

PGJHS Mission and Commitment Statements

At Pleasant Grove Junior High School “We empower students through quality teaching to become lifelong learners, responsible citizens, and effective communicators.” To that end the faculty has committed:

Belief Statements:

- All students can learn at high levels.
- Relationships built on respect matter.
- We work collaboratively with students and parents to promote high levels of learning for all students.
- A high-quality teacher with a collaborative team is essential to high levels of learning.
- We provide a safe environment for students.
- Students need high and consistent expectations.
- We utilize best practices that help students be active participants in their learning.

To be successful at PGJH students commit:

- To attending school regularly.
- To getting involved and taking advantage of the opportunities here at PGJH.
- To maintaining good health.
- To learning to communicate and express yourself (Effective Communicator).
- To giving your best efforts in your learning (Life-long Learning).
- To being respectful to faculty, staff, students, and yourself (Responsible Citizenship).

Student Expectations

In order to provide your student with the quality education they deserve, we have adopted a school wide set of expectations each student is required to meet. The expectations are divided into four categories, and are listed below.

- Attendance
- Academic Performance
- Behavior
- Skills

The following sections will outline the specific categories and provide an explanation of the standard each student is required to meet.

ATTENDANCE

The Pleasant Grove Junior High School attendance policy is based on the knowledge that the explanations, clarifications, and discussions taking place in the classroom are invaluable components of the school learning experience. The benefits of instruction, once lost cannot be entirely regained. Punctuality and regular attendance are not only necessary for school success but also required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school. The administration and staff at Pleasant Grove Junior High are committed to the success of students. Student success can best be achieved when students, parents, teachers, and school administration work together toward a common goal. Some basic guidelines are outlined below:

- Students are expected to be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
- Students are responsible to make up work and obtain information they missed when absent. A reasonable deadline will be set by the teacher for make-up work to be completed.
- Students missing a class to participate in any school-sponsored activity will not be considered absent from that class. To earn full grade credit, students are required to make up work assigned by the teacher on the student's own time.

Parents play an important role in determining which student absences are necessary, and calling or sending a note to the school to have those absences excused. Once at school, students bear the responsibility of making sure they attend each class, and are there on time. Ultimately, the administration has the discretion to excuse an absence. When necessary, a doctor's note or other documentation deemed necessary may be required in order for the student to continue to be excused.

If you anticipate your student missing an extended period of time, please communicate with the school early as it is extremely difficult for students and teachers to go back and recreate learning experiences. 9th grade students who miss more than 10 class periods of any class will also be subject to make up the learning lost through summer school or online credit recovery options. It is our intent to ensure that each student is learning at high levels, and attendance is critical to this goal.

Attendance Procedures:

All-Day Absence-Parents must report all absences by one of the following methods:

- Calling the attendance office (801-610-8146) within 24 hours of the absence and leaving a message including reason for and dates of absence(s).
- Unexcused absences beyond 10 days must be excused by a school administrator
- Sending a note with the student upon returning, including the reason for and date(s) of absence(s) and phone number for verification
- After a student's 4th full day absence or 4th absence in one class in one semester, parents are required to speak with school administration about possible concerns of attendance and work with them to help improve the student's attendance before further absences will be excused.
- 9th Grade students who exhibit a pattern of poor attendance (more than 10 absences in 1 class or 10 days of school per semester) and failing grades may be subject to repeat missed learning through online or summer school options.

Late Arrival/Check-in-To excuse a late entry you must have one of the following:

- A doctor's statement
- A parent present
- A written/signed note from a parent stating the time you arrived at school and why you were late.
- A phone call from a parent

(Also refer to the tardy policy below)

Leaving Campus/Checkout Procedure

Pleasant Grove Junior High has a closed campus. This means students are to remain on school grounds during school hours, including lunch. If students go home for lunch, they must get a home pass issued at the main office.

Any time a student needs to leave the campus, they must be excused from the attendance office and receive a checkout slip. For safety reasons, persons checking out the student **MUST** abide by the following criteria:

- Be listed as a parent or guardian in Skyward, or be on the approved checkout list
- Present state issued photo ID, such as a driver license

Students cannot be checked out by phone call, note or email. This is a district policy meant to keep your students safe.

