

SFJHS ATTENDANCE SUMMARY

- Attendance at school is required by state law.
- Students must attend each class, on time every day unless properly excused.
- All absences must be excused by a parent within 2 days after the initial day of absence. (Exceptions must be appealed in writing.)
- Absences may be excused by telephone (801-798-4075) or by a signed parent note.
- Spanish Fork Junior High School is a *closed* campus.
- You may not leave the school grounds during the school day unless you are properly checked out by a parent or guardian at the front office.
- A parent must come into the office or call to check you out of school if you become ill or have a doctor/dentist appointment to attend.
- You are expected to make up any missed work when you are absent.
- You are responsible to contact your teacher to get the assignments.
- If you are going to be absent for several days, you need to make arrangements to pick up your assignments before you leave so you will not fall behind.
- Teachers may not allow makeup work as a result of an unexcused absence.
- Attendance may be counted for as much as 20% of your academic grade.
- *The attendance factor may be greater than 20% in participation classes: band, orchestra, choir, and P.E.*

ATTENDANCE: (see policy JDH at www.nebo.edu/information/policies)

School attendance has a direct impact on a student's level of academic achievement. In order to make the most of one's educational opportunities, a student must have consistent, punctual, daily attendance. It is primarily the responsibility of the secondary student to achieve punctual, daily attendance as set forth in the Utah compulsory education requirements.

The following definitions from the policy clarify expectations and violations:

1 "Approved school activity" means an activity sponsored by the school and approved by the school's administration. A student may attend an approved school activity as a member of a team, class, club, or group. "Approved school activities" are excused absences, however, students are responsible to complete any missed school work.

2 "Absence" or "absent" means failure of a student assigned to a class or class period to attend the entire class or class period.

3 "Detention" is a supervised study hall held on Saturday mornings or before or after school. Students must provide their own materials. A Detention program may be incorporated as part of a local school's attendance and tardy policies and procedures. Participating in a Detention program does not eliminate a student's unexcused absence or tardy, however, Detention does allow the student to obtain or restore certain school privileges, eligibilities, and/or benefits as specified by the local school's attendance and tardy policies and procedures. If a student is referred to Juvenile Court, the District will consider Detention attendance codes as an unexcused absence or tardy.

4 "Excused absence" means a student is absent from school for any of the following reasons:

--4.1 an illness;

--4.2 the death of a family member or close friend;

- 4.3 an approved school activity;
- 4.4 a medical, dental, or orthodontic appointment;
- 4.5 a family emergency;
- 4.6 a family activity; OR
- 4.7 an absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.

5 “Truant” or “truancy” or “truancies” or “unexcused absence” means being absent from school for reasons other than those specifically authorized under this policy, or an absence in which the school is either not notified or not notified in a timely manner as to the reason for the absence.

6 “Good attendance” occurs when a habitually truant student attends school for forty-five (45) consecutive school days without an unexcused absence or tardy.

7 “Tardy” is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class over ten (10) minutes late but arrives before one-half (1/2) of the total class period has expired, the tardy will be considered a **“late tardy.”** If a student arrives to class after more than one-half (1/2) of the total class period has expired, the tardy will be considered an “absence” for that class period. It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that he/she was marked tardy and not absent. Each school, with the input and assistance of its School Community Council, may develop additional policies and procedures for dealing with tardiness.

8 “Habitual truant” or “habitually truant” is when a student who is at least twelve (12) years of age or older:

- 8.1 is truant at least ten (10) times in a particular class period or a total of forty (40) truancies in all class periods during the current school year; OR
- 8.2 fails to cooperate with the efforts of school authorities to resolve the student’s attendance problems as set forth in Utah Code Ann., §53A-11-103.

9 “Parent” means the natural or adoptive father and/or mother of a student, the custodial parent of the student, a legally appointed guardian of a student, or any other person purporting to exercise any authority over the student which could be exercised by a person described above.

