

STUDENT POLICIES

PHILOSOPHY

Students have the right to learn.
Teachers have the right to teach.
Parents have the right to know.
Students will be positively reinforced for proper behavior.
Students who choose to violate school or class rules will receive appropriate consequences.

POLICIES AND PROCEDURES

The following procedures have been developed and printed in order that Lehi Junior High School may operate in an orderly manner following the laws and guidelines given by the State Legislature and the Alpine School District Board of Education.

Students who attend Lehi Junior High School and their parents should use this planner as a means of acquainting themselves with the policies and procedures of the school.

It should be understood that any teacher may add additional policies and procedures in his/her disclosure document which will be in effect in his/her classroom.

ACADEMIC ELIGIBILITY FOR SPORTS

In order to discourage an improper emphasis on athletics over academics, the Utah High School Activities Association implements certain grade requirements for all sanctioned events for grades 7-12.

In order to participate in a UHSAA sanctioned event, a student must have a G.P.A. of 2.0 or higher and no more than one failing grade for the term prior to the beginning of the event. It is against UHSAA bylaws for a teacher to change a grade so that a student can qualify for a sport. It is inappropriate for a student or a parent to request make-up work or a grade change to meet academic eligibility requirements. An incomplete term grade (**I**) is treated as an "**F**" for athletic eligibility.

ATTENDANCE (for a full description of attendance policy go to www.lehijr.alpinedistrict.org)

1. ABSENCE FROM SCHOOL

Parents are requested to telephone the attendance office before 10:00 a.m. if their student is to be absent that day.

Parents must clear all full day absences within 5 days. The school will attempt to contact the home if this call is not made.

2. CHECKING IN LATE

Students coming late to school must report to the attendance office with an excuse or telephone call from their

parent or guardian. An admit slip will be issued at this time which must be presented to the student's next teacher.

3. CHECKING OUT

If a student needs to leave school during school hours he/she must check out at the attendance office.

A parent must come in to

sign out a student. Students must leave the building after they check out.

4. HOMEWORK

If a student is absent for two or more days, you may request homework. Homework requests should be made by 10:00 a.m. and can be picked up in the office at 2:30 P.M.

5. TARDINESS

All students are to be to all classes on time and in their seats with their materials when the tardy bell rings. If students are

detained by teacher and are made late for their next class, the students must present a note from the teacher that held them after

class ended. The administration or front office will not excuse tardiness except if there is a late bus.

Each passing period is six

minutes long. Students are expected to be in their seats when the tardy bell rings. When students are tardy for class, it disrupts the classroom's instruction and learning process. After fifteen minutes, it will be considered a truancy or absence

6. TRUANCY (SLUFFING)

Students will be considered truant if they are absent from their assigned class without permission.
Possible

consequences for truancy are:

- Parent contact will be made.
- Lunch detention.
- Suspension or I.S.S.
- Truancy school. (\$25.00)/Police Citation
- Juvenile court.
- After School Detention

7. EXCESSIVE ABSENCES (EXCUSED AND UNEXCUSED) & TARDIES

Students with excessive absences and or tardies will be required to attend "Attendance School"

8. ATTENDANCE SCHOOL

Held Mondays from 2-3:00 p.m.

The administration will review the student's attendance record to determine the appropriate consequence.

Truancy in every case will be the determination of the school administration

AUDITORIUM

The auditorium should be treated like any fine theater. It is the showcase of the school. Unnecessary talking, stomping feet, whistling, booing or any other discourteous act toward a performer or performing group will not be tolerated and may result in removal from the assembly and suspension from any further assembly privileges.

Teachers will be assigned seating by class to insure orderly conduct.

Always be courteous. Food, candy, gum, or drinks are prohibited. Enter and leave in an orderly manner. The back row of seats should not be occupied.

EMERGENCY PROCEDURES

1. FIRE

Fire alarms will sound and students will evacuate the building according to the rehearsed evacuation plan in

each classroom. Students will remain with the teacher outside until further instructions are given.

If an

emergency happens during the lunch time hour or at class break students would report to their previous

period teacher.

2. EARTHQUAKE

A. The students will "drop" and assume the "duck and cover" position under a desk or table if possible to enhance protection.

B. Students should move away from large windows and from under any heavy light fixtures.

C. Students will evacuate the building with the teacher when the alarm sounds. When everything is safe and

the emergency is over the all clear bell will ring for students to re-enter the building.

3. INTRUDER

A. Teacher will lock down their room with students inside and down against the wall out of view of the

window.

B. Students in the hall at the time of the intrusion need to go to nearest room. If in the restroom, stay there.

GUIDANCE CENTER

1. GUIDANCE SERVICES

Guidance and counseling services are available for all students. If a parent or student would like an appointment with a counselor, contact the secretary in the guidance center. All counseling interviews are strictly confidential.

2. CLASS CHANGE

Only on rare occasions should students or parents ask for a class change DURING A TERM. Changes should be requested at the end of a term or the semester by contacting the guidance center.