Tardy Policy

Students will arrive in class on time and ready to learn. Student readiness to learn is a characteristic of an effective, healthy school culture. As such, both students and educators have a shared responsibility for addressing student tardiness.

Educator responsibilities:

- Teachers will start class when the bell rings so students know that meaningful work is expected at the beginning of class. This might be a bell-ringer or reading assignment that allows teachers to quickly take roll while students are working.
- Attendance will be taken at the beginning of class.
- Teachers will mark a student absent in Skyward if the student is not in the classroom when the bell rings.
- Teachers will ask students who arrive late to sign the tardy sheet, which will be picked up by the office TAs during that period.

Student responsibilities:

- Students will not linger in the hallway and will plan to arrive in class before the bell rings.
- Students will be ready to learn when the bell rings.
- Students who are late to class will sign the tardy sheet, which will be used to change the absence in Skyward to a tardy.

Consequences:

- 1st - 3rd Infraction – Warning
- 4th Infraction - Contract (including parent contact)
- 5th Infraction - Lunch detention
- 6th - 9th Infraction – Warning
- 10th Infraction – ISS
- 11th - 13th Infraction – Warning
- 14th Infraction - Call home
- 15th Infraction - Out of school suspension
- 16th Infraction - Begin court process

The consequences start over each quarter.

Truancy Policy

Truancy is defined as being deliberately absent from school or from a class. Students who intentionally miss class will face the following consequences:

- Any class work which is missed will be made up in after school detention, including quizzes and tests.
- Each truancy will result in 2 days of after school detention.
- More than 5 truanies in one class may result in referral to summer school for 9th grade students to make up lost learning opportunities.

Excessive Absences

As the State Legislature and State School Board make changes to Attendance and Discipline Policies and Procedures concerning excessive absences, Alpine School District and local school policies and procedures will be updated and will be communicated at that time.

ACADEMIC PERFORMANCE

Grades are one measure of a student's academic progress and a measure of learning. Grades and grading scales are determined by the classroom teacher, and while each teacher or department may use a slightly different grading scale, it is a school wide expectation that a student's grade never drops below 20% of a passing grade. For example, if a teacher's grading scale says a student will earn a D at 60%, a student should never allow their grade percentage to drop below 40%.

Our experience shows that when a student's percentage drops to unacceptably low levels their motivation and belief in their ability to catch up and be successful also plummets and it becomes difficult for them to regroup and experience ongoing success. The school provides many opportunities within and without the classroom to obtain help with learning, it is the responsibility of the student to take full advantage of those opportunities and work with the teacher to be successful. Some of those activities are listed below:

- Before or after school help with teachers. Teachers are available before school Monday through Friday, and after school Tuesday through Friday. We encourage you to make an arrangements with your teacher before using this option.
- SAIL or Second Attempt to Improve Learning has taken place of the old FLEX model, but intends to have a greater impact on student learning. SAIL time takes place the last twenty minutes of each period Tuesday and Wednesday. This is a time when teachers can help students with questions, or students can have time to make up missing assignments, tests or quizzes.
- After school Math lab is available to all students no matter the grade level.
- Guided Studies is an elective class for students to learn organization and study skills. It can also be used as extra time to complete assignments, quizzes and tests. In order to be placed in a guided studies class, a parent must meet with an Administrator and Counselor to determine the best placement for their student.
- Trackers are also available to help students stay caught up in their classes and find success. Trackers meet with students individually, make academic plans, follow up with students, improve organization, and help communicate with parents.

Finally, please understand that the above list is not comprehensive and that we are willing to work with you and your student on an individual basis to provide opportunities to be successful. If you have questions or concerns about the ability of your student to be successful here at PGJH, please contact an administrator or counselor.

BEHAVIOR

The following guidelines are provided to help students understand expectations of behavior while at school. While no list of policies could possibly cover all behavior scenarios, it is expected that at a minimum students respect other students, teachers and staff, the building and grounds and themselves. Below are policies pertaining to specific situations.

Auditorium Conduct

The auditorium is the showplace of the school. This is the part of the school that is usually seen by our visitors as they come to special meetings and productions. Performers who come to our school gain an impression of us from our behavior. This behavior includes:

- Entering the auditorium respectfully. Don't push or shove those in front of you, be patient and courteous to others.
- Show respect for the performers and those taking part in the performance. This includes not talking, stomping feet, whistling, booing, cell phone use or other discourteous acts.
- Not eating food, gum, candy, or drinks.
- Sitting with your class if directed to do so.
- Staying in your seat during the assembly.

