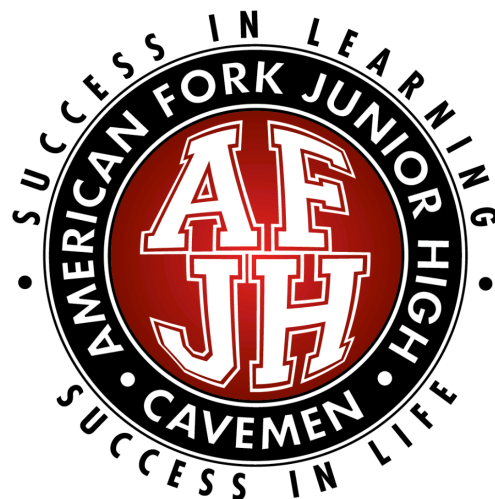


American Fork Junior High School

*Student and Parent
Handbook
2014-2015*



AMERICAN FORK JR. HIGH BELL SCHEDULES

Monday Early Out

1st Lunch

A1/ B5	8:15-9:25
A2/B6	9:30-10:45
Lunch	10:45-11:15
A3/ B7	11:20-12:30
A4 /B8	12:35-1:45

2nd Lunch

A1/ B5	8:15-9:25	70 minutes
A2/B6	9:30-10:45	75 minutes
A3/ B7	10:50-12:00	70 minutes
Lunch	12:00-12:30	30 minutes
A4/ B8	12:35-1:45	70 minutes

Tuesday – Friday *with* CAVE Time

1st Lunch

A1/ B5	8:15-9:30
A2/B6	9:35-10:55
CAVETime	11:00-11:30
Lunch	11:30-12:00
A3/ B7	12:05-1:20
A4/B8	1:25-2:45

2nd Lunch

A1/ B5	8:15-9:30	75 minutes
A2/B6	9:35-10:55	80 minutes
CAVETime	11:00-11:30	30 minutes
A3/B7	11:35-12:50	75 minutes
Lunch	12:50-1:20	30 minutes
A4/B8	1:25-2:45	80 minutes

Tuesday – Friday *without* CAVE Time

1st Lunch

A1/ B5	8:15-9:40
A2/B6	9:45-11:15
Lunch	11:15-11:45
A3/ B7	11:50-1:15
A4 /B8	1:20-2:45

2nd Lunch

A1/ B5	8:15-9:25	85 minutes
A2/ B6	9:30-10:45	90 minutes
A3/ B7	11:20-12:45	85 minutes
Lunch	12:45-1:15	30 minutes
A4/B8	12:35-1:45	85 minutes

Alpine School District - 2014-2015 AB Calendar

August/September				
M	T	W	T	F
	19 A	20 B	21 A	22 B
25 A	26 B	27 A	28 B	29 A
1 B	2 A	3 B	4 A	5 B
8 B	9 A	10 B	11 A	12 B
15 A	16 B	17 A	18 B	19 A
22 B	23 A	24 B	25 A	26 B
29 A	30 B			

October				
M	T	W	T	F
		1 A	2 B	3 A
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 B	28 A	29 B	30 A	31 B

November				
M	T	W	T	F
3 A	4 B	5 A	6 B	7 A
10 B	11 A	12 B	13 A	14 B
17 A	18 B	19 A	20 B	21 A
24 B	25 A	26 B	27 A	28 B

December				
M	T	W	T	F
1 B	2 A	3 B	4 A	5 B
8 A	9 B	10 A	11 B	12 A
15 B	16 A	17 B	18 A	19 B
22 B	23 A	24 B	25 A	26 B
29 B	30 A	31 B		

January				
M	T	W	T	F
			1 B	2 A
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 B	20 A	21 B	22 A	23 B
26 A	27 B	28 A	29 B	30 A

February				
M	T	W	T	F
2 B	3 A	4 B	5 A	6 B
9 A	10 B	11 A	12 B	13 A
16 B	17 A	18 B	19 A	20 B
23 B	24 A	25 B	26 A	27 B

