SCHOOL POLICIES & PROCEDURES

ABSENT WORK & MAKE-UP POLICY
Following any absence - excused or unexcused - the student is responsible for obtaining missed assignments upon his/her return and completing the work according to this policy. Students who are absent for 1-2 days are encouraged to work with teachers via e-mail or a reliable classmate to get assignments. If a student is absent more than three (3) consecutive days, a request for homework can be made through the Attendance Office at 385-646-5196. A parent or friend can pick up the work when ready (Please allow 24 hours to gather the requested homework). If your student is expected to be absent for ten (10) consecutive school days, or longer, please contact your student’s counselor in the Counseling Office to work through grading and homework issues.

ARRIVAL & DISMISSAL TO SCHOOL
Students are to wait outside or in the cafeteria until the halls open at 7:30. School breakfast is served from 7:25 – 7:40. Students are expected to leave the school building by 2:55 or be under the direct supervision of a teacher. If the weather is poor, students may wait on the door mats at the east and west entrances. Students that remain on school grounds and are misbehaving or disruptive will be subject to school discipline.

ATTENDANCE
Activities, discussions, simulations, and presentations take place every day and often cannot be duplicated even by after-school instruction or makeup work. Educational achievement comes through class participation as well as by assignments, projects, and tests. Attendance is one of the main factors of how well students do in school!!! Students who miss 10% or more of school may struggle keeping up and are more prone to not be successful.

It is the responsibility of the parent/guardian to notify the school with a note or phone call of legitimate absences at the Attendance Office at 385-646-5196. Legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.

If you move or change your telephone, please notify the Counseling Center. Students and parents should use Gradebook to confirm that absences have been excused. All attendance concerns need to be resolved before the end of the grading period.

BACKPACKS
Students should have a backpack to carry homework and books to and from school. However, all bags must be put in lockers before school begins and remain there until the end of the school day. Backpacks are not allowed in classrooms.

BEHAVIOR EXPECTATIONS & CITIZENSHIP POLICY
It is important that students are where they are supposed to be, when they are supposed to be there, and doing what they are supposed to be doing.

At Jefferson Junior High we believe it is our responsibility to help prepare students with the academic skills and behavioral characteristics necessary to succeed in high school, and the student’s future. As part of that preparation, a Citizenship Grade is given to every student in all classes. Satisfactory citizenship is also a graduation requirement in Granite School District. Student’s must earn a 2.0 cumulative Citizenship Point Average (CPA) on a 4.00 point scale in grades 9-12 to be eligible to participate in graduation ceremonies. Student’s citizenship grades are determined by attendance, punctuality and behavior. The 4.00 scale is as follows:

<table>
<thead>
<tr>
<th>CPA Grade</th>
<th>Tardies</th>
<th>Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 – Honor</td>
<td>4 Tardies</td>
<td>1 “A” Absence</td>
</tr>
<tr>
<td>3 – Good</td>
<td>5 or More</td>
<td>2 or More “A” Absences</td>
</tr>
<tr>
<td>2 – Satisfactory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 – Poor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 – No credit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BIKES, SCOOTERS, SKATEBOARDS
Bikes, scooters, and skateboards may be used as a means of transportation to and from school, but may not be brought into the school building. If brought to school they must be locked to a bike rack on the south end of the school. The school is not responsible for damage or theft of parts while parked in the bike rack.

CLOSED CAMPUS
Jefferson Junior High is closed throughout the school day, both for students leaving and other students visiting. Written or verbal permission from a parent / guardian is required to leave campus.

If you are leaving early, parent will need to contact the Attendance Office at 385-646-5196. If, because of a sudden illness or emergency, a student must leave school early, they must always report to the Counseling Office to call a parent and be issued a “Street Pass” so both parent and school can account for the whereabouts of the student at all times during school hours.

COUNSELING CENTER
Jefferson Junior has 2 counselors. A counselor will be assigned to you and will remain with you until promotion. Please feel free to contact your assigned counselor for class schedule information, school progress, or other student related affairs. If you need to see a counselor, please contact Mrs. King for an appointment in the Counseling Center. Counseling Office telephone number is 385-646-5196.
Mrs. Jensen – 7th Grade
Mrs. Patrick – 8th Grade

BULLYING / HARASSMENT & STUDENT CONCERNS
Every student has the right to attend school without being threatened or bullied. When students have concerns or problems with other students they can’t resolve they are encouraged to report concerns to an adult (teacher, counselor, administration, etc.). If a student does not feel safe reporting directly to the office, phone calls, e-mails, or the SafeUT App are great alternatives.

Administrators will investigate all reports, make corrections, and work to prevent further misbehavior. Issues will be addressed at the lowest possible level. Students involved in bullying, cyberbullying, hazing, discrimination, harassment, retaliation, or other similar conduct may receive discipline including parent/guardian conferences, suspension, referral to law enforcement, placement outside the school, and/or other discipline that is appropriate. This policy covers conduct occurring at school and conduct outside of school if it affects the school environment.

DRESS CODE
At Jefferson we believe three characteristics guide appropriate school attire; modesty, safety, and respect for educational environment. Any clothing that does not lend to these three things should not be worn. We ask all students to come prepared to learn and contribute to the educational environment. The following attire is not school appropriate:

- Any clothing showing underwear.
- Hats, hoods, headgear, headbands, sweat rags, gloves, or sunglasses. They must be removed when students enter the building and must be kept in lockers during the day.
- Bandanas or one solid color of clothing.
- Clothing which displays drugs and alcohol (any illegal substance), guns/weapons or is obscene / suggestive.
- Shirts or tops exposing cleavage, midriffs, underarms, or bare shoulders. Shirts with straps that are less than three inches wide are not allowed. Shear blouses or tops must have something dress code appropriate underneath.
- Jeans worn below the waist (“sagging”) or belts hanging down.
- Short shorts or skirts must cover the majority of the thigh.
- Bare or stocking feet, and pajamas.
- Pants with holes above mid-thighs.

The administration reserves the right to change and modify the dress code as appropriate to maintain an appropriate educational environment.
CONSEQUENCES FOR NONCOMPLIANCE WITH DRESS CODE

Students with prohibited items will be asked to change clothing. Prohibited items will be confiscated and returned after school. If needed, the school will provide t-shirts and sweat pants which the student will be expected to return at the end of the school day for confiscated items. Students who continue to wear inappropriate clothing to school may be subject to additional consequences.

ELECTRONIC DEVICE POLICY

Because the school cannot guarantee the safety of these costly items, students are encouraged to leave electronic devices at home. If students choose to bring these items to school and use them during class time, the administration (given reasonable suspicion) has the prerogative to check confiscated items for inappropriate material. The school is not responsible to spend time or resources for lost or stolen items. The first two days of school, the students will be warned of the following consequences and each teacher will communicate their individual classroom expectations:

1st Violation: Teacher confiscates item and either returns to student at the end of the period or gives to main office (teacher disclosure).
2nd or 3rd Violation: Teacher confiscates, turns in to main office and parent must pick it up.
4th Violation or more: Teacher confiscates, turns in to main office and parent must pick up. Continued violations could result in detention, parent meeting, or other disciplinary action.

If the student refuses to turn the item over to a teacher, the student may be suspended, a parent meeting will be required, and be subject to other school discipline.

PARENTS: Please do not text or call your child during class time. If you need to get a hold of your child during school hours, please call the Counseling Center at (385) 646-5196.

GRADES & PROFICIENCY BASED GRADING (PBG)

Students should monitor grades and academic progress at least once a week. To access your academic information for each class follow these steps:

Go to the website: http://schools.graniteschools.org/jeffersonjr
Click on the Portal Login Link
Put in your user name (7-digit school ID number) and password
For new users – follow the instructions under Gradebook \ Parent Portal Registration

Jefferson Junior High will be using proficiency based grading (PBG) on a 1–4 scale to determine academic progress in all classes except world language and Secondary Math I (both earn High School Credit). Many elementary schools have been using this same grading system for the last few years.

<table>
<thead>
<tr>
<th>Grade</th>
<th>PBG</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>3.50</td>
</tr>
<tr>
<td>A-</td>
<td>3.00</td>
</tr>
<tr>
<td>B+</td>
<td>2.84</td>
</tr>
<tr>
<td>B</td>
<td>2.67</td>
</tr>
<tr>
<td>B-</td>
<td>2.50</td>
</tr>
<tr>
<td>C+</td>
<td>2.34</td>
</tr>
<tr>
<td>C</td>
<td>2.17</td>
</tr>
<tr>
<td>D</td>
<td>1.66</td>
</tr>
<tr>
<td>D-</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

HALL PASSES

School takes dedication and students should try to stay in class the entire period. Under teacher discretion a student may be issued a hall pass. The student is to report directly to the approved location and then return promptly to the classroom. Students found in the halls or bathroom without an official pass may be considered as truant. Hall passes can only be used by one student at a time. Hall passes should not be given while other classes are at lunch. Students who abuse hall pass privileges may lose hall pass privileges.

LOCKERS

Each student is issued his/her own hall locker. A locker is property of the school. If you have problems with your locker, please report them to the Main Office. School officials reserve the right to search any or all lockers when there is reasonable cause to do so. Students are responsible for keeping their lockers neat and clean both inside and out. Students must not write on, scratch, carve, dent or in any way deface or destroy their lockers. Violation can result in a school fine.
LANGUAGE
The use of foul or abusive language is not permitted in school. Bad language shows a lack of respect for self and others and detracts from our school pride. Students will be given consequences for the use of foul language.