If you are required to leave the auditorium because of misconduct, you may not be able to attend future assemblies, or you may be suspended from school.

Backpacks

We did not have students use lockers last year and got some good feedback from students, parents, and faculty/staff. We will not be issuing lockers again this year. This has helped keep students in classes (no more 'I left it in my locker') and our halls cleaner. Lockers are still available for students to use in the locker room for PE classes. Students are welcome to use backpacks.

Bullying Policy

Students have the right to feel safe at school and gain an education free from harassment. Cyber bullying, physical, verbal, and relationship abuse and are not permitted at Pleasant Grove Junior High School. Students who bully others are subject to serious school discipline, including suspension and expulsion, and legal consequences.

Students who feel as if they are being bullied should contact the administration or a counselor to discuss the bullying. Students can also download the SafeUT App to anonymously report bullying or other harmful situations to the school administration.

Damaging Property

Students are responsible for all textbooks and library books checked out to them. You will be required to make restitution for damages you cause to the school building and/or school equipment. Computers, tables, lockers, and desks are the property of the school and should remain in good condition. Writing or marking these items is vandalism. Acts of vandalism and willful damage will be reported to the police department and restitution will be required.

Dress Code

- No clothing or displays with reference to drugs or alcohol, vulgar or profane language, and inappropriate messages or pictures.
- No bare midriffs
- No display of colors or symbols associated with gangs, including bandanas.
- No hats or beanies (These items should be left in your locker)
- No display of underwear.
- Skirts and shorts should extend past the tips of your fingers with your hands hanging to your sides. Skirt slits and slashed jeans must comply with this policy too.
- Shirt straps at shoulder must be at least 4 inches wide.
- Hair should be kept clean and well-maintained. Hair styles should not interfere with learning in the classroom for the student or other students.

Interpretation of the standards will be both the right and responsibility of the school administration.

Fighting

Fighting will not be tolerated at any time or for any reason on school property. The penalty for fighting (for any reason) is suspension for one to ten days and possible referral to a district hearing panel to determine placement in PGJH or Alpine School District schools in general. In addition, it may involve a referral to the police for court action. A parent/student/administrator conference is required before students can return to school.

Hallways

During the change of classes there are approximately 1300 students moving through the halls at PGJH. The rules of conduct set forth below are established not only for instructional reasons, but for reasons of safety, cleanliness, comfort, and convenience. As with so many other functions in a building this large and crowded, there needs to be consideration of other persons and respect for their space. As part of that, students should not use any profane or vulgar language, should never run or skate (anywhere on campus), should not yell, scream, hit lockers or vending machines or otherwise make excessive noise while in the halls. Students should not climb on, hang over, sit on, slide down, or throw anything over the railings on the stairways. Students should not be in the halls during classes without a pass.

Language

Students are expected to use appropriate language at all times. Inappropriate language includes swearing, obscene or vulgar language, hate speech, teasing or taunting, or hurtful expressions. Students who use inappropriate speech are subject to disciplinary measures.

Lunchroom Conduct

The cafeteria is a place where you can enjoy a meal with your friends. There are two lunch periods and you will be assigned to one of them. Your lunch account is for the Main Line, Sandwich Line, and Salad/Pizza Line, not for the Ala Carte Line. Payment for lunches can be made in the lunchroom every morning before school. You may not charge lunches. Each student will be issued a personal identification number which the student will give to the lunch personnel as they go through the line. Students are responsible to keep their identification number confidential. Use of another student's identification number constitutes theft and will be reported to the school administration. PGJH is a closed campus. Do not leave campus during lunch unless you have a home lunch pass. Violations of these guidelines will result in disciplinary action. Student conduct in the lunchroom should include:

- Lining up single file at the lunch you desire. Do not save places in line for others nor allow others to cut in.