March				
M	T	W	T	F
2 A	3 B	4 A	5 B	6 A
9 B	10 A	11 B	12 A	13 B
16 B	17 A	18 B	19 A	20 B
23 A	24 B	25 A	26 B	27 A
30 B	31 A			

April				
M	T	W	T	F
		1 B	2 A	3 B
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 A	28 B	29 A	30 B	

May				
M	T	W	T	F
				1 A
4 B	5 A	6 B	7 A	8 B
11 A	12 B	13 A	14 B	15 A
18 B	19 A	20 B	21 A	22 B
25 B	26 A	27 B	28 A	29 B

1st Term
August 19 - October 24
A days = 23
B days = 22
Total days = 45

2nd Term
October 27 - January 12
A days = 21
B days = 22
Tch Comp = 1
Total days = 44

3rd Term
January 13 - March 20
A days = 23
B days = 23
Total days = 46

4th Term
March 23 - May 29
A days = 22
B days = 22
Tch Comp = 1
Total days = 45

Trimester 1
August 19, 2014 – November 14, 2014

Trimester 2
November 17, 2014 – February 27, 2015

Trimester 3
March 2, 2015 – May 29, 2015

August 14- Professional Development
August 15 & 18- Teacher Contract Days
August 18 – 7th/10th Grade Day (optional for schools)
August 19 - First Day of School
September 1 - Labor Day
October 16-17 - Fall Break
October 20 – Professional Development
November 26 - Teacher Comp. Day
November 27-28 - Thanksgiving Break

December 22 through January 2 - Christmas Break
January 19 – Martin Luther King Day
February 16 – Washington-Lincoln Day
March 9 – Professional Development
April 6 – Snow Make-up Day
April 7 – Teacher Comp Day
April 8-10 – Spring Break
May 25 – Memorial Day
May 29 – Last Day of School

AMERICAN FORK JUNIOR HIGH

Student and Parent Handbook 2014-2015

20 West 1120 North
American Fork, UT. 84003
www.afjh.alpineschools.org

Front Office: (801) 610-8750
Counseling Office: (801) 610-8751
Mrs. Wells, Secretary
Attendance: (801) 610-8752
Mrs. Cowley, Secretary
Financial: (801) 610-8753
Mrs. Cleveland, Secretary
Bus Garage: (801) 610-8850
Seminary: (801)763-4534

Welcome to American Fork Junior High

Dear Parents and Cavemen:

American Fork Junior High is a beautiful school that is well known for its outstanding staff, students, and academic programs. We hope you will take advantage of the rich academic opportunities, which your teachers will provide. We invite you to become active in the student activities here at school. The information in this handbook has been prepared to answer questions you may have about the school. We hope you have a great school year!

Please let us know how we can help you. Your success is very important to us. We wish you the very best!

Jeff Schoonover

Principal

jschoonover@alpinedistrict.org

Julie Price

Assistant Principal

jprice@alpinedistrict.org

Kirk Johnson

Assistant Principal

kjohnson@alpinedistrict.org

Grant Cotterell

Teacher on Admin Assignment

gcotterell@alpinedistrict.org

Our mission statement is

Success In Learning, Success In Life!

Our over all goal is that every AFJH student will develop the skills to:

Think Critically
Communicate Effectively
Act Responsibly

If you will develop these three skills into everyday habits, you will not only be successful in school but you will find success in each aspect of your life!

GENERAL SCHOOL INFORMATION

The following are in alphabetical order.

AFTER SCHOOL HOURS

Students must exit both the building and satellite by 3:00 pm Tuesday through Friday and by 2:00pm on Monday unless accompanied by a parent or working in a classroom with a specific teacher or group

AFTER SCHOOL REMEDIATION

Check with your teachers or counselors to find out your options for after school remediation. The starting date and times will be announced. An after school bus runs on Tuesday, Wednesday, and Thursday. Only students who are receiving assistance with school work may ride the after school bus.

ANNOUNCEMENTS

Announcements will be made over the school intercom system each day at the beginning of second period. They are also posted daily on the monitors in the commons area. Information about school activities and sports are made during morning announcements.