HALL PASSES

- Students should never be out of class unless it is absolutely necessary, and should never be in the halls or rest rooms during class time without a hall pass.
- No teacher is to keep a student out of another teacher's class without clearing with the other teacher; failure to clarify may result in the student receiving a truancy.
- Teachers will contact the office if a student needs to leave a class for disciplinary reasons. Tracker will escort student to I.S.S.

HONOR ROLL

An honor roll will be published at the end of each term. The honor roll will list students who have distinguished themselves by academic achievement of a 3.7 grade point average or better. These students will participate in special activities.

HONOR ROLL/RECOGNITION REQUIREMENTS

1st Term Activity: November 7, 2008

- Honor Roll Requirements-3.7 GPA or higher and all S's and O's in Citizenship
- Recognition Requirements-All S's and/or O's in Citizenship

2nd Term Activity: January 23, 2009

- Honor Roll Requirements-3.7 GPA or higher and all S's and O's in Citizenship
- Recognition Requirement-Raise GPA by .5 or higher

3rd Term Activity: April 3, 2009

- Honor Roll Requirements-3.7 GPA or higher and all S's and O's in Citizenship
- Recognition Requirement- Raise GPA by .5 or higher

INCOMPLETE GRADES (I)

An incomplete grade (**I**) indicates work at an unacceptable level. Students may receive an "**I**" on individual assignments and on term grades. Once the student has completed the work at an acceptable level the "**I**" will be replaced with the appropriate letter grade. A student may not run for student council if they have an incomplete grade on individual assignments or a term grade during any term. Any student who has no "**I**'s" on individual assignments or term grades in Math will be allowed to attend dances for free. (Excluding Welcome Back Dance and 9th Grade Dance).

LOCKERS

A locker with a combination lock is assigned to each student at the beginning of the year. Lock combinations are changed each year and the combination is issued only to those students who are responsible for that locker. Legal opinions have ruled that school lockers will remain the property of the school. Authorized personnel have a responsibility and right to examine the contents of lockers for reason of health, safety, and security.

It is imperative that you keep your combination confidential. **DO NOT** give your combination to any other person even your best friend. **DO NOT** leave your combination set on the last number. Use only your assigned locker. **DO NOT CHANGE LOCKERS WITHOUT PERMISSION FROM THE OFFICE.** Doing so will result in fine or loss of locker privilege. Students who have let other students know their locker combination and want to change lockers or have their combination changed must pay an additional \$5.00

Although schools supply a place for students to store their belongings, **THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN OR DAMAGED ITEMS.** All property (coats, books, physical education uniforms, etc.) Should be properly labeled with students' name.

Lockers must be kept clean always. Abuse of lockers, such as:

1. posting objectionable posters or pictures
2. slamming the door in a way that causes damage
3. scratching or writing on the surface
4. kicking or marring the locker, will result in the student paying to have it cleaned or repaired. Lehi Jr. High reserves the right to terminate use of lockers anytime.

All lockers will be inspected at the end of the school year and a fine assessed if the locker is dirty, scratched, written on or damaged

THE DECORATING OF LOCKERS IS PROHIBITED (inside & out) no confetti, no balloons or other such items will be permitted on or in lockers. Please abide by this rule.

A locker problem is no excuse for being tardy. If a locker problem occurs and a student will be late to class, a teacher's hall pass will be needed before going to the office for help.

LOST AND FOUND

The lost and found department is found in the main office. Articles found should be turned into the office. Losses of property should be reported. An effort will be made to return them to their owner if possible. Students should write their names on any article brought to school, then if it is lost, we can easily return it. The lost and found articles will be cleaned out twice a month.

LUNCHROOM

Lunch may be purchased on a daily or monthly basis. Payments for lunch may be made prior to school in the cafeteria.

Use proper lunchroom manners: (a) be courteous at all times; (b) take the proper place in the lunch line; (c) clean up any food spilled through accident or carelessness; (d) dispose of all containers properly; (e) leave tables and chairs in proper order. Food is to be consumed in the cafeteria **ONLY!**

MEDIA CENTER

1. The library is open from 7:45 a.m. to 3:15 p.m. and during lunch.
2. Students must have a pass to be admitted to the media center during class time and lunch time. The pass for lunch time must be obtained from the media center before first lunch.
3. Students may check out up to three books at a time. Most books are checked out for two weeks and may be renewed twice.
4. There will be a charge of \$.05 per day for overdue items. Late reference items will be charged \$.25 per day. Library Media Center

MEDICATION

It is a district policy that no student will have on his person any medication unless the student has written, physician authorization. An authorization form can be picked up in the front office. If proper authorization has been obtained, a parent must bring medication to the school in its original prescription bottle with the original pharmacist label. Do not send any medication with a student in a baggy or lunch box.

Tylenol will **NOT** be provided in the office. No over the counter medicines are allowed in school unless the parent has received authorization. If your student requires regular doses of Tylenol please fill out a Medical Form signed by a Dr. and supply the office with medication. Do not send Tylenol to school with your student in a baggy or lunch box.

Students who are found in possession of over-the counter or prescribe medications without proper authorizations may be subject to disciplinary action.