- Being courteous and responsible. Throwing food at others or on the floor is not appropriate and disciplinary action will be taken.
- Cleaning up any food spilled through accident or carelessness.
- Taking all trays and litter to the disposal area and properly disposing of all items.
- Students are expected to eat their lunch in the cafeteria, as to reduce the amount of trash left on school grounds.
- Staying out of the classrooms, halls, and upstairs. Students are allowed outside to the west of the school. The north, south, and east areas are off limits during lunch.

Nuisance Items

There are certain items that are never allowed in school. Such items will be confiscated and not returned to the student. These items include, but are not limited to:

- Weapons (real or toy), including pocket knives
- Laser pens
- Novelty items such as stink bombs, whoopee cushions, etc.
- Paint or dangerous chemicals
- Lighters, matches, or any fireworks or explosives
- Any item prohibited by the safe school or substance abuse policy

Some items are disruptive to the learning environment. These items may be transported to and from school but must be kept in the student locker. They are not to be taken to class. These items include:

- Hats
- Sporting equipment
- Skateboards/rollerblades/scooters

The school is not responsible for nuisance items that are lost or confiscated.

Public Display of Affection

No public displays of affection will be tolerated at school, or on school grounds or school activities (i.e. holding hands, front-to-front hugs, kissing, sitting on laps, etc.).

Safe School Policy

Alpine School District is committed to the maintenance of a learning environment where students may attend a school free from acts of violence, aggression, terrorism, intimidation, or harassment. Actions such as the use or possession of a weapon, criminal behavior, or gang activities in the school, on the school grounds at school-sanctioned activities, or when students are being transported in vehicles dispatched by the school or district will not be tolerated.

Sexual Harassment

Alpine School District does not tolerate any form of sexual harassment in the schools. Action will be taken against any employee or student who engages in unlawful sexual harassment.

- Sexual harassment is defined as “unwanted conduct or communication of a sexual nature that adversely affects a person’s educational opportunities, relationships, or environment.”
- Sexual harassment may include sex role stereotyping, visual or verbal gender abuse, or any visual or verbal expressions about an individual which are sexual in nature, including improper touching or any unwelcome sexual behavior.
- Students who feel they have been sexually harassed by an adult or a student should report the harassment to an adult who will help file a written complaint with the school principal.

Substance Use or Possession

This policy covers alcohol, tobacco, e-cigarettes and illegal drugs. This includes prescription medication, inhalants, and drug paraphernalia. Students cannot use, be in possession of, distribute, or be under the influence of any banned substance.

Drug and Alcohol

First Offense

- Non-use contract signed
- Referral to law enforcement agency
- Suspension
- Substance abuse referral to the district
- Referral to PRI class

Second and Subsequent Offenses

- Referral to law enforcement agency
- Suspension and referral to expulsion hearing
- Substance abuse referral to the district

Distribution or Intent to Distribute

- Referral to law enforcement agency
- Suspension and referral to expulsion hearing
- Substance abuse referral to the district
- Referral to PRI class

Tobacco and E-Cigarette Use/Possession

First Offense

- Non-use contract signed
- Referral to law enforcement agency
- Suspension
- Substance abuse referral to the district

Second Offense

- Referral to law enforcement agency
- Suspension up to ten days
- Substance abuse referral to the district
- Possible referral to PRI class

Third and Subsequent Offenses

- Referral to law enforcement agency
- Suspension and referral to expulsion hearing
- Substance abuse referral to the district
- Possible referral to PRI class

Snowballs

Throwing snowballs anywhere on the school campus is prohibited. You may be suspended for throwing snowballs. DO NOT bring snow into the building or push people into the snow.

Buses

School bus safety is a top priority. While loading and unloading the bus at PGJH, please be respectful of others by not pushing, shoving or behaving in any way which could cause someone physical harm. When coming to school, get off the bus and enter the building without delay. Do not hang out around the busses, in the driveways or parking lots. When leaving school for the day, make your way directly from the building to your awaiting bus.

While on the bus, please follow the requests of the school bus driver politely. Otherwise, you may be subject to consequences imposed by the transportation department. We invite you to review their conduct policies at http://policy.alpinedistrict.org/policy/5151_School_Choice_-_Interdistrict_Rule. Any questions or concerns with bus issues should be addressed with district transportation at (801)-610-8850.

