

# OREM JUNIOR HIGH SCHOOL POLICIES

## STUDENT RESPONSIBILITY

**Stay in touch with your grades and teachers through Skyward.** This is an Internet site where students and parents can access information about grades/attendance. Student/parent ID and password should be kept confidential. Because of the confidentiality of this information, if you lose or forget your ID or password you will need to come into the Counseling Office to get that information.

## ACADEMICS

**Academic Program:** The faculty and staff invite you to get involved, letting fun and academic experiences help you soar above the rest. The curriculum at Orem Junior High gives every student an opportunity to succeed. The core classes require all students to study English, science, mathematics, social studies, health and physical education. Elective classes allow students to explore and enhance their personal interests in art, music, drama, foreign languages, family and consumer sciences and technology.

## STUDENT RECOGNITION/REWARDS

Our student recognition and rewards programs provide a very positive environment for all students. We encourage all students to participate in and benefit from the variety of programs at OJH. During the school year, other rewards may be added to recognize the accomplishments of as many of our students on as many levels as possible.

**No Tardies:** Students with no tardies will be eligible for a weekly prize drawing at the end of the week.

**Student of the Week:** Teachers nominate two students each week for recognition.

**High Honor Roll:** 4.0-3.95 GPA

**Honor Roll:** 3.94-3.73 GPA

Students who earn high honor roll or honor roll standings are recognized.

**4.0 GPA Award:** Maintaining 4.0 GPA during the school year. Recognition is at the end of the year.

**Perfect Attendance and No Tardies:** Recognition is at the end of the year.

**Year End Recognition Awards:** Teachers will nominate students at the end of the year for Student of the Year awards. Recognitions will also be presented to students participating on Student Council, NJHS, LIA, Yearbook Staff, Knowledge Bowl, PTSA Reflections or other school related activity.

## DISTRICT SPONSORED SPORTS EXTRA-CURRICULAR ACTIVITIES (Sports, Drama, Clubs)

**Academic Eligibility:** Minimum requirements for participation in district sports or extra-curricular activities state that students must have a 2.0 GPA with no more than one "F" the previous term in order to qualify (UHSAA). Students must maintain a 2.0 GPA which will be monitored throughout the activity to remain eligible. Students must contact their coaches/activities directors for clarification. Students are responsible to make up any assignments or tests that are missed.

## CITIZENSHIP ELIGIBILITY

Students participating in any extra-curricular activity must maintain good satisfactory citizenship (no more than 2 N's and no U's in the previous term).

## DISTRICT SPONSORED SPORTS

**All sports are** open to 9th grade boys and girls. 9th grade boys/girls may participate in high school athletics. Same academic and citizenship rules apply. Students must contact coaches at Mt. View or Timpanogos High Schools to join a team. **Students who play at the high school level need to be aware they will be required to provide their own transportation to and from the high school and will need to be enrolled in the athletic competition class period for the entire semester in which their sport is held at their respective high school. OJHS students playing a high school sport must attend that class period at the high school until the end of the semester. 9th grade students who will participate at the high school level must complete an ASD School to School transfer form and an OJHS to High School Athletic Agreement. Both of these forms can be obtained in our counseling office.**

## 9TH GRADE YEAR END ACTIVITY

All 9th grade students may participate in the year end activity (Lagoon). To qualify, 9th grade students must have no serious behavior issues, no F's in academics, and no suspensions during the 4th term. **Students must also pay bus fare (TBD each year) and the entrance fee into Lagoon.**

### ATTENDANCE (ASD Policy 5156)

The Alpine School Board of Education, following the Utah Compulsory Attendance Law, requires parents to have their children, between the ages of 6 and 18 years, attend school every day in order to receive maximum benefit from their education. ***Orem Junior High is a closed campus. Students are to remain on campus during the entire school day unless properly checked out by a legal guardian or person appointed by the guardian. Guardians are welcome at OJH.*** Please check in at the front office where we will be happy to help you and/or issue a visitor's pass.