LUNCH & BREAKFAST
Students will use their pin numbers for breakfast and lunch. Breakfast is $1.05 and is served daily from 7:25 am - 7:40 am. Lunch is $1.65 and served daily. Students will be assigned to a lunch depending upon their 3rd period teacher. Breakfast or lunch money must be placed in an envelope with name, pin number, and dropped in the slot in the Main Office. NO CHANGE CAN BE MADE ON ANY MONEY. Students may deposit money at any time in the main office. Application for “Free and Reduced Price Meals” must be applied for yearly. You can apply online at www.applyforlunch after July 19, 2019.

MID-TERMS / REPORT CARDS
The end of term report cards are sent home with the student 1st, 2nd, 3rd terms shortly after each quarter. The 4th term report cards are mailed home. Parents are also encouraged to check grades and attendance weekly by accessing the parent portal.

PATRIOT PRIDE CARD PROGRAM
Students who exhibit Patriot PRIDE through efforts to be Prepared, Respectful, Improving, Dedicated, and Exemplary will be rewarded with Pride Cards. Pride Cards can be used to buy supplies, games, treats, etc. at the Patriot Pride store. As students use these cards at the store they will be eligible for weekly prize drawings and for a quarterly school activity. Pride Cards are given for good grades on report cards and randomly by all school staff for students following these school wide expectations. After receiving a Pride Card, immediately and neatly fill-in all blanks.

PUBLIC DISPLAY OF AFFECTION
Students should always respect the body of other students. Public displays of affections such as kissing and inappropriate touching are not permitted at school or on school grounds. Holding hands and “quick hugs” are allowed. Parents will be contacted for repeat offenses and students are subject to school discipline.

SAFE SCHOOL POLICY
Granite District’s Safe and Alcohol/Drug Free School Policy is enforced at Jefferson Junior High. Acts of criminal behavior that place any person in imminent danger (e.g. instigating a fight, threatening, and fighting), possession/use/distribution of alcohol or drugs, and flammable materials such as lighters, firecrackers, etc. are prohibited in all Granite District schools, on school grounds, at school sponsored activities, when students are being transported in district vehicles, and when students are traveling to and from school. Students who violate this policy subject themselves to school, district, and legal actions. Law enforcement referrals will be made when appropriate. Students should also report if they have knowledge of weapons, alcohol, or drugs on school grounds immediately to school administration. Weapons or any safe school violation may be reported on the Safety Hotline at 801-481-7199 or the SafeUT App. All tips remain anonymous.

Fighting is an activity that is particularly disruptive to the operation of schools including to and from school. Therefore, a student who participate in a fight as an aggressor, whether the fight is considered an assault or mutual combat, is subject to a fine, suspension, and police charges. Any student who chooses to fight is subject to; 1) suspension, 2) a $50.00 fine, 3) required attendance at Granite District Safe Courses for multiple violations, 4) police charges, and 5) possible placement at an alternative school.

SCHOOL SUCCESS AND PREPARATION
To be successful in class it is important that you come to class prepared, are ready to learn, and actively participate. Students will need the following items each day in class in order to be prepared:
- Binder - including paper, dividers, folders, etc. to help maintain organization
- Pens/Pencils
- Planner
SENSITIVITY / ALLERGIES
Some individuals who are sensitive or allergic to fragrances can suffer negative reactions if exposed. These reactions can be severe, even causing individuals to become ill and unable to attend school. Therefore, please refrain from wearing perfumes, colognes, or other scented products at school.

STUDENT OF THE MONTH
Students who demonstrate the school’s PRIDE attributes will be nominated by teachers for the “Patriot of the Month” award and will be recognized for this award. One student in each grade is chosen monthly by all the academic departments. A faculty committee declares the winners. These students and their parents are invited to a recognition celebration.

TARDY POLICY
Upon the second tardy to a class in a term and for every subsequent tardy that term, a student is issued a “Lunch Detention (LD)” by the office staff. On the fifth tardy in any one class, the school will issue “After-School Detention (ASD)” and will work with student and parent to resolve the problem. Possible consequences for habitually tardy students include:
- Detention (Lunch or After School)
- Student / Parent Meeting
- In-School Suspension
- Suspension

On occasion throughout the year, students with no tardies are recognized for being responsible. These students are given recognition for this accomplishment and will participate in our “No Tardy Party.”

OTHER IMPORTANT INFORMATION
- Athletics & Intramurals - The school participates in athletics with other junior high schools in Granite District.
- Awards Night - At the end of the year, plaques and certificates are presented to outstanding students in each academic area in the evening so that parents may attend.
- School Pictures - Pictures for the Yearbook will be September 3.
- Student Visitors - Granite District does not allow former students or friends to visit or attend classes with students.
- School Insurance - Medical insurance is not provided by the District but is offered through the school by a reputable insurance company. Information will be given out at registration and is available in the Main Office at any time.
- Year End Activities - Students who continually misbehave may not be permitted to participate in year-end activities.

SCHOOL SONG
(sung to Anchors Away)

1st Verse
Jefferson Junior High
Patriots are we,
One in truth and scholarship,
One in might and victory.

2nd Verse
Jefferson Patriots
We’ll lead the way,
Blaze the path of freedom’s light,
In thought, in deed, in life, in all we say.