
- Students with 15 tardies (total in all classes) in a term will have a conference with an administrator to set up additional consequences which may include in school suspension, out of school suspension, contract, schedule change, Step-Up program, change of placement to an after-school program, or other appropriate interventions.

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. Go to the parent section, and click on “Aspire SIS”. To access the information you will need the student’s I.D. number and password. If you do not know your student’s 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 1st 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 new 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 JED.

Backpacks

Backpacks and book bags are welcome at school, but must be kept in the student's locker and not taken to class. Students have been asked to follow this policy because of increased safety concerns and security of personal items.

Bell Schedule

School begins at 8:00 a.m. and ends at 2:40 p.m. (1:55 p.m. on early out days). Your daily schedule includes 7 class periods plus a lunch period. There is a 5 minute pass time between classes.

Regular Day			Early Out Mondays		
Period 1	8:00-8:45	45 min.	Period 1	8:00-8:40	40 min.
Period 2	8:50-9:35	45 min.	Period 2	8:45-9:25	40 min.
FLEX	9:40-10:05	25 min.	Mustang Time	9:25-9:45	20 Min.
Period 3	10:10-10:55	45 min.	Period 3	9:50-10:30	40 min.
Period 4	11:00-11:45	45 min.	Period 4	10:35-11:15	40 min.
First Lunch			First Lunch		
Lunch	11:45-12:10	25 min.	Lunch	11:15-11:40	25 min.
Period 5	12:15-1:00	45 min.	Period 5	11:45-12:25	40 min.
Second Lunch			Second Lunch		
Period 5	11:50-12:35	45 min.	Period 5	11:20-12:00	40 min.
Lunch	12:35-1:00	25 min.	Lunch	12:00-12:25	25 min.
Period 6	1:05-1:50	45 min.	Period 6	12:30-1:10	40 min.
Period 7	1:55-2:40	45 min.	Period 7	1:15-1:55	40 min.

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 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.

Building Hours

You may enter the building at 7:30 a.m. and are requested to be out of the building by 2:50 p.m. (2:00 p.m. on early out days), 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 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

Our two instructional computer labs each have 36 computers with CD ROM and Internet access. You will have several opportunities throughout the year to use the computer labs for a number of academic tasks. While in the lab, 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. Do not connect iPods, MP3s, or flash drives into school computers.
4. The internet is for educational purposes only.
5. 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.

Counselors

We have three counselors: Mr. Baum for 7th grade, Ms. Hullinger or Ms. Owens for 8th grade, and Mr. Murphy for 9th grade. If you need to see one of the counselors, you may ask the student center 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.

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.

Electronic Devices

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

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, we will send home a **midterm progress report** at the mid-point of each term, indicating a student's academic progress and citizenship in each class. The purpose of the midterm is to let you know how you are doing in each of your classes.

Four times a year, you will receive a report card to evaluate your school progress. You will receive a grade in each class to indicate your scholarship and citizenship for the past term. It is our policy that a teacher must contact parents **before** the end of the term if their student has earned a "D" or "F" grade to provide the student with an opportunity to improve this grade before the end of the term.

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. In between classes, 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.

Lunch

You may purchase lunch for \$2.50 from the school cafeteria by buying a pass or bringing cash each day. Breakfast is also available for \$1.50. 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 and milk.

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.

Motivated Mustangs

MJHS is pleased to announce the creation of a new program called the “Motivated Mustangs.” Students who have met their learning targets in all their classes and do not have any attendance deficiencies may participate in a fun morning activity at the conclusion of each term. Students must maintain their membership each term by achieving good grades, positive citizenship, and exemplary attendance.

Eligibility for Motivated Mustangs will be based upon a student’s end-of-term grades or learning targets, attendance, and citizenship. More details will be given the week prior to the activity. We appreciate all students that attend MJHS and desire all of them to be Motivated Mustangs.

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 you PE uniform. You will be issued a locker for your gym clothes. You will also be issued a freshly laundered towel so you can shower after taking P.E. and before returning to your next class.