### EXCUSED ABSENCES

If a student is ill or involved in high school activities, a parent/guardian must notify the school requesting the absence be excused. This may be done by a note or by calling the Attendance Office at 801-610-8143 within 3 days of the absence or the student will be marked truant. The student will be marked excused when absence is verified. **"Excused" absence guidelines established by Utah State Legislature/Board policy include:**

- Illness, medical, or dental appointments.
- Death and funeral services of a family member.
- Occasional home or personal emergency, verified by parent/guardian.
- Extreme hardship. Request for extreme hardship are only approved by the Principal.
- Education tours, family vacations, school field trips or activities.

### EXCESSIVE EXCUSED ABSENCES

Students having excessive excused absences may require a written documentation from a physician.

### HALL PASSES

Students who need to be out of class during class time must carry a hall pass.

### HOMEWORK

Parents may call the Attendance Office after three consecutive absences. Students are responsible to make-up all work missed as a result of an absence. Students/parents are encouraged to access Skyward.

### CHECK-IN

Students arriving late with an excused note can go to the **main office** to receive a pass to class. Students arriving late without an excused note **report to Room 29 for tardy pass. Parents can excuse up to 5 tardies per term.**

### CHECK-OUT

**Check outs will not be taken over the phone for safety reasons.** All persons checking a student out of school must be listed on the emergency health record **and** must come into the main office to sign the student out.

- **At the time of check out, ID will be required.**
- Student's being checked out during Seminary will no longer be checked out at the main office. You must contact the Seminary at 801-222-3189.

### VISITORS

#### All Visitors must check-in the main office

In-state or out-of-state junior high or high school friends or relatives, are not allowed at OJH during the school day and will not be allowed to remain at OJH during the day and may be considered trespassers if they do not leave when asked.

### GRADE REPORTS

Students are given a grade summary 4 days a week as part of our Flex program to keep them informed of academic progress. Official report cards are issued four times a year, one week after the term ends. Fourth term report card will be mailed. Progress reports will be sent home at midterm.

- **Academic Tracking:** Tracking methods to monitor progress may include teachers, flex progress reports, mid- term reports and Skyward.

- **Deficiency Failing Notices (ASD Policy 4056)** Parents are given at least 3 week notice before the end of the term if their student is in danger of failing any class by earning a D+ grade or lower. The notice may be a report sent home by mail or with student, a phone contact, and or parent teacher conference.

### **TARDY/SLUFF POLICY**

**Students are expected to be on time to class, prepared and ready to work when the tardy bell rings. There is a 5 minute passing period between each class. Music plays 4 minutes, leaving 1 minute warning before the bell. All teachers will close their doors when the bell concludes.**

- Any student not in the classroom before the doors are closed is considered tardy and must report to Room 29 for a tardy note.
- Students reporting to school late must check in with either the front office if they have an excuse note or to Room 29 if tardy is unexcused.
- Excessive excused check-in's will be addressed by the trackers/administration.
- Missed detentions will result in double the detention time.
- If the student continues to miss the detention time, they will be suspended.
- Consequences for unexcused tardies include the following:

<b># of Total Tardies Per Term</b>	<b>Consequence</b>	<b>Referred to</b>
1	Student is warned, reads and signs the policy showing they understand what is expected of them.	Student Advocate
2	Student phone call to parent(s). Parent is notified that on the next tardy they will need to sign an attendance contract.	Student Advocate
3	Parent is required to sign a contract regarding tardy/lateness to school. Student serves 30 minute detention if parent does not sign and return contract within 3 days.	Student Advocate
4	Student is assigned a 30 minute lunch detention.	Student Advocate
5	Student is assigned a 60 minute lunch detention.	Student Advocate
6,7,8	Parent, Student, Administrator meeting. Student is assigned a 60 minute lunch detention.	Administrator
9	Parent contacted and student is assigned to ISS for the day.	Student Advocate
10	Out-of-school suspension, referral to Truancy School, reinstatement meeting with Administration.	Administration
Continued Truant	Referral to Truancy School and/or Court.	Administration

### **DRESS CODE (ASD Policy 5152)**

Orem Junior High expects their students to dress for success. If students fail to meet the following dress standards, they will be asked to change into clothing apparel that meets dress standards. Clothing must be neat, clean, and must not detract from the learning environment. Clothing or apparel that advertises or displays in picture or word, tobacco, alcoholic beverages, brewery logos, drugs/controlled substances, guns/weapons are not permitted. The school administration or designee will make the final determination whether clothing or attire is inappropriate. This policy applies to all school related functions and/or special activities approved by the principal. Violations will be referred to administration or their designee for consequences. Following OJH dress and grooming standards is the students' and parents' responsibility.