10 “Concern Letter” is a letter mailed to the parent of a student who has five (5) truancies in a particular class period or a total of twenty (20) truancies in all class periods during the current school year. The letter informs the parent of their student’s attendance problems, requests help in solving the attendance problems, and informs the parent of possible school action if the truancies continue.

11 “Notice of Truancy” is a written notice mailed to or served on the parent of a student who is at least twelve (12) years of age or older who has ten (10) truancies in a particular class period or a total of forty (40) truancies in all class periods during the current school year. The “Notice of Truancy” shall contain the notifications and provisions as required by Utah Code.

12 “Habitual Truant Citation” means a citation issued by the District’s Attendance Office (Truancy Specialist) or school administrator to a habitually truant student referring the student to Juvenile Court. A **“Habitual Truant Citation”** is issued when:

- 12.1 the student has been truant an additional five (5) times in a particular class period or a total of twenty (20) additional truancies in all class periods during the current school

year after the Notice of Truancy has been issued;

--12.2 the school has made reasonable efforts described in Utah Code to resolve the student's attendance problems; AND

--12.3 the efforts to resolve the student's attendance problems have not been successful.

13 "Nebo Attendance Court" is a court program operated by Nebo School District which may be offered as an option or alternative by the Juvenile Court, the Utah County Attorney's Office, or by the District to a habitual truant student who has been issued a Habitual Truant Citation.

NEBO UNEXCUSED ABSENCES SUMMARY

- 20 total class periods absent; or 5 in any one class = Letter of Concern
- 40 total class periods absent; 10 in any one class = Notice of Truancy; \$30 fine; Nebo Truancy School.
- Additional 20 periods total or 5 more in any one class = Habitual Truant Citation: \$50 fine; Nebo Attendance Court.
- Failure to comply with Nebo Court directives or to change attendance habits may also result in referral to Juvenile Court and additional court-imposed fines/penalties.

SFJHS TARDY POLICY

Tardies are a classroom disruption and may negatively affect your education. Students are to be in their scheduled classroom when the tardy bell rings. Some teachers also require students to be seated when the tardy bell rings.

When arriving tardy to school

- If you have a note from your parent, come to the office for an admit slip; otherwise, proceed to class.

When arriving tardy to class

- Sign the tardy log (if available) in the classroom.
- Talk with teacher to ensure that you are not marked absent.

Consequences (per semester)

- First Tardy: Teacher will conference with student to resolve problems.
- Second Tardy: Parent will be contacted by the teacher.
- Third Tardy: Detention will be assigned by the office. Student may not be eligible for school activities or programs. It is the responsibility of the student to make up a tardy that would disqualify him/her from school activities.

Tardy Detention

- Tardy detention will be served on a student's own time before or after school. Each tardy needing to be made up equates to 25 minutes of detention.
- Unserved detentions will result in further disciplinary action.

SFJHS BULLYING SUMMARY

- We BACK THE PACK, which includes treating all students and adults with respect.
- We follow THE GOLDEN RULE, which means we treat others the way we, ourselves, want to be treated.
- BE A BUDDY, NOT A BULLY: When you see instances of bullying, step in, stand up, and speak up for those who are victims.
- Report immediately to a trusted adult any instance of bullying which you see or personally experience. Bring a witness if possible.
- If you are bullied, remain calm, ask the bully to stop, walk away if possible.
- Ask a bystander to be a witness.
- If you tend to bully other people, find a better way to seek attention and build esteem; bullying isn't the way.

BULLYING, Prohibition of: (see policy JDD)

Bullying, hazing, and retaliation for reporting incidents of bullying or hazing reduce a student's ability to achieve academically and reduces an employee's ability to perform their job responsibilities. In addition, bullying, hazing, and retaliation can directly affect a student's or an employee's health and well-being, and may contribute to excessive absences, physical illness, mental and emotional anguish, and long-term social and psychological consequences.