Bikes

Bikes may be ridden to school. A bike rack is provided on the south end of the building. Your bike should be placed inside the bike rack and should be secured with a personal lock or locked to the bike racks. Do not leave your bicycle at school without locking it. The school does not assume responsibility for lost or damaged bicycles.

Skateboards, Rollerblades, Scooters, and Heelys

Use of skateboards, rollerblades, scooters, and Heelys are not allowed at any time in school or on school

grounds. These items may be ridden to school and then “walked” while on school grounds. Students must also be able to store these items in their lockers. With the large number of students and adults at school, the campus is not a safe place for these activities. Skateboards cause considerable damage to the flowers, shrubs, and cement on the school grounds. Rollerblades are not to be worn at school due to floor and cement damage.

Cars

Students who turn 16 during the school year are not allowed to drive to school.

Suspension

Students on “Out-of-School Suspension” are not allowed on any school grounds or allowed to participate in school-sponsored activities. Suspended students who return to campus without first obtaining administrative permission will be cited for trespassing. It shall be expected that the parent/guardian provide adult supervision while the student is under suspension. Whenever a student is suspended for violation of the law, the police shall be notified. During the period of suspension, the student shall have the right and responsibility to complete all assignments and tests that can be reasonably provided if the student/parent/guardian initiates the request and collects the materials from the school.

SKILLS

It is our goal to not only ensure that your students are successful and learning at high levels while they attend Pleasant Grove Junior High, but also to develop skills which will benefit them throughout their lives and prepare them to be college and career ready. The skills which are listed below are the minimum skills each student should obtain:

- Reading
- Writing
- Language
- Number Sense

Our expectation is that each student leaves Pleasant Grove Junior High on grade level in each of the above skills. Much like attendance and behavior, building skills is a burden of students, parents and school. Teachers, Staff and Administration will work closely with you if we see deficiencies in skills, and would appreciate your communication and help to ensure your student is meeting and exceeding school expectations.

General Information

ACCIDENTS AND HEALTH EMERGENCIES

Student Emergency and Contact information must be updated by a parent on Skyward every year. This information must list a way to contact parents/guardians at home or at their workplace. In case of an emergency, your parents will be notified immediately. If your parents cannot be reached, the emergency number(s) listed in Skyward will be used. Please report all injuries to a teacher or to the front office as soon as possible.

CELL PHONES / ELECTRONIC DEVICES

Electronic Device Policy:

In order to provide an optimized learning environment, all electronic devices must be put away in a backpack or locker during the times when classes are in session. Electronic devices include any personal

device that can text, access the internet, or make calls. This includes any in-ear or over-the-ear sound device. Students can use cell phones before and after school and during passing time.

PGJr's electronic device policy is designed to help protect and promote a safe learning environment. As such:

- Cell phones will not be allowed in restrooms or locker rooms.
- Cell phones and other electronic devices must be in the student's backpack or locker and on silent mode during class.
- Electronic devices may be confiscated by school personnel if the device is used inappropriately. If the student refuses to give the device to the teacher or staff, a parent will be called to come pick up the device and perhaps the student.
- Consequences:
 - 1st Infraction - The device will be confiscated and the student will pick up the device from the office at the end of the day. Teachers will email the office and the phone will be picked up.
 - 2nd Infraction - The device will be confiscated and the student will meet with an administrator before picking up the device. A parent/guardian will be contacted.
 - 3rd Infraction - The device will be confiscated and the student and parent will conference with an administrator before picking up the device
- Please note that students bring electronic devices at their own risk.
- Teachers will be given a short form on a sticky note to attach to any confiscated phones.

CIVIL RIGHTS NOTICE

Educational opportunities will be offered to all students regardless of race, religion, color, national origin, sex, or disability. Should you need to discuss discrimination matters or file a grievance, please contact Todd Dalley, principal of PGJR, at 801-610-8146 or Shane Farnsworth, 7-9 Supervisor at Alpine School District, at 801-610-8540.

COMPUTER LABS

Computer labs make many opportunities available for students to work with computers. Pleasant Grove Junior High computer labs are provided to give students the opportunity to gain computer skills as part of many course curricula. Computers are available in the media center before and after school or when you come with your class. Other computer lab areas are under the direction of individual teachers and will be under their control and supervision. Access is limited to school research only. Parents must give permission for their student to use computers at school and access the internet every year. This is done as part of the Skyward online registration update that parents do at the beginning of every year.