## GROOMING AND CLOTHING

- **Hair is clean, well groomed. Hair dyed in any manner in unnatural colors (not normally found on humans) is a distraction** and violates OJH dress code. **Hair styles** must not be distracting. For example, no Mohawks or as stated above no unnatural or distracting hair color (***ends of the hair included***). No shaving lines or designs into hair. Students with hair issues are given the opportunity to fix the inappropriate style within three days. If the style is not fixed by the fourth day, the student will be required to wear a head covering so classes can be attended on the fourth day. If on the fifth day the inappropriate hairstyle is not changed to meet dress code, the student will be assigned ISS so class work may be completed and until the hairstyle is changed.
- All students are required to wear appropriate footwear/shoes. **NO SLIPPERS.**
- **No pajamas, pajama pants or sleepwear** are allowed to be worn during school except on a designated dress up day.
- Gang related clothing creates an unsafe environment and is unacceptable, according to ASD policy 5182. Displaying gang symbols, chains, long belts, insignias, gang colors, bandannas, shoes, socks, or jackets are also not allowed.

### UNDERWEAR ALERT!

#### Exposed underwear is harassment to those who have to see it!

Pants must be worn so that the underclothing is not visible. No low riding, sagging or baggy clothing. Skirts, dresses and shorts must be no shorter than 1 (one) inch above the knee cap in length.

**Skirt, dresses and short lengths will be a judgment call from the administration or designee**

**No low cut or revealing shirts. All tops must cover the shoulder completely.** They may not be sheer, see through, mesh, or netted. No tank tops or spaghetti straps are permitted unless worn over a t-shirt or top that meets the dress code. Halters, strapless, bare midriffs, or sleeveless shirts, displaying underwear/body parts are also not allowed. The style of clothing must be modest enough to cover all underwear, bra straps and cleavage. No bra straps should be visible. The length of the tops should be long enough to tuck in and/or cover the waistline of the pants or skirts (no bare stomachs). ALL clothing must meet dress code even if it is covered by a jacket, hoodie, or sweater.

- **HATS, BEANIES OR BANDANNAS must not be worn in the building, carried, or held during school hours. This includes covering your head with the hood of a sweatshirt or jacket.** Any teacher or administrator may confiscate these items if the rules are not followed.
- **No other distracting or intimidating items** such as, non-prescription contact lenses, excessive or distractive body piercings, spiked or open gauged earrings, tattoos, or anything with inappropriate messages such as bracelets. No writing on arms, legs, face, or other parts of the body with pens or markers.

# of dress code violations per term	Consequence	Referred to
1	Student asked to report to Room 29, reads and signs the dress code policy showing they understand what is expected of them.	Student Advocate
2	Student phone call to parent(s). Parent is notified that on the next violation they will need to sign a dress code contract.	Student Advocate
3	Parent is required to sign a contract regarding dress code. Student meets with administrator and is assigned to ISS.	Administration Student Advocate
4	Out-of-school suspension.	Administration

## STYLE

Any apparel that distracts, intimidates, or offends is inappropriate for school. You will be asked to hand over any inappropriate clothing or will be asked to change.

### Sagging or Torn Pants, Leggings

Pants must be worn so underwear is not seen. Torn pants must be neatly trimmed and skin or underwear not seen. Tights and leggings must be covered with a longer shirt or dress.



### Pajamas & Slippers

Wear appropriate footwear/shoes. No slippers pajamas, pajama pants or sleepwear.



### Hair is Clean, Well Groomed

Hair dyed unnatural colors (not normally found on humans) and/or in extreme styles is a distraction and violates OJH dress code.



### Headwear/Face/Eyewear

Any apparel that is made to cover the head, face or eyes in anyway violates the dress code.