BICYCLES

Bicycles must be locked in the designated bike rack located on the south west side of the school. AFJH is not responsible for damaged or stolen bicycles.

CALENDAR – P/T Conferences and End of Terms

September 18 th	Parent/Teacher Conference – 3:30-7:30pm
November 20 th	Parent/Teacher Conference – 3:30-7:30pm
February 12 th	Parent/Teacher Conference – 3:30-7:30pm
April 13- May 21	Core Testing Window
October 24, 2013	1 st Term Ends
January 12, 2014	2 nd Term Ends
March 20, 2014	3 rd Term Ends
May 29, 2013	4 th Term Ends

ALL OTHER SCHOOL CALENDAR ITEMS, SEE AFJH WEBSITE AT: www.afjh.alpineschools.org

CANCELLATION OF SCHOOL

Schools may be closed during periods of inclement weather. Early morning announcements of closure will be made over local radio and television stations or you may contact the district web page at <http://alpineschools.org>. When possible the School Messenger (caller) will go out as well as information placed on the school web site.

CAVE Time

Cave time is scheduled from 11:00– 11:30 am, Tuesday through Friday. This time is allocated to students to improve their grades and learning. All students will receive a CAVE Time slip with a printout of their current grades every school day during second period. If the student is passing all of their classes, the slip will be on colored paper and the student is allowed to attend an activity of their choice. If the student is failing one or more classes, the slip will be printed on white paper and the student is expected to attend an intervention class to work on the failing grade. CAVE Time activities and intervention schedules are posted throughout the school and on the school website. Students failing four or more classes, receive a CAVE Time slip on red paper. These students need to report to the lunchroom for CAVE Time and are to remain in the lunchroom, unless other arrangements have been made with their counselor or administration. They will receive assistance from school personnel.

CAVE Time Tip: When checking your student out during CAVE time please plan ahead. Discuss with your student where they are going to be during CAVE Time, as it is difficult to locate students during this time.

CLASS CHANGES

Only on a rare occasion should you or your 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 counseling center. A \$5.00 schedule change fee and a note from a parent/guardian are required before a class change will be considered. No fee will be assessed if a class change resulted from scheduling errors or administrative interventions.

CLOSED CAMPUS

Once students arrive at school, they may not leave until school is dismissed or unless properly checked out through the attendance office. If a student is officially checked out of school, we ask that they check in with the front office when they return to the campus. Students who live close enough to eat lunch at home and return in time for their next class may apply for a "Home Lunch Permit." This permit is available from Mr. Johnson and must be signed by the student's parent/guardian before they are valid. Lack of adherence to this policy will be considered a truancy.

COUNSELING

The Counseling Center is available to respond to a wide variety of student and parent needs. Which is staffed by caring, qualified counselors and aides, the counseling center is prepared to assist when problems of an educational, vocational, or personal nature arise. Students, parents, and staff members are encouraged to seek assistance by contacting the counseling secretary for appointments. A school psychologist can be available with a referral from a counselor. The counseling office phone number is **801-610-8751**.

Counselor Assignments

- | | |
|--------------|---------------|
| • A - Cook | Mrs. Finley |
| • Cool- Harp | Mr. Sannar |
| • Harr-McD | Mrs. Bartlett |
| • McG-R | Mrs. May |
| • S-Z | Mrs. Elzey |
| • Secretary | Mrs. Wells |
| • Registrar | Mrs. Cetraro |

DELIVERIES

Balloons - Balloons are not allowed in school due to students with Latex intolerance.

Food – All food products brought to the school must be commercially prepared.

FINES, FEES, AND SCHOOL PROJECTS

Students are expected to pay all financial obligations in a timely manner. Failure to do so may result in administrative action.

FIELD TRIPS

School-sponsored activities use district transportation for travel. Depending on the type of trip, a participation fee may be assessed to defray transportation costs. These are paid to the financial office or through My School Fees –

www.afjh.alpineschools.org

- Students are expected to adhere to AFJH dress code, behavior guidelines, and policies while participating in school-sponsored activities.
- Students missing class to participate in any school-sponsored event will be considered school-excused provided they have followed proper procedures. Any work missed should be made up.