In labs, students **MUST**:

- Be honest and courteous.
- Show appropriate ethical conduct.
- Report equipment failures to teachers/staff immediately.
- Respect all lab property and use it properly.
- Ask questions before attempting to guess.
- Logout when finished.

Students **SHOULD NOT**:

- Bring outside programs (games, etc.) to use in the labs.

- Access NETWORK files/programs at any time. It will be assumed you are attempting to break into or damage the computer network.
- Attempt to fix computer equipment.
- Share their passwords. If other students use your password to break into files, you will be accountable.
- Bring food or drink into the computer labs.
- Make inappropriate printouts. You will be charged 5 cents per page for excessive or inappropriate printing.
- Be in the lab without a staff member present.
- Access, copy, or manage system files or any files that are not yours.
- Use inappropriate language verbally or on the computers.

Ultimately, the decision to let students use the computers is up to the teachers and Pleasant Grove Junior High. If students do not follow policy, their use of computer labs may be revoked or limited with administrative approval. Students are liable for any damage to any equipment and are liable for repair costs to damaged hardware and costs to restore software.

COUNSELING SERVICES

Counseling services are available to help each student. To talk with a counselor, come to the counseling center before or after school, between classes, or during lunch to make arrangements. If there is an emergency, come right away. Students may see a counselor for **Comprehensive Guidance Services** including career exploration, interest and personality inventories, information on grades and credit, life skills (including study habits and organizational skills), group counseling, or individual student education occupation planning (SEOP) conferences. There is also **Educational Planning Services** available, usually in the spring of each year. Students will have the opportunity to evaluate academic progress and to plan a schedule for the following year.

If you have concerns about classes or need to change your schedule, a required fee will be assessed. Transferring from one class to another disrupts learning and should be considered carefully. Changing classes to be with friends in another class or at lunch, because one teacher has more assignments, or to get out of certain class projects are not acceptable reasons to seek a transfer. When there are educationally sound reasons for a transfer (student needs more challenging/basic class or medical conditions), class

changes should take place early enough in the term so that a student will not be too far behind in the new class and will be able to function.

Counseling services are available to everyone and are here to help you with school or personal concerns. Students and their parents are encouraged to meet with counselors as needs arise. All counseling interviews are considered confidential.

DISCLOSURE DOCUMENTS

Teachers will give students a disclosure document outlining class expectations, major projects, and grading procedures. Each document should be taken home for parents to examine and put in a safe place for reference. Disclosure documents are posted on the school web site.

8th GRADE COMPLETION

Students will earn a completion certificate at the end of 8th grade based on successful completion of the recommended course requirements. (7th and 8th grade requirements from the State of Utah and approved by the Alpine District Board of Education) Students who take the required program and earn their credit will be eligible to receive a completion certificate. This is a recognition program so no students will be

retained in 8th grade, but students completing can feel confident in their readiness for high school work in 9th grade.

EMERGENCY PROCEDURES

PGJH has an emergency plan in place with procedures for lock downs, fires, earthquakes, etc. Drills are held throughout the school year and students will receive instruction in their classes about these incidents. In the event that PGJH needs to evacuate or relocate, please listen to the news outlets for instructions.

EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS

Students will have many opportunities to participate in drama, yearbook, art, music, and other activities. A student who is failing or in jeopardy of failing a class or who is receiving a “U” or “N” in citizenship may have his/her participation limited or restricted. Eligibility requirements are set by advisors for each activity. Participation in the activity may be subject to review by the program advisor, the teachers involved, and the administration.

It is understood that students represent PGJH while participating in athletics. Students who compete in interschool competition must meet the requirements of the Utah High School Athletic Association.

- Maintain a 2.0 grade point average in the preceding term.
- Have NOT failed more than one subject in the preceding term.
- School administration will make the final determination on eligibility.
- Coaches and administration may add additional requirements pertaining to grades/citizenship at their discretion.

GRADES

Teachers are responsible for assessing students in both academic and citizenship areas. Growth in all areas is of great importance as students work with teachers to master concepts. Teachers have set up guidelines for grading and assessing in their disclosure documents. Decisions about grades are under the discretion of the classroom teacher. Questions about grades should first be directed to classroom teachers. Academic grades will be based on the A, B, C, D, and F scale or an appropriate derivation of this scale.