### **SMALL STRING PACKS ONLY**

#### **NO BACKPACK/BOOK BAG, MAN PURSE OR LARGE PURSES**

For safety reasons Orem Junior High is a NO BACKPACK/BOOK BAG OR LARGE PURSE SCHOOL. These items tend to be large for the space allowed in the classrooms, they may conceal items that could be distracting or harmful. Students may carry their backpack to and from school. During the school day the backpack must remain in their locker. Essential items for girls maybe be obtained in the main office, gym, or stored in locker. It is advised that you plan ahead for at least 2 classes. Take the shortest route to your locker. **Use your own locker**, keeping it clean and organized. This will help you find your things faster.

#### **SAFE SCHOOLS (ASD Policy 5182)**

District policy prohibits:

**Disruptive Act:** Disrupts daily operation of school includes but are not limited to physical or sexual assault, intimidation, aggression, or possessing a weapon.

**Dangerous Weapons:** Any item capable of causing death or serious bodily injury, or a facsimile or representation of the item. Includes firearms, knives, metal knuckles, straight razors, explosives, poisons, drugs and noxious irritating gasses.

**Hazing/Harassment:** Any intimidation of staff, students or any act that injures, degrades, or disgraces staff or students.

**Abetting:** Supporting, encouraging and/or assisting activities which violate the Safe Schools Policy.

**Gangs/Secret Societies/Hate Groups:** A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin or disability.

#### **DRUGS, TOBACCO AND ALCOHOL POLICY**

(ASD Policy 5430)

1.1 The Alpine School District Board of Education recognizes that the use, possession, and/or distribution of alcohol, controlled substances, or imitation controlled substances, are illegal under the laws of the State of Utah (Utah Code 58-37-8 and 58-37a-3). Controlled substances include but are not limited to marijuana, cocaine, steroids, heroin, methamphetamine, oil concentrates of controlled substances, nicotine, or other drugs listed in the law. Imitation controlled substances constitute a hazard to the welfare of students, faculty, and to educational programs, and are illegal under the laws of the State of Utah (Utah Code 58-37a-3). An imitation controlled substance is something that looks like or is represented as a controlled substance - even though it isn't, as well as drug paraphernalia - including but not limited to matches, lighters, rolling papers, hypodermic needles, roach clips, pipes, water pipes, electronic vapor devices, and objects converted to produce, package, distribute, or use drugs.

1. 1.2 The Board encourages the development and implementation of alcohol and drug prevention programs which are designed to provide students with the opportunity to build social skills, enhance self concepts, and provide information on the harmful effects of alcohol and drugs. The programs are/should be designed to have a positive effect upon students and values, and to aid in the prevention of misuse and abuse of these substances.
2. 1.3 The Board supports parents in their responsibility to prevent or intervene with problems of substance abuse and to seek help from public and private agencies for students who become involved with substance abuse.
3. 1.4 School administration, faculty, and students shall cooperate fully in reasonable and appropriate law enforcement investigations relative to the use, possession, sale, or distribution of alcohol, controlled substances, imitation controlled substances, or drug paraphernalia in school facilities or during school activities.

#### **2.0 TOBACCO USE/POSSESSION**

1. 2.1 The use of any tobacco product containing nicotine, including but not limited to cigarettes, cigars, smokeless tobacco, dissolvable tobacco, vapors, or oils used in Electronic Nicotine Delivery Systems (ENDS) for students under the age of 19 is against Utah State Law (Utah Code 76-10-105).

2. 2.2 For the purposes of this policy, "use of tobacco" is defined to include smoking, inhaling, chewing, and absorbing tobacco or any products containing any form of nicotine. It also includes distribution, sale or consorting with others who possess or are using any form of tobacco (including oil concentrates and vapors) or a facsimile of a tobacco product.
3. 2.3 Possession of tobacco paraphernalia, for students under the age of 19 is against Utah State Law (Utah Code 76-10-105). tobacco paraphernalia includes but is not limited to Electronic Nicotine Delivery Systems (ENDS), pipes, lighters, matches, pouches, packaging, cylinders, cartridges, rolling papers, facsimile, and/or any items used for the intention of using a tobacco product or disguising the product/device.
4. 2.4 Violators of Utah State Law governing use/possession of tobacco and paraphernalia are referred to the Juvenile Court as "status offenders under the criminal code" and not under the Controlled Substance Act. Therefore, violators in schools, at school sponsored activities, on school grounds, or within 1,000 feet of school property may be issued citations by law enforcement authorities, and subsequent Juvenile Court action may be taken (Utah Code 76-105).
5. 2.5 Schools shall, encourage violators to attend a smoking cessation class, and/or place the student on in-school or out-of-school suspension.