FIRST AID

We are prepared to administer first aid to anyone injured at school. However, we are not permitted to change any dressing/bandages from previous injuries.

If you become ill during the day, report to your current teacher who will give you a hall pass to come to the office. Attempts will be made to contact a parent or guardian. Do not stay in the rest rooms.

Medication Policy: 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. All medication is kept in a locked cabinet and dispensed by a school employee.

Pain relieving medication is available in the office, but can only be administered with parent permission via phone and is intended for emergency use only. No over the counter medicines are allowed in school unless the parent has received authorization from the school. If your student requires regular doses of medication please fill out a medical form signed by a doctor and supply the office with the medication. Do not send medication to school with your student. Students who are found in possession of over-the counter or prescription medications without proper authorizations may be subject to disciplinary action.

FAQ's

- How do I pay a fee or fine? See Mrs. Cleveland, the financial secretary.
- How can I pay for lunches? Go the lunchroom before school or go to www.mealpaymentplus.com
- If I have a question about your grades or credit? The counseling office can help you.
- Where can I pick up my homework if I am going to absent for three consecutive days? First, contact your teacher by email or you may call the front office to request it.
- If I am being picked on or bullied who do I talk to? A principal.
- What do I do with my backpack during lunch? It is better to place it in your locker or you can take it with you to lunch!
- When will the school nurse be available? She is here most Thursdays.
- What do I do if my locker is jammed? Find a custodian, administrator, or go to the front office.
- Where can I find calendar information, school committees, and forms? On the school web site www.afjh.alpineschools.org

HANDBOOK

At the beginning of the school year, the handbook is made available on the school website. It contains school policies and procedures and should be used as a tool to help the student and parents.

LOST AND FOUND

The lost and found is located in the NE corner of the lunchroom. Please look there first for any lost items. Lost and found items are taken to the D.I. after each P/T Conference. The school is not responsible for any lost items.

MEDIA CENTER

The media center is a study area. Students using the media center should come ready to work. If they need help or have questions, they should ask one of the media center staff. The media center is open from 7:45 a.m. to 3:15 p.m. Students are responsible for all books checked out in their name and they will be charged for all damaged or lost books. A ten-cent per day fine will be charged against overdue books. Please treat the media center with respect.

www.afjh.alpineschools.org 801-610-8750

PTSA

Executive board:

President: Jennifer Fox

Secretary: Angie Backman

Treasurer: Emily Thompson

Board:

LIVE Week: Lesli Havili, Shaylene Sorenson

Teacher Appreciation: Charissa Little

Cave Patrol: Kaylene Bradford

All Pro Dads: Dennis Moss

American Fork Junior High PTSA strives to make a difference. We use the PTA motto, "Every Child, One Voice" to convey our commitment to helping provide a positive parental volunteer program to all students at AFJH.

Our goals for the 2013-2014 school year include: increase fundraising to support LIVE WEEK, facilitating a good network of Cave Patrol & other volunteers, continue the Student Board, and start a new program - "All Pro Dads". In addition, we hope to put relevant calendar information on the PTSA tab on the school website, and facilitate the Reflections Art Contest & Teacher Appreciation.

We hope to inspire more staff, parents & students to join PTSA so we can continue to make a difference.

REPORT CARDS

At the end of each term report cards will be posted to both student and parent Skyward accounts. Report cards may be printed through Skyward. Parents may also request a printed copy from the counseling office at the end of each term.

STUDENT ID CARDS

Student ID cards are handed out with their school pictures. If an ID card is lost, it cost \$5 to to be paid in the financial office. ID cards are required at all dances.

SKYWARD

Students and parents have their own log-ins and passwords. Please check grades and attendance regularly.