The grading period will begin the first day of each term, and close the last day of each term. Students should be aware that once the term is over, work and grades from that term are finalized and will not be accepted.

Citizenship grades will be reflected using the following marks: O=Outstanding, S=Satisfactory, N=Needs Improvement and U=Unacceptable.

INSURANCE

The Board of Education encourages all students to have health insurance. If you need to purchase insurance, contact the front office for vendors who offer insurance to students.

P.E. LOCKERS

If you have a PE class you will be assigned a PE locker at the beginning of the class and will be responsible for the locker, its security, and its contents. **Keep your locker combination confidential** and do not give it to anyone (not even your best friend). Do not share your locker with anyone. Never leave your locker without making sure you have shut the door, turned the dial, and tested the door to make sure it is locked. If your locker does not work properly, please report it to the PE teacher.

Lockers are school property and remain under the control of the school. School Administration has the right to search a locker at any time without consent from the student or parent if there is reasonable suspicion that the locker contains an item(s) which may present a risk to the safety of other students or the school, or violates school policy in any way. This also includes searches for lost or stolen items.

LOST AND FOUND

The PGJH lost and found is located in the main office. You may also check with the custodians. Items not claimed in a reasonable amount of time will be donated to a local charity.

MEDIA CENTER SERVICES

The media center is an essential part of the learning process at PGJH. If you need help finding something, please ask for help from a member of the media staff. Hours are 8:00 am-3:00 pm.

If the media center has to close early, a sign will be posted as soon as possible. We encourage you to use and enjoy the media center, but ask that you have a pass from your teacher during school hours.

Students should know their 6 digit student ID number to check out materials. Books may be checked out for two weeks with a two week renewal option. Fines for overdue books are 5 cents a day per item. Reference books can be checked out overnight. Fines for overdue reference books are 25 cents per day per item. If overdue fees reach 50 cents, all check-outs and renewals will be stopped until it is paid. Lost items will be charged according to replacement cost plus \$1.00 processing fee. We expect students to adhere to copyright law. Students are able to make the first 5 copies free. After that, copies and computer printouts are 5 cents each. Copies must be paid for before a student can pick them up.

MEDICATIONS

Every effort should be made by students to avoid taking medication while at school. In the event that students need to take prescribed medication, paperwork needs to be filled out and on file before medication may be brought to school. Parents may then bring the medications to school and place them with school personnel for administration. Under no circumstances may a student carry prescribed medications on his or her person. Students are allowed to bring a few doses of over-the-counter medications such as tylenol and ibuprofen to school as long as they keep them in their locker and do not give them to anyone else.

SCHOOL HOURS

School begins at 8:15 am and ends at 2:45 pm Monday, Tuesday, Thursday, and Friday, and begins at 8:15 am and ends at 12:15 pm on Wednesdays. Students should exit the building within 15 minutes of school ending unless they are receiving help from a teacher.

STUDENT RECOGNITION

Students are recognized for many accomplishments at PGJHS.

- **Viking Bucks-** students who are seen exemplifying one of the Viking SAIL Values can be rewarded by a teacher or staff member with Viking Bucks. Viking Bucks can be exchanged for prizes at the **Viking Store** during lunch every other Tuesday.
- **Student of the Month** – Each month a department will submit the names of 6 students they feel have gone above and beyond.
- **4.0 Pizza Party** - At the end of each term students who finished with a 4.0 GPA will be invited to attend a pizza party during lunch.
- **End of Year Awards-** End of year awards are also given recognizing a variety of accomplishments throughout the year.

VENDING MACHINES

The vending machines are owned by the vending companies. PGJR does not have keys to open these machines or have access to money to refund for purchases. Therefore, students use the vending machines at their own risk.

VISITORS

Parents are always welcome at PGJH. All visitors should only enter at the main office doors on the south side of the school (by the flag pole). District/School policy requires that all visitors report to the main office before going to other parts of the building. If a student needs to be checked out of school, parents go to the office and have your child called out of class. Arrangements for routine matters should be made before students come to school. School is not a place to entertain friends and relatives. Do not bring a guest to school. Any person on the school grounds without permission is considered trespassing.