### **BULLYING** (ASD Policy 5181)

OJH is committed to provide students with a safe and secure learning environment and bullying of any kind will not be tolerated. Bullying is defined as:

- An aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength and may be **repeated over time**. Bullying may be physical, verbal/written or psychological.
- Physical bullying includes, but is not limited to, pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting and destroying property.
- Verbal/written bullying includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing and threatening comments which are communicated verbally, in writing and through electronic media (cyber bullying).

### **SEXUAL HARASSMENT** (ASD Policy 5185)

District policy prohibits sexual harassment of any kind—adult to adult, adult to student, student to adult, or student to student. It is defined as unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, comfort levels, relationships, or environment. This includes electronic harassment in the form of texts, chat rooms, social networking sites, pictures, etc. Students who feel they have been sexually harassed should file a complaint with a school counselor or administrator. Investigation/resolution of the complaint proceeds immediately.

### **SUSPENSION/EXPULSION FROM SCHOOL**

Students should remember that their right to attend school is subject to their compliance with the rules which are discussed throughout this planner. Any illegal act committed on school grounds may result in court prescribed penalties, but also may result in suspension or expulsion from school.

### **RESPECTING/MAINTAINING ALL SCHOOL PROPERTY**

Vandalizing restrooms, the building at large, lockers, textbooks, equipment, etc., with writing, tagging, stickers, or by mistreating them in any way, may result in loss of locker privileges, legal action, restitution fines, student-parent-administrator conference, suspension or expulsion.

### **NUISANCE ITEMS**

Harmful or distracting nuisance items such as squirt guns, rubber bands, spit wads, yo-yo's, finger boards, water balloons, fuel lighters, inappropriate wristbands, etc. are not allowed at school and will only be returned to a parent.

### **ELECTRONIC COMMUNICATION DEVICES**

**Students are not allowed to have any electronic devices (Cellular Phones, iPads, Tablets, iPods, etc.) powered on or out during class, FLEX or assemblies unless approved by the teacher. Students are not allowed to listen to music devices, use phones for personal reasons such as text messaging or speaking during class.**

**Phones and/or other electronic devices will be confiscated, turned in to an administrator and only returned to a parent who comes to the school to sign for the item. If a device is taken away more than 3 times, a student may be banned from using any electronic device.**

**If students respect the rules they will be allowed to use their electronic devices before and after school, and during lunch.**

(ASD Policy 5250)

*Note:* A complete copy of this policy is located in the Front Office and Counseling Office should you choose to read or take a copy. The following items directly apply to OJH Policies.

1.2 The purpose and intent of the Alpine Board of Education Policy on Interfering and Electronic Communication Devices is to vest in [give to] the school administrators the authority to enforce reasonable rules relating to such objects or devices in public schools.

1.2.2 An "electronic communication device" includes telephones, camera telephones, two-way radios or video broadcasting devices, pagers, and any other device that allows a person to record and/or transmit, on either a real time or time delayed basis, sound, video, or still images, text or other information.

#### 2.0 Administrative Guidelines

2.1 The principal of the school is hereby given authority to make determinations as to specific locations and situations where possession or use of electronic communication devices and cameras are prohibited.

2.2 Students should not be subject to video or audio capture, recording or transmission of their words or images by any student at a school without prior notice and consent for the capture.

2.3 Administrators and classroom teachers may prohibit the possession or use of such devices at specific times and specific circumstances. This restriction follows district guidelines printed above and below this statement.

2.4 When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture, or record any communication, visual image, sound, text message, or other information.

2.7 The school administrator or teacher may take appropriate disciplinary action when policy is violated.

2.7.1 Violation of this policy may include the immediate confiscation of the interfering device. The confiscated device shall be given to the principal or other administrator. The principal may return the device at the closing of the day or make arrangements with the parent/guardian for pick-up of the device.

2.7.2 The use of an interfering device or electronic communication device to threaten, intimidate, or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty will result in suspension as allowed in Policy 5180.

Authority:53A-3-402 (15) Utah Code Annotated 53A-11-901 et.seq. (Utah State Laws) Board Approved 03/14/2006

### **UTAH STATE LEGISLATURE DECLARES STUDENTS USING ELECTRONIC DEVICES TO ACCESS INAPPROPRIATE MATERIALS AT SCHOOL TO BE AGAINST THE LAW**

- Students should be safe from pornographic materials while at school, at school functions, or on school grounds. Advances in technology provide electronic device users access to a wide variety of images without the advantage of a filter system.
- ASD Policy 5250 defines what is and is not appropriate use of electronic communication devices. The Utah State Legislature during the 2007 session passed into law HB 100 which calls for penalties such as suspension or expulsion of a student accessing inappropriate materials on school property or during functions. If a person is under 18, the new law classifies the offense as a Class B misdemeanor. Personnel will respond to violation of both policy and law in the way required.

#### **TELEPHONE USE**

**Students are NOT to be tardy to, or absent from class to make a phone call.**

- A student phone is provided in the main office for emergency situations. Calls asking a parent/guardian permission to leave school for any reason are to be made from the office and confirmed by the school secretaries.
- If a student needs to use the office phone during class they will need to have a hall pass.



**INTERNET, WIDE AREA NETWORK  
ACCEPTABLE USE POLICY (ASD POLICY 5225)**

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

- Public school students may have permission to use the internet if their parents have filled out the Acceptable Use Policy Form online through Skyward.
- Students are only to use the internet under direct school supervision.
- No student is identified and/or private information is published on any school sponsored web site. Alpine School District filters access to the internet, however, some accessible sites may contain illegal, defamatory, inaccurate or potentially offensive material. Please report this immediately if you come upon these.
- Appropriate disciplinary action shall be taken against any student who willfully and knowingly violates the Acceptable Use Policy.

**FLEX PROGRAM**

**Flex Time** provides an opportunity for students to meet with teachers during the school day to make up work or receive additional instruction. Flex is held Tuesday-Friday for 35 minutes after A2/B2 classes. Every student will receive a progress report each day informing them of their current grades or a request to meet with a teacher. Students with failing grades should meet with a teacher during FLEX, or arrange for a time to meet with the teacher, to discuss a course of action to ensure the student is passing the class. Students who are not failing or requested to a teacher can choose to attend an activity during FLEX.

**CLAW PROGRAM**

“Club Lunch and Work” is an intervention for students that have multiple F’s. Students take their lunch and go to CLAW to make up assignments and get help in their failing subjects. This time gives students more support for learning.

**PARENT TEACHER CONFERENCE**

Questions regarding grades should be directed first to the teacher, then to counseling or administration as needed. Please call or email the teacher directly for an appointment. Two Parent Teacher Conferences are held yearly, but there are many ways including phone and e-mail to communicate with teachers when needed.

**COUNSELING OFFICE**

Counselors are here to assist you in making your junior high experience as beneficial as possible. Guidance counseling services are available for students and parents. Class changes can be made for academic reasons. A \$5.00 schedule change fee is required. If you need to withdraw from school, a parent must contact Mrs. Breton.

**MEDIA CENTER**

The Media Center is open before and after school for your use. It is also a game and study area during lunches. Students are responsible for all books checked out in their name, including paying fines for over-due books, (includes audio equipment) and/or any damages or loss. Students are expected to abide by the rules which are posted in the Media Center.

**RELATIONSHIPS**

**Students are not allowed to hold hands or engage in other inappropriate physical contact** (PDA “public display of affection”) anywhere on campus or at any school-sponsored activity. This applies to any gender relationship.

**STUDENT RESPONSIBILITIES**

Students have the right to feel welcome and have a safe learning environment, free from distracting and disruptive influences. Student discipline and responsibility are integral components of a positive learning environment at Orem Junior High. We must all work together to treat everyone in the school community with the respect and dignity we so richly deserve. To accomplish these objectives, all students are expected to follow these guidelines.

- **Attend school daily and be on time for all classes.**
- **Be prepared for class. Complete all homework and hand in assignments on time.**
- **Ask for help if you don’t understand something in class.**

- **Respect everyone's rights. Never endanger, harass, intimidate, or disturb others.**
- **Promote good school, student, teacher, and parent communications.**

### **CLASSROOM BEHAVIOR**

The major purposes of our school are accomplished within the classroom. Most students respect the rights of their fellow students and the teacher, but occasionally a student refuses to obey a teacher, refuses to do any work, or upsets class work by disrupting class activities. Such behavior prevents other students from learning and is, therefore, unacceptable. The teacher may call parents, refer the student to the administration, or request a parent/teacher/student/administrator conference. District Earnest and Persistent Effort Policy will be followed.

### **SPORTSMANSHIP**

OJH competes against other schools in various sports or activities. Participants, OJH students, and spectators observe the rules of good sportsmanship at all times, by not belittling or swearing at our opponents. We have fun, cheer for our teams, and treat our guests with respect and dignity. Spectators behaving badly by disrupting, embarrassing, or being disrespectful to guests, officials, teachers, or administrators will be asked to leave the activity.

### **HORSEPLAY AND ROUGH HOUSING**

Pushing, shoving, hitting, running in the building, or any other disruptive behavior is not allowed. **"PUT DOWN THE SNOW!" A matter of safety.** Throwing snowballs is prohibited anywhere on school grounds, including bus areas. **Students participating in throwing snowballs may face immediate suspension.**

### **AUDITORIUM**

The auditorium should be treated like any fine theater where our students are expected to show courtesy at all times. Unnecessary talk, undignified sounds, stomping feet, whistling, booing, or other discourteous acts toward a performer or group will not be tolerated. If this happens, spectators may be asked to leave the activity or the assembly. **Food items and large backpacks are not allowed.**

### **BICYCLES**

Walk your bike once you are on school property. All bicycles should be locked in the bicycle rack and remain parked during the school day. The school is not responsible for damaged or stolen bicycles.

### **SKATEBOARDS/LONGBOARDS ROLLERBLADES/HEELIE SHOES/SCOOTERS**

Upon arriving on school grounds, scooters, skateboards/longboards must immediately be picked up and stored inside a locker or skateboard rack located on the north end of the school by the kitchen. All skateboards/longboards should be locked in the skateboard rack and remain there during the school day. **Riding inside or outside the school building is not allowed.**  
**It is illegal to cross 800 North on foot between State Street and 800 West. Cross only at designated crosswalks.**

### **TRANSPORTATION**

**BUSES:** Bus safety is a serious business. All students are under the supervision and authority of the bus driver and must obey his/her instructions immediately and at all times. OJH students must demonstrate responsible behavior when riding the bus so everyone arrives at school and/or home safely. Riding the bus is not a right. Students who violate the following rules may lose their bus riding privileges.

- To prevent injury or serious accident students should line up on the curb single file until the bus comes to a complete stop. Walking behind or between buses is unsafe.
- Enter and load the buses in an orderly manner. Be seated; stay seated while the bus is moving. Do not place objects or any part of your body out the windows, even if the bus is stopped.
- Do not open emergency door, windows, or sky light except in cases of an actual emergency.
- Do not eat, drink, or litter on the bus.
- Vandalism is treated and handled as a violation of Safe Schools Policy.

### **FIELD TRIP BEHAVIOR**

While on field trips, students are representatives of OJH and are expected to be on their best behavior. Misbehavior may result in lost privileges or other disciplinary action as needed.

## LOCKERS

School lockers are property of the school and are issued to you for school purposes. School officials have a right and responsibility to examine contents of lockers for reasons of health, safety and security.

- Students should keep lockers neat, safe and secure. Keep your locker combination confidential. **DO NOT give your locker combination to any other student.** Friends today may not be friends tomorrow. There is a \$5.00 fee for combination change.
- No objectionable posters, pictures, or sayings may be posted in your locker.
- Do not open another students' locker. Any person caught tampering, opening, or removing items from a locker other than their own, without permission, will be subject to administrative intervention.
- Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial and test door to make sure it is locked.
- **OJH and the ASD are not responsible for lost or stolen property taken from or found in lockers.** Do not leave money, or other valuables in your locker.