STUDENT GOVERNMENT

Elections for student government are held in April of each year for the following school year. All offices may be held by either a girl or boy. Candidates must have a current grade point average of at least 3.0 and have acceptable school citizenship. Additional information can be obtained from Mr. Cotterell, Mr. Duckworth, or the main office.

Student Council Members

9 th Grade	President	Derek Childs
	Vice-President	Kambria Wong
	Secretary	Shadrach Preece
8 th Grade	President	Samantha Nelson
	Vice-President	Allyson Gifford
	Secretary	Darci Ramirez
7 th Grade	President, Vice-President, Secretary - TBD	

Cave Council – Garrett Rusick, Kaden Blackhurst, Jonah Armstrong, Kalyssa Turner, Emma Morris, Rachel Nilsson, Kassie Carroll, McKell Bezzant, Julia Crowther, Kai Abo, Brandon Ledkins, Alina DeGroff, Rebekah Bruening

TELEPHONE FOR STUDENTS

A courtesy phone is provided in the commons for student use. For emergencies or illness the office phone may be used with permission.

TEXTBOOKS, EQUIPMENT, LOCKERS, AND SCHOOL PROPERTY

Students are responsible for respecting and maintaining all school property including textbooks, equipment, lockers, etc. Students are responsible for keeping lockers neat, safe, and secure.

- **Lockers**

A locker with a combination lock is assigned to each 7th and 8th grade student at the beginning of the year. All 9th graders will share a locker. Locker combinations are changed each year and the combination is issued only to those students who are responsible for that locker. Combination can be found on Skyward or in the front office. Lockers are the property of the school. Authorized personnel have a responsibility and right to examine the content of lockers for reasons of health, safety, and security.

It is imperative that students keep their combinations confidential. DO NOT leave the combination set on the last number. Do not use or change lockers without permission from the office. **Locker combination changes cost \$5.00.** Decorating of lockers is prohibited.

VISITORS

- Parents/Guardians are welcome to visit classes. If possible please contact the front office, giving 24 hours notice of your visit. Upon your arrival, please check in at the front office and a visitor's pass will be provided.
- **All other visitors** must check in and receive a visitor's pass in the main office. **NOTE:** An administrator may refuse to issue a visitor's pass in order to maintain an appropriate educational environment.
- Students who attend or have attended Alpine School District schools may not visit AFJH.
- Visitors are expected to adhere to AFJH policies while visiting the school.
- Any person found on school grounds without permission is considered to be trespassing and may be referred to local authorities.
- No visitors are allowed during the last week of a term, the last week of school, or during state testing.
- Students wishing to bring a visitor to AFJH classes must have prior permission and a pass from the principal. Only visitors currently enrolled in 7th to 9th grade will be allowed. The student and visitor must comply with the rules 1-5 listed above in order to be considered for a pass.

AFJH SCHOOL POLICY AND PROCEDURES

The following are in alphabetical order:

AFJH STUDENT CODE OF CONDUCT

Each student has the right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his/her maturity, interest and abilities. Students vary considerably in their maturity, motivation, academic development, social background, values, expectations, interest, intelligence, abilities, and experience. As a result, it is inevitable that problems will occur as people interact and strive to cope with the complexities of the school environment. One of the keys to a positive school experience is a discipline structure that helps you learn to behave responsibly.

Rules and regulations are necessary for the development and maintenance of an orderly and safe environment. Consequently, certain behaviors are recognized as being inappropriate, unacceptable, and/or disruptive of the educational process. Any school infractions of the conduct code may result in the following discipline management techniques, used alone or in combination:

- Verbal correction; warning
- Cooling-off time
- Counseling by teachers, counselors, or administrative personnel
- Parent conferences either in person or by phone
- Behavioral contracts
- In-School Suspension
- Out of School Suspension
- After School detention
- Withdrawal of privileges; extracurricula(s), field trips
- Participate in the cleaning/repair of any damage caused at school
- Financial restitution
- Referral to an outside agency and/or legal authority
- Schedule changes assigned to another classroom or teacher
- Other strategies and consequences as determined by school officials

ACADEMIC ELIGIBILITY FOR SPORTS

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

Policy - Students are expected to be in attendance and participate every day of the school year in order to receive maximum benefit from their educational opportunities. Once they arrive on school property, they become the responsibility of the school. If they leave campus for any reason they need to be excused from the front office and receive a check-out-slip. A parent/guardian on the approved **Emergency Contact Form (located on Skyward)** must come into the front office to sign for a student being checked out. Students leaving school without being properly checked out will be marked as an unexcused absence (truant). Students who return to school the same day, must report to the attendance office again to check-in before going to class.

Absence from school - Students who are absent for any reason, should have a parent or guardian report the absence within one week using one of the following methods: 1.) Call 801-610-8752, or 2.) Send a signed note with the dates of the absence(s).

Check in late - Students who arrive late to school should report immediately to the attendance office to receive a check-in-slip. To excuse the late entry you must have one of the following: have a parent call the attendance secretary, doctor's statement, parent present, or a dated note signed by a parent stating the time you arrived at school.

Check out - If a student needs to leave school during school hours he/she must check out at the attendance office. This includes during lunchtime. **A parent must come in to sign out a student.** Photo ID may be required. Students cannot checkout with a note.

AUDITORIUM/ASSEMBLY

The auditoriums should be treated as a fine theater. The highest level of respect should be shown to performers.

- Students are expected to sit in a seat/section as directed by their teacher.
- Students are expected to use aisles, do not climb on or over seats.
- Immediate and respectful attention should be given to the student or adult addressing the audience.
- Clapping is an acceptable expression of appreciation during assemblies.
- **No food or drinks are allowed in the auditoriums.**

BULLYING/INTIMIDATION/HARASSMENT

Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bullying and/or intimidation of others may include but is not limited to any aggressive, or negative gesture(s), or written, (including the internet), verbal, or physical behavior that places another student in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school environment. Bullying/Intimidation/Harassment in any form will not be tolerated and should be reported to a school official.

BUSES

School bus safety is a priority at American Fork Junior High. Bus service is a privilege. To ensure safety, students must demonstrate responsible behavior when riding the school bus. While being transported students are under the direction of the bus driver and must obey his/her request. **Concerns regarding bussing should be directed to district transportation services.** Bus routes will be posted the first week of school and are available on the Alpine School District web site. The bus garage phone number 801-610-8850.

CHEATING

Cheating on schoolwork by giving or receiving unauthorized help is not acceptable. Each teacher will have an individual classroom policy regarding cheating in their disclosure document. Incidents of cheating will be addressed appropriately.

COMPUTER USE AND INTERNET ACCEPTABLE USE POLICY

Alpine Board of Education requires all students, patrons, or employees of the district to sign and comply with the ASD Acceptable Use Policy.

- Public school students may have permission to use the Internet at AFJH, if they have parental permission and are under direct school supervision.
- No student should be identified or private information published on any school sponsored web site.
- ASD filters access to the Internet. However, some accessible sites may contain illegal, defamatory, inaccurate, or potentially offensive material. Students who encounter inappropriate material are to contact a teacher or supervisor immediately.
- Appropriate disciplinary action shall be taken against any student who willfully and knowingly violates the Acceptable Use Policy.

The privilege of computer use at AFJH depends on students acting responsibly and appropriately. The computers are not to be used to access or create materials that are inappropriate in a school setting. This includes, but is not limited to: images or messages that are sexually explicit, grotesquely violent, or seek to demean or harass others.

DANCES

7th and 8th grade dances are held several times during the year from 2:45p.m. to 4:00 p.m. Freshman dances will be held typically in the evenings. Dances are for AFJH students only and the school dress code will be enforced at all dances. A student ID card is required for all dances. Please see the school website at www.afjh.alpineschools.org for dates and times of school dances.