Student Led Conferences

Another opportunity for discussing academic achievement goals and progress, each student will be required to set overall term goals, complete self-reflections on progress toward learning targets, and conduct a Student Led Conference with an adult, preferably a parent/guardian. The benefits of Student Led Conferences are many. Students will be developing skills to assess their own academic performance as well as articulate progress to others. Students will be selecting work from each class that reflects their best work, their most proud achievements, and even work that has been a struggle. Furthermore, this gives parents and students the opportunity to collaborate on goals and progress in each of the student’s classes. While Student Led Conferences take the place of traditional parent/teacher conferences, Mapleton Junior High teachers are always available to parents for questions and concerns before and after school via email and telephone

MAPLETON JUNIOR HIGH MUSTANGS

GOAL SETTING

Why should you write down your goal? A written goal represents a real commitment. Without a commitment, a goal is only a dream. A dream is something we would like to have happen, but are unwilling to pay the price to make it happen. Any worthwhile goal has its price! That price may be confronting a personal fear or investing a certain amount of time and effort. Whatever the goal is, if it's worthwhile, you can bet there will be a price for achieving it.

Goal Setting Guidelines

1. Your goal must be conceivable. You must be able to imagine, conceptualize and understand the goal or desired result. By visualizing your success in great detail, you are conditioning your mind and preparing yourself to achieve your desired success.
2. Make your goal believable. Your goal should be consistent with your personal values system, and you must believe you can reach the goal. It is critically important that you believe in yourself. You must see yourself with the goal in hand.
3. Your goal must be achievable. You must have the mental and physical capacity to reach the goal. It would, however, be important for your goal to cause you to stretch beyond normal self-imposed limits. You will find a goal that causes you to stretch and grow will be the goal that gives you the most satisfaction. Don't be afraid to challenge yourself to go beyond old limits!
4. Make your goal measurable. Deciding to do better than last year or to be happy gives you no standard by which you can measure progress. Be sure to relate your goal to quantity, percentage increases, dollar volume, time or distance. This will allow you to measure your progress.
5. Your goal should be controllable. This means you must be able to achieve the goal yourself, or gain the willing cooperation of others to reach the goal. This emphasizes the importance of building team spirit. If you can have no control over the outcome of an event, it's not realistic to set a goal in this area. It would be like gambling in Las Vegas. Without a proven system that beats the odds, lack of control will lead to frustration - and cost you a lot of money!
6. Be sure you have singleness of purpose. Make sure your goal is not in conflict with other areas of your life. For instance, if you decide to make a specific sports team make sure this will not interfere with your school, personal, or family relationships. Some goals become mutually exclusive and create conflict with other goals.

MAPLETON JR. HIGH MUSTANGS GOAL SETTING

Name _____

Term 1 2 3 4

My academic goal for this term:

Steps I will take to achieve my goal:

1. _____

2. _____

3. _____

Things parents do or will do to support me:

Things teachers do to support me are:

.....

Did I reach my goal? Yes No

Explain why or why not:

MAPLETON JR. HIGH MUSTANGS GOAL SETTING

Name _____

Term 1 2 3 4

My academic goal for this term:

Steps I will take to achieve my goal:

1. _____

2. _____

3. _____

Things parents do or will do to support me:

Things teachers do to support me are:

.....

Did I reach my goal? Yes No

Explain why or why not:

MAPLETON JR. HIGH MUSTANGS GOAL SETTING

Name _____

Term 1 2 3 4

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Steps I will take to achieve my goal:

1. _____

2. _____

3. _____

Things parents do or will do to support me:

Things teachers do to support me are:

Did I reach my goal? Yes No

Explain why or why not:

MAPLETON JR. HIGH MUSTANGS GOAL SETTING

Name _____

Term 1 2 3 4

My academic goal for this term:

Steps I will take to achieve my goal:

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3. _____

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Things teachers do to support me are:

Did I reach my goal? Yes No

Explain why or why not:
