

**WELCOME TO JEFFERSON JUNIOR HIGH.** We are here to help guide and support you through your junior high experience and encourage you to make the most of the opportunities available. In order to create a secure, positive environment for all, there needs to be a common understanding of expectations. The purpose of the policies and procedures contained in this planner is to communicate them to you. We are looking forward to a great year!

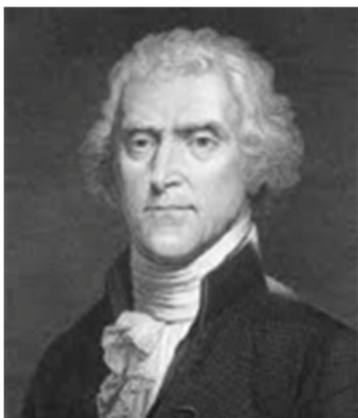
Please refer to our web page (<http://schools.graniteschools.org/jeffersonjr>) for answers to questions about how to access teacher web pages, how to email teachers, gradebook program, etc. Teachers will be teaching the Utah State Core which can be accessed at <http://www.uen.org/core/> and aligns with the Granite District curriculum maps.

**MISSION**—At Jefferson, we believe in working together to maximize everyone’s growth and potential.

**VISION**—Jefferson students understand the power in learning and know it takes work and effort.

**A PATRIOT** is someone who feels strong support for their country. Patriotism is an emotional attachment to a nation. This attachment can be viewed through ethnic, cultural, political or historical aspects. The United States is known as a country of bold individuals who have fought against oppression and for the rights of all. **The United States of America is a country that has been made better by diverse people who have come with the desire to do their best and to improve themselves and the lives of others.** Our nation is rich with patriots who have changed lives through simple ways.

## PATRIOT HEROES



**Thomas Jefferson**

The author of the five most important words in American history: “All men are created equal.”



**Booker T. Washington**

As an educator and a champion of self-help, he led black America forward from slavery.



**Susan B. Anthony**

She was the country’s most eloquent voice for women’s equality under the law.

# 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 learning activities 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 learning activities). 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 Center to work through grading and learning activities 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, 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 (within 10 days)**. 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.

## **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 PBIS activities. Student's citizenship grades are determined by attendance, punctuality and behavior. The 4.00 scale is as follows:

<u>CPA Grade</u>	<u>Tardies</u>	<u>Absences</u>
4 – Honor		
3 – Good		
2 – Satisfactory		
1 – Poor	4 Tardies	1 "A" Absence
0 – No credit	5 or More	2 or More "A" Absences

## **BIKES, SCOOTERS, SKATEBOARDS**

Bikes, scooters, and skateboards may be used as a means of transportation to and from school. If brought to school, these items must be locked to the bike rack on the south end of the school or stored in a teacher's class by the end of first period. The school is not responsible for damage or theft while on school grounds.

**CLOSED CAMPUS**

Jefferson Junior High is a 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 the parents and school can account for the whereabouts of the student at all times during school hours.

**COUNSELING CENTER**

Jefferson Junior has three 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**.

Ms. Gardner—6<sup>th</sup> Grade

Ms. Canals—7<sup>th</sup> Grade

Ms. Jensen—8<sup>th</sup> 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, non-religious head coverings, gloves, or sunglasses. They must be removed when students enter the building and must be kept in lockers or backpack 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, midribs, underarms, or bare shoulders. Shirts with straps that are less than three inches wide are not allowed. Sheer 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 above the mid-thigh.
- Bare or stocking feet, and pajamas.
- Pants with excessive holes or 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 available, 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. Pictures of other students should not be taken without their permission. Cell phones are not to be used or visible in classrooms without teacher permission. Ear buds should not be visible in class. 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:**

**1<sup>st</sup> Violation:** Teacher confiscates item and either returns to student at the end of the period or gives to main office (teacher disclosure).

**1<sup>st</sup> or 2<sup>nd</sup> Violation:** Teacher confiscates, turns in to main office and parent must pick it up.

**3<sup>rd</sup> 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 or inappropriate use of cellphone 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 the 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 learning (PBL) 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.

A	3.50	B-	2.50	D+	1.66
A-	3.00	C+	2.34	D	1.33
B+	2.84	C	2.17	D-	1.00
B	2.67	C-	2.00	F	0.00

**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 this privilege.

**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 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 5th 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 and can be accessed at [www.applyforlunch](http://www.applyforlunch)**

**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 or posted on the Parent Portal. 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 **P**repared, **R**espectful, **I**mproving, **D**edicated, and **E**xemplary 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](tel: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 participates in a fight 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, 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
- Student 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. Each teacher will select two students annually for this award. These students and their parents are invited to a recognition celebration at the end of each quarter.

**TARDY POLICY**

Students are expected to be on time to class and be prepared to learn. After the first week of each semester, students will be issued a Lunch Detention (LD) for excessive tardies. Each week the students with excessive tardies from the previous week will be issued an “After-School Detention (ASD)”. If tardiness continues, the administration 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 Assembly - At the end of the year, plaques and certificates are presented to outstanding students in each academic area in the annual awards assembly.
- School Pictures - Pictures for the Yearbook will be on September 23rd.
- 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.