DISRUPTIVE ITEMS

Items that interfere with learning and cause a disruption are not allowed at school. Items such as radios, ipods, cell phones, CD players, game boys, mp3 players, i-Pods, laser pens, hats (unless tied to a school dress-up day), bandanas, drug-promoting items, matches, lighters, firecrackers, chemical devices, lewd items, squirt guns, and any other item deemed as inappropriate and disruptive are not to be brought to school. These items will be confiscated and turned in to school administration. Cell phone usage and text messaging are not allowed during school hours. **The school will not be held responsible for the theft of these items.**

HATS – Do not bring hats to school, they **will not be allowed**. An administrator or faculty member will confiscate the hat and issue a warning on the first offense. The hat can be picked up after school by coming to the main office. On the second offense the parent must pick up the hat from the administrator.

DRESS CODE

Clothing—Clothes and related items that promote drugs, tobacco, alcohol, vulgar language, obscene slogans, gangs, violence, or make sexual references are not allowed. Students may not wear bare midribs (shirts must reach the top of pants), tank, short shorts/skirts (with your arms by your side your fingers must touch the hem of your shorts), or revealing clothing that exposes undergarments or cleavage. Hats or bandanas are not allowed in the building (unless in conjunction with a school activity). Chains, long belts that hang by your leg or any other gang related clothing items are also not permitted. Appropriate footwear must be worn on campus at all times (slippers do not constitute appropriate footwear).

Non-Clothing Issues—Hairstyles, hair coloring, face painting, and jewelry that are deemed a disruption to the learning environment by school administration are not acceptable. Excessive body piercing in an area other than your ear is not allowed, you will need to take the piercing out while in school.

Adherence to these dress and grooming standards are the responsibility of the student and his/her parent/guardian. Failure to conform will involve the school providing alternative clothing or sending students home to change. Decisions regarding dress code violations are left to the discretion of school administration. Dress code policy is set by school administration and elected patrons.

EMERGENCY PROCEDURES

Students will be instructed in and practice appropriate safety and evacuation procedures. The school participates in at least 4 emergency drills throughout the school year. Emergency procedure information is available in each classroom and is posted on our school website. Each classroom is equipped with emergency supplies.

The following procedures are intended for all emergency situations. If evacuation of the building is necessary, the alarm will sound. Teachers and students are to follow the procedures outlined below:

- Follow the pre-arranged evacuation route described on the Evacuation Diagrams posted in each room.
- Proceed to the P.E. field on the north side of the main building.
- Teachers (with their students behind them) will line up in zone areas.
- **If an emergency occurs during lunch or class break, students will always go to their 2nd period teacher for that day.**
- Teachers will take roll. If anyone is missing, student's names will be written on a **Missing Student Form** and the form given to one of the emergency team members.
- All teachers are required to stay with their class until the all clear sign is given. All students must remain with their teachers until they can be released to a previously identified parent, guardian, or neighbor who is on the emergency check-out form.

HALL PASSES

You must have a hall pass if you are out in the hallway during class time. The hall passes are obtained from your teacher. Students out of class without a hall pass will be escorted back to their respective classes.

HOMEWORK

Students may contact their teachers directly to request missed work due to absences.* Homework may also be requested through the front office. Students who have or will be absent for three or more consecutive days should make a homework request before 10:00 am in order to pick up the homework between the hours of 3:00 and 4:00pm **the next school day.**

*Teacher email addresses may be found on the school web site at www.afjh.alpineschools.org

INSUBORDINATION OR DISRESPECT

Students are to respond promptly and respectfully to the directions of staff members and to act respectfully toward staff members at all times. Failure to do so may result in administrative action.

LUNCHROOM

The cafeteria is a place where you can enjoy a meal with your friends. There are two lunch periods. You will be assigned to one of them each day by your 3rd period teacher. You may purchase lunch from the main line, sandwich line, salad line, pizza line, buy items from "a la carte" line, or bring a lunch from home.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Please be responsible for the condition of your eating area. All cafeteria food must remain in the cafeteria. The upstairs and satellite areas are off limits because students are in class during this time. Students will not be permitted in the front of the school during lunch time for safety reasons.

All lunch tickets are purchased in the cafeteria before school. Cost of a lunch ticket is \$2.00, breakfast is \$1.10.