## CAFETERIA AND LUNCH BREAK

The Cafeteria is and should be a place where you can enjoy a meal with your friends while you take a moment to relax. Everyone needs to do their part to keep the Cafeteria neat and clean. Garbage should be placed in trash cans. **Students are responsible for the condition of the table at which they eat.** Not cleaning your area shows a lack of pride in yourself, your friends and OJH. Students are encouraged put money in their account before school as it helps the lines move faster. Be courteous and do not cut in line. Saving a place in line for others is not allowed.

**Eat all food in the cafeteria. No food or drink is allowed in the carpeted commons area, classrooms, restrooms or hallways.** Throwing food is unacceptable. Halls are closed during lunch unless students have a hall pass.

## OJHS is a closed campus!

**Students must remain on campus during school hours and lunch breaks**

## HOME LUNCH PASS

Students living close to school who want to eat at home without being late to their next class may qualify for an Off Campus Lunch Pass. Students will receive a permanent pass ready to show when leave campus for lunch. They must be supervised by parents or parental designee when eating at home. Students are not allowed to take friends home with them. Students may lose their privilege to leave campus for home lunch if rules are not followed. See Mrs. Shurtliff in the front office for request forms.

## VENDING MACHINES

Please do not abuse this privilege. Vending machines are available to you before and after school and during lunch, but not between classes as food and drinks are not allowed in the classrooms. Anyone found abusing the machines by hitting, kicking, rocking, etc. may be fined. If the machine "eats your money", and/or you do not get your snack, you or your parents will have to contact the vendors.

**OJH is not given replacement monies to refund your money. Use machines at your own risk.**

## EMERGENCY PROCEDURE GUIDELINES

The following emergency procedures are for most emergency situations. Teachers and students will follow the following procedures if an evacuation is necessary:

- The alarm will sound students will follow the evacuation route listed on the evacuation diagram posted in each classroom.
- Teachers and students will proceed to the field east of the track. Students are to line up according to the class that they have been attending. Should an emergency occur during lunch, students should report to their 3<sup>rd</sup> period teacher. If an emergency occurs during FLEX, students should report to their 2nd period teacher.
- Teachers will line up alphabetically and all students will line up behind them. Teachers will take roll and will report to the administration if anyone is missing.
- Teachers are required to stay with their class.
- All students must remain with their teacher.
- Students will remain outside until the all clear signal is given to return.
- In case of an earthquake, students should seek cover under desks, tables, or by inside walls and doorways. Students should keep away from glass areas or outside walls. If outside, stay away from the building.

### **FIRST AID**

A school nurse is only available on a limited basis. First Responders at OJH are only authorized to administer minimal first aid to students injured at school. We are not permitted to change any dressings on previous injuries. We are allowed to dispense aspirin-free acetaminophen only with a verbal parent consent. Students need to report to the office when ill. Do not stay in the bathroom. The sick room is available until a parent/guardian takes the student home.

### **MEDICATION**

No over the counter medication or prescription medication (which includes inhalers) should be on campus without a written Doctor's consent. If a student needs to take medication on a daily basis, or temporary basis, please see Mrs. Story in the main office. All medication is locked in a secure area in the office. Students should not have any form of medication on them while at school.

### **FEE & FINES**

School fees (determined by Utah State Legislature) or fines are received and recorded by Mrs. Talbert in the Financial Office. If you need to pay a fee or fine, you may do so at the pay window outside the front office.

### **FUND RAISERS**

Student participation in any school sponsored fund raising activity is strictly voluntary. Students who choose to participate are responsible for the safe return of all monies and/or unsold items.

### **LOST AND FOUND**

Lost and found items are kept in the main office. Secretaries allow students to search for specific items upon request. If you lose an article, you should report it to the office secretary. If you find lost articles, please take them to the office. Unclaimed items are held for a semester and then donated to a charity.

### **MESSAGES/DELIVERIES**

To avoid interrupting classes, all messages and/or deliveries must be taken to the main office and will be delivered to the student by the office staff when appropriate. Flowers, balloons and gifts are disruptive to the educational process and will not be delivered.

***Please note: We have students and faculty who are allergic to latex and we ask that no latex balloons or other latex products be brought into the school.***