1 "Bullying" means intentionally or knowingly committing an act that endangers the physical health or safety of a student or employee for the purpose of creating fear of physical harm to the student or employee or harm to the property of the student or employee. Typically, bullying is behavior that is intended to cause personal harm or distress, exists in a situation or relationship in which there is an imbalance of power or strength, and may be repeated over time. The conduct described in this policy constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

--1.1 **"Physical Bullying"** means Bullying, as defined in Section 2.1 above, and involves brutality of a physical nature that endangers the physical health and safety of a student or employee that includes, but is not limited to, pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, or destroying property. Bullying may involve: (a) consumption of any food, liquor, drug, or other substance; (b) other physical activity that endangers the physical health and safety of a student or employee; (c) any forced or coerced act or activity of a sexual nature or with sexual connotations such as demanding a person to remove articles of clothing or expose or touch private areas of the body; or (d) the physical obstruction of a student's or employee's freedom to move.

--1.2 **"Psychological Bullying"** means Bullying, as defined in above, and includes, but is not limited to, socially isolating an individual, demeaning or sarcastic comments, gestures, and threatening comments and behavior.

--1.3 **"Verbal/Written Bullying"** means Bullying, as defined above, and includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing, and threatening comments and behavior that is communicated verbally or in writing.

2 “Cyber-Bullying” means using the Internet, a cell phone, or other device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, intimidate, harass, express aggression towards, or threaten an individual, regardless whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication. Examples include, but are not limited to, sending mean, vulgar, or threatening messages or images; posting sensitive or private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of inappropriate, unflattering, or embarrassing pictures or photographs.

3 “Hazing” means intentionally or knowingly committing an act that: (a) endangers the physical health and safety of a student or employee; (b) involves brutality of a physical nature such as pushing, grabbing, pinching, whipping, beating, branding, calisthenics, bruising, electric shocking, shoving, poking, tripping, kicking, hitting, placing a harmful substance on the body, exposure to the elements, or destroying property; (c) involves consumption of any food, liquor, drug, or other substance; (d) involves other physical activity that endangers the physical health and safety of a student or employee; (e) involves any forced or coerced act or activity of a sexual nature or with sexual connotations such as demanding a person to remove articles of clothing or expose or touch private areas of the body; OR (f) involves the physical obstruction of a student’s or employee’s freedom to move; AND:

--3.1 Is done for the purpose of initiation or admission into, affiliation with, holding office in, or a condition for, membership or acceptance, or continued membership or acceptance, in any school or school-sponsored team, organization, program, or event; OR

--3.2 If the person committing the act knew that the student or employee is a member of, or candidate for, membership with a school or school-sponsored team, organization, program, or event which the person committing the act belongs to or participates in.

The conduct described herein constitutes hazing, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

4 “Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual.

5 “Retaliation” means an act or communication intended as retribution against a person for reporting bullying or hazing; or to improperly influence the investigation of or the response to a report of bullying or hazing.

PROHIBITION OF BULLYING, CYBER-BULLYING, HARASSMENT, HAZING, AND RETALIATION

1 Nebo School District prohibits bullying and harassment of students or employees by other students or employees at school/work, while on school or District property, at school/work related activities and events, on a school bus, at a school bus stop, or while the student or employee is traveling to or from any of the above. The District encourages all victims of bullying and all persons with knowledge of bullying to report the incident(s) immediately.

2 Nebo School District prohibits the hazing or cyber-bullying of students or employees by other students or employees at any time or in any location.

3 No student or employee may engage in retaliation against a student, employee, investigator, or witness of an alleged incident of bullying, cyber-bullying, harassment, hazing, or retaliation.

4 No student or employee may make a false allegation of bullying, cyber-bullying, harassment, hazing, or retaliation against a student or employee.

SFJHS COMPUTER/INTERNET USE SUMMARY

- The district computer policy will be strictly enforced at SFJHS.
- Each student must have signed agreement on file in order to use school computers.
- Game playing is allowed only with teacher permission and under direct supervision.
- Each student must be on task at all times: no surfing.
- Students may print only school-related material and with teacher permission.
- No computer use before, during, or after school without teacher supervision.
- No food or drinks near computers at any time.
- Theft, destruction, or misuse is not tolerated and will be aggressively investigated, with appropriate action taken.