SAFE SCHOOL POLICY

The Alpine School District Safe School Policy prohibits disruptive acts, weapons or look-alike, harassment, promoting fights/violence, gangs, secret societies, and hate groups. None of these acts or groups is conducive to the desired educational atmosphere that AFJH and Alpine School District strives to maintain.

- **Disruptive acts:** These are acts that disrupt the daily operations of the school including, but not limited to, physical or sexual assault, intimidation, aggression, snowballing, possession or displaying a dangerous weapon or facsimile.
- **Weapons:** Any item (knife, gun, etc...) capable of causing, or used to cause death or serious bodily injury, or a facsimile or representation of the item.
- **Fighting:** Students are expected to treat one another with respect. Students who choose to resolve conflicts using physical force will be suspended and referred to the School Resource Officer.
- **Profanity:** Students are expected to use clean and appropriate language - free from profanity, religious, racial, or sexual harassment.
- **Gangs:** Student involvement in gangs or gang related activities are strictly prohibited on or about school property or at any school activity.
- **Sexual Harassment:** Defined as unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, relationships, or environment. Anyone may file a sexual harassment complaint when an incident arises. Forms are available in the front office and the Guidance Center.

SEARCH AND SEIZURE POLICY

While on school property, the Administration, Resource Officer, or designee, reserve the right to search any materials to be found in violation of school policy.

By Federal law, searches of a student's person (including clothing, pockets, backpack, purse, etc.) while on school property are permitted if there is reasonable suspicion that a breach of school policy or law is being committed.

PUBLIC DISPLAY OF AFFECTION

Inappropriate physical contact between students is not permitted. This applies everywhere on the school campus.

STUDENT RESPONSIBILITIES

The faculty and staff at American Fork Junior High strive to provide an environment where students can learn responsibility, build self-esteem, and achieve their personal educational goals. In order to accomplish those objectives, students will be expected to follow these guidelines;

- Accept responsibility for their education, decisions, words and actions.
- Act in a way that best represents their school, parents, community, and self to promote a safe, healthy environment in which to learn.
- Maintain a balance between academics and co-curricular activities while giving their best effort.
- Respect cultural diversity, individuality, and choices and rights of others.

SPORTSMANSHIP

We expect all students attending sporting events to treat the visiting team and fans with the utmost class and respect.

SUBSTITUTE TEACHERS

Substitute teaching is a difficult task under the best circumstances. Substitute teachers are to be given the same respect as classroom teachers.

TRUANCY

Truancy is defined as any absence from a class that is not authorized by a parent/guardian, teacher, or school administrator.

TARDINESS

In order to maximize instructional time, students are expected to arrive to all classes prior to the tardy bell. Teachers will close their doors when the tardy bell rings. Students will not be allowed in a class after the tardy bell without a tardy admittance slip obtained from the tardy office. The following consequences will be administered to students for school wide tardies within each term:

Tardies per Term	Consequence	Referred to
1	Student receives a warning.	Tracker
2	Student calls home to parents.	Tracker
3	Parent receives an email from the school.	Tracker
4	Student, administrator, and parents conference.	Administrator
5-9	Student serves an hour of after school detention or lunch detention for each tardy.	Tracker
10	Student loses extracurricular privileges and additional administrative action may be taken.	Administrator

TOBACCO, DRUG, AND ALCOHOL POLICY

The Alpine School District Board of education recognizes that the use, possession, and/or distribution of alcohol, tobacco, controlled substances, or imitation controlled substances constitutes a hazard to the welfare of students, faculty, and to educational programs. The use, possession and or distribution of the above mentioned substances are illegal under the laws of the State of Utah.

Definitions:

- **Tobacco-** Any tobacco product, including smokeless tobacco.
- **Drugs-** Any controlled substance or imitation. Drug paraphernalia is also included in this definition.
- **Alcohol-** Any beverage containing alcohol.

VANDALISM/THEFT

Students are expected to respect one another's personal property and school property. Theft and vandalism will result in school discipline and students guilty of such behavior may be referred to the police.