COMPUTER/INTERNET USE: (see policy CG)

Each student, employee, or other computer system user is responsible for his/her actions and activities involving the School District's computers, networks, email services, and Internet access, and for his/her computer files, passwords, and accounts. General examples of unacceptable uses which are expressly prohibited include, but are not limited to, the following:

- 1** Any use that is illegal or in violation of Board policies and/or administrative procedures, directives, or rules, including, but not limited to, harassment; discrimination (i.e., race, color, gender, nationality, religion, age, or disability); defamation; violent or threatening communications and behavior; bullying; infringement of copyright or trademark laws; offering for sale, purchase, or use of any prohibited or illegal substances; etc.
- 2** Any use involving obscene; pornographic; sexually explicit; sexually suggestive; or any other harmful or inappropriate material.
- 3** Any inappropriate communications with students, minors, employees, or anyone else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
- 4** Any use for private financial gain, or commercial, advertising, or solicitation purposes.
- 5** Any use as a forum to solicit, proselytize, advocate, or communicate the views of an individual or a Non-School District sponsored organization; to solicit membership in or support of any Non-School District sponsored organization; or to raise funds for any Non School District sponsored purpose, whether for profit or not for profit.
- 6** Any communication that represents personal views as those of the School District or that could be misinterpreted as such.
- 7** Downloading or loading software or other applications or files without permission from the school principal or other appropriate administrator.
- 8** Any student use of Internet chat rooms, social networking sites, blogs, wikis, etc., except as directed by a teacher or school administrator in support of planned and approved learning activities.
- 9** Any unauthorized attempt to bypass the School District's email and/or Internet filtering systems and features.
- 10** Any malicious use or disruption of the School District's computers, networks, email services, and Internet access or breach of security features.
- 11** Any physical or electronic vandalism to the computer system or equipment.
- 12** Failing to report a known breach of computer security or violations of this Policy #CG to the school principal or other appropriate administrator.
- 13** Any attempt to delete, erase, or otherwise conceal any information stored on a School

District computer that violates Board policies and/or administrative procedures, directives, and rules.

14 Using the School District's computer network or Internet to gain unauthorized access to other computers, computer systems or user accounts, or to attempt to gain such unauthorized access.

15 Any use involving damaging, dangerous, or disruptive material.

16 Any use involving personal or generalized attacks or harassment, or to communicate false or defamatory information.

17 Any use of technology to disrupt class or that takes oneself or others off-task, including lab time.

The foregoing list provides general guidelines and examples of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by computer system users. Students, employees, and other computer system users who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the school's principal or other appropriate administrator.

SFJHS CONDUCT/DISCIPLINE SUMMARY

- Show courtesy and respect by following all directions from faculty and staff.
- Demonstrate appropriate behaviors in all areas of the school, even when no one is looking.
- Demonstrate a **SOCIAL CONSCIENCE**: the belief that individual actions, even in private, have consequences for the whole group.
- Be considerate of all school property and the property of other students.
- Follow all Nebo policies and those specifically outlined in this handbook.

DISCIPLINARY ACTIONS: Each policy outlines possible corrective actions and/or penalties that can be taken for specific conduct violations. Some are listed below:

- Student conference with teacher, counselor, or administrator
- Parents called and informed
- Parent conference with student, teachers, counselors, administrators
- Written account of violation posted on permanent school record
- Behavior contract created; breaking contract followed by more severe penalties
- Confiscation of dangerous items or personal nuisance items
- School counseling
- Student placed on tracking
- Placement in Skill building
- Detention
- In-school suspension
- Out-of-school suspension
- Alternative placement: a different school, PM school, Cornerstone, etc.
- Referral to Spanish Fork Police for charges, arrest, detention, Juvenile Court
- Referral to Nebo District for long-term suspension, expulsion, placement

CONDUCT AND DISCIPLINE: (see policy JD)

Nebo School District recognizes that every student should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. Every student is expected to follow accepted rules of conduct, show respect for other people and property, and obey persons in authority. A student may be suspended, expelled, and/or subject to other disciplinary action for any of the following reasons:

- 1** Frequent or flagrant willful disobedience; defiance of proper authority; or disruptive behavior, including, but not limited to, using foul, profane, vulgar, or abusive language, fighting, assault, threats, or other unreasonable and substantial disruption of a class, activity, event, or other function of the school.
- 2** Discrimination and harassment (including sexual, racial, religious, disability, or any other classification protected by law).
- 3** Engaging in any gang activities.
- 4** Possession or use of pornographic or indecent material on school property.
- 5** Trespassing or loitering on school property; stealing; burglary; or vandalism, graffiti, or other willful destruction or defacing of school property or the property of others.
- 6** Criminal mischief; terroristic threats; intimidation; harassment; bullying; hazing; or behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or to school personnel or to the operation of the school.
- 7** Demeaning behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, inappropriate public display of affection, or inappropriate exposure of body parts not normally exposed in public settings.
- 8** Improper use of cellular phones, Mp3 players, iPods, laser pointers, and other devices.
- 9** The use, possession, sale, or distribution of drugs or controlled substances, imitation controlled substances, other similarly harmful substances, or drug paraphernalia.
- 10** The use, possession, sale, or distribution of alcoholic beverages.
- 11** The use, possession, sale, or distribution of tobacco products.
- 12** The use, possession, sale, or distribution of any real or facsimile (look-alike) firearm, weapon, knife, explosive device, chemical device, noxious or flammable material, martial arts weapon, or other dangerous objects.
- 13** The actual or threatened use of a real or facsimile (look-alike) firearm, weapon, knife, explosive device, noxious or flammable material, martial arts weapon, or other dangerous objects with intent to intimidate another person or to disrupt normal school operations.
- 14** Misuse of computers, e-mail, or the Internet.
- 15** Truancy or attendance violations.
- 16** Violation of dress and grooming standards, including, but not limited to, wearing anything signifying gang affiliation; wearing anything concerning tobacco, alcohol, drugs, or illegal activities; wearing anything that is immodest; or wearing anything that materially disrupts, or is reasonably anticipated to materially disrupt, the educational environment.
- 17** Any other serious violation affecting another student or school personnel, or which occurs in a school building, on school property, or in conjunction with any school activity or event.
- 18** The commission of any act which would constitute a crime under federal, state, or local law.
- 19** Engaging in any of the foregoing types of conduct outside of school or school related activities and events, or before or after school hours, which substantially and materially disrupt, or is reasonably anticipated to substantially and materially disrupt, the educational environment.

SFJHS DISCRIMINATION/HARASSMENT SUMMARY

- Discrimination and harassment are prohibited by both state and federal law.
- We are committed to maintaining an environment where all students are treated with respect and dignity.
- We will investigate all verbal and written complaints and will take prompt corrective action to end inappropriate behavior.
- Report immediately to a trusted adult any instance of discrimination or harassment which you see, hear, or personally experience. Bring a witness if possible.
- Some instances of discrimination/harassment often occur through social media and other digital communications outside of school. When these disrupt the educational environment at school, corrective measures are taken here.
- Police involvement is required in some instances of discrimination/harassment.

DISCRIMINATION AND HARASSMENT: (see policy JDC)

Types of conduct which are prohibited in the District and that may, upon examination of the totality of the circumstances in relation to discriminatory or harassing behavior, constitute **discrimination or harassment** based upon race, color, religion, sex, national origin, disability, or other classification protected by law include, but are not limited to:

- 1** Threatening or intimidating conduct directed at a student because of the student's race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
- 2** Epithets, slurs, negative stereotypes, name calling, verbal abuse, derogatory comments, degrading descriptions, and hostile acts which are based upon a student's race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
- 3** Verbal, written, or graphic material containing comments or stereotypes aimed at degrading students or members of protected classes;
- 4** Aggressive conduct towards a student motivated by race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
- 5** Graffiti containing offensive or derogatory language, symbols, or pictures in the context any of the legally protected classifications;
- 6** Any unwelcome communication (whether written, verbal, or sent by electronic means, such as e-mail and text messaging on computers, palm devices, cellular phones, etc.) that is offensive or degrading and motivated by a student's race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law;
- 7** Jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of offensive or degrading material based upon any of the legally protected classifications;
- 8** Displaying words, pictures, or symbols on clothing that are offensive or degrading based upon any of the legally protected classifications; or
- 9** Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or outside of school-related activities and events, but which materially disrupt the educational environment at school.

Types of conduct which are prohibited in the District and that may, upon examination of the totality of the circumstances in relation to discriminatory or harassing behavior, constitute **sexual harassment** under this policy include, but are not limited to:

- 1** Unwelcome leering, sexual flirtations or propositions, or any unwelcome sexual invitations or requests for sexual activity;
- 2** Sexual slurs, epithets, name calling, threats, verbal abuse, derogatory comments, or sexually degrading descriptions;
- 3** Graphic verbal comments about an individual's body, overly personal conversations, or any unwelcome communication (whether written, verbal, or sent by electronic means, such as e-mail and text messaging on computers, palm devices, cellular phones, etc.) that is sexually suggestive, sexually degrading, or implies sexual motives or intentions;
- 4** Sexual jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of pornographic or other sexually oriented material;
- 5** Displaying words, pictures, or symbols on clothing that are sexually explicit or have an underlying sexual connotation, or wearing clothing in a sexually revealing or suggestive manner;
- 6** Spreading sexual rumors;
- 7** Teasing or sexual remarks about students enrolled in a predominantly single-gender class;
- 8** Massaging, grabbing, fondling, stroking or brushing the body;
- 9** Touching oneself or another individual's body or clothing in a sexual way or any other offensive physical pranks or hazing;
- 10** Purposefully cornering or blocking normal movements or stalking;
- 11** Displaying sexually suggestive objects or performing/showing unwelcome and offensive skits, assemblies, and sexually suggestive productions;
- 12** Sexual activities of a criminal nature;
- 13** Unwelcome and offensive sexual public display of affection;
- 14** Engaging in the improper use of school computers and the Internet, including, but not limited to, accessing, downloading, or uploading pornography; sharing Internet pornography or e-mails with students; creating or maintaining web sites with sexual content; participating in sexual discussions with students by means of e-mail, Internet chat rooms, Instant Messaging, or any other form of on-line communication; or
- 15** Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or outside of school-related activities and events, but which materially disrupt the educational environment at school.

SFJHS DRESS AND GROOMING SUMMARY

- A dress and grooming standard has as its purpose a safe, appropriate learning atmosphere, free from distraction and disruption.
- School administration and faculty have the responsibility to enforce the standard.
- School administrators may approve temporary exceptions to the policy for special school activities or events.
- The policy is based upon principles of reason, discretion, and good judgment.
- School personnel, therefore, have the right to issue reasonable judgments regarding specific violations of the policy.
- A school may interpret and apply specific provisions of the policy more strictly than another, and might prohibit clothing that another allows.
- Generally, clothing with these qualities is appropriate: neat, clean, in good repair, modest, in line with community standards.
- Generally, clothing described as follows is NOT appropriate: extreme, sagging, torn or frayed, short, tight, revealing, immodest, vulgar, crude.

DRESS AND GROOMING: (see policy JDG)

Experience and research has demonstrated that the learning atmosphere is improved when students dress and groom appropriately. Appropriate student dress and grooming promotes an effective learning environment free of unnecessary disruption and distraction. In addition, appropriate student dress and grooming helps increase school and student safety and security. Certain fads and extremes of dress and grooming tend to attract undue attention to an individual, and accordingly, interfere with or disrupt the educational process.

GENERAL STANDARDS

1 The school administration may determine that certain types of student clothing and grooming are prohibited which:

- 1.1 Draws undue attention, distracts, disrupts, and/or interferes with the educational environment at school or at a school activity or event.
- 1.2 Endangers the health, safety, or welfare of the student or others.
- 1.3 May cause damage to school facilities or equipment.
- 1.4 Does not conform to generally accepted community standards.
- 1.5 Appears as an obvious attempt to challenge this policy or the authority of the school.

2 Student dress and grooming must conform to the requirements of a special class or school activity or event which requires special dress or grooming and in which the student expects to participate.

SPECIFIC STANDARDS

1 Students shall comply with the following dress and grooming standards at school and at school activities or events:

- 1.1 Clothing will be modest, neat, clean, and in good repair. Modesty includes covering shoulders, midriff, back, underwear, and cleavage.
- 1.2 Extreme clothing, which includes, but is not limited to, sagging clothing; excessively oversized clothing; clothing that is mutilated, torn, ripped, or frayed; and cross-gender dressing or grooming are prohibited. In addition, inappropriately short, tight, or revealing shorts, skirts, dresses, tank tops, halter or crop tops, and spaghetti strap tops

are prohibited. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.

--1.3 Clothing and personal items, such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which: (a) are crude, vulgar, or profane; (b) are violent or advocate hate; (c) signify gang affiliation; (d) concerns or represents tobacco, alcohol, drugs, or illegal substances; (e) concerns or represents criminal or illegal activities; (f) infringes upon the rights of others; or (g) are sexually suggestive.

--1.4 Hats and sun glasses are not to be worn in the school building during school hours, except as part of an approved school activity or event, for medical reasons, or for religious purposes.

--1.5 Appropriate footwear shall be worn at all times in order to insure personal safety and hygiene.

--1.6 Gang-related clothing, personal items, grooming, hair styles, colors, and paraphernalia are not allowed in schools or at school related activities and events. This includes, but is not limited to, tattoos, bandannas, chains, clothing, or jewelry associated with gangs, gang symbols, names, initials, and insignias. School administration in consultation with law enforcement agencies will determine what constitutes "gang-related" clothing, personal items, grooming, hair styles, colors, and paraphernalia.

--1.7 All students must maintain their hair in a clean and well-groomed manner. Hair that is fashioned in odd or extreme styles and/or that is colored with vibrant, unnatural looking colors which draws undue attention, distracts, disrupts, and/or interferes with the learning atmosphere at school or at school activities or events is prohibited. It is generally preferred that male students are clean shaven; however, a well-trimmed mustache and/or beard is permissible. Any facial hair which is odd or extreme in color or style that draws undue attention, distracts, disrupts, and/or interferes with the learning atmosphere at school or at school activities and events is prohibited.

--1.8 Jewelry shall not be worn in any pierced body parts other than the ears. Clothing, jewelry, accessories, piercings, tattoos, chains, etc., which are disfiguring or draw undue attention that distract, disrupt, or interfere with the learning atmosphere at school or at school activities and events, and/or create a health, safety, or welfare issue are prohibited.

2 Appropriate discretion and good judgment should be utilized for student clothing and grooming worn at school dances, activities, or events outside of the regular school day.

COMMON DREES/GROOMING VIOLATIONS AT SFJHS:

BOYS—Shirts with inappropriate/illegal words, slogans, pictures; sagging pants with belt-line way below the waist; unusual or extreme hair styles.

GIRLS—Tops that are too low, too revealing; bare shoulders with tank tops or sleeveless tops; shorts/skirts that are too high, too revealing; tight leggings, too form-fitting/revealing; pants that are frayed, with holes above the knees; unusual or extreme hair styles or colors; piercings beyond those allowed by policy.

SFJHS ELECTRONIC DEVICES SUMMARY

- Students may be in possession of electronic devices at school, but their use is limited because of the potential for disruption.
- Students may use electronic devices both before and after school unless they create a distraction or disruption.
- During all other times at school, electronic devices must be turned off and out of sight.
- Devices may be used in a classroom when a teacher involves the class in an educational purpose that requires the electronic device.
- The use of cameras or camera phones is strictly prohibited in areas (locker rooms, restrooms, dressing areas) where there is an expectation of privacy.
- Parents are advised to call students at the school number: 801-798-4075. They should not call or text students during school hours.
- Students, likewise, should use the office or classroom phones (with teacher permission) to call home.
- If parents wish for exceptions to this policy, they must submit a written request to the principal.
- Disciplinary actions, as noted below, include confiscation of the device.
- SFJHS personnel will NOT be responsible for lost or stolen devices.

ELECTRONIC DEVICES: (see policy JDE)

Student use of electronic devices must adhere to the following rules and guidelines:

1 Electronic devices may be used during a class period or school activity when specifically approved by the teacher or a school administrator in conjunction with educationally appropriate objectives. A teacher or school administrator should authorize the use of electronic devices during a class period or other school activities only when it benefits and enhances the students' education. Such matters may be addressed in a disclosure document provided by the teacher outlining class rules, procedures, and expectations.

2 Individual schools have the discretion to further prohibit student use of electronic devices during class breaks, lunch periods, or other times during school. Schools also have the discretion to designate certain times and/or areas on the school campus for student use of electronic devices during school hours. It is understood that elementary schools, junior high schools, and high schools will adopt varying levels of use restrictions on electronic devices based upon the age and maturity of the students.

3 Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

4 The use of electronic devices may be prohibited by students during state and federally mandated tests and assessments, unless specifically allowed by law, an IEP, a Section 504 Accommodation Plan, a Health Care Plan, or testing/assessment directions.

VIOLATIONS

1 Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities, including, but not limited to, sexting; (e) activities which threaten, humiliate, harass, or intimidate others; (f) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (g) activities which invade the privacy of others; or (h) activities which constitute bullying or cyberbullying. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

2 Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent / guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

3 First Violation: Depending upon the nature and seriousness of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device and receives a verbal warning.

4 Second Violation: Depending upon the nature and seriousness of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device and is informed of this policy and what constitutes appropriate and inappropriate uses of electronic devices.

5 Third Violation: Depending upon the nature and seriousness of the violation and the imposition of other appropriate disciplinary action, consequences may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device and is informed of this policy and what constitutes appropriate and inappropriate uses of electronic devices.

6 Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

7 Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.

SFJHS SAFE SCHOOL ENVIRONMENT SUMMARY

- Each student and employee has the right to a safe school environment.
- Because there are several ways to violate a safe school environment, there are several policies which further reinforce or clarify this important idea.
- Policy JD, *Student Conduct and Discipline*, clarifies many details of a safe environment and of consequences/penalties when violations occur.
- Safe school violations are serious, and aggressive measures are taken to enforce the policy and its provisions. Penalties are often long term.
- Safe school violations often involve police investigation and criminal charges.
- Ultimate school safety lies in observing all Nebo policies and specific SFJHS rules and practices. In this way we BACK THE PACK and keep each other safe.

SAFE SCHOOLS: (see policy JDA)

Nebo School District will not tolerate acts of violence, threatened acts of violence, use or possession of a weapon, hazing, assaulting, demeaning behavior, criminal conduct, or gang activity in or about the schools, school grounds, or school activities and events, including transportation.

1 A student may be suspended, expelled, or subject to other appropriate disciplinary action when the school administration has determined that he/she represents a threat to the health and/or safety of other students and/or employees by:

--1.1 Causing, attempting, or threatening to cause personal harm, damage to personal or school property, and/or disrupting school activities or transportation. Such actions include, but are not limited to, arson, burglary, stealing/larceny, battery/fighting, criminal mischief, intimidation, and verbal abuse.

--1.2 Gang signing, wearing of bandannas, headgear, chains, or any article of clothing or jewelry bearing any gang symbols, names, initials, insignia, tattoos, or anything else which signals gang affiliation and/or is worn for the purpose of signifying gang membership.

--1.3 Involvement in illegal activities, disrupting normal school proceedings, or inciting other students to disrupt school proceedings.

--1.4 Inappropriate use of cell phones or other electronic devices during school.

--1.5 Unless under the direction of an administrator or teacher, using laser lights and laser pointers at school, at school functions or activities, or on any district vehicle being used to transport students.

2 For a comprehensive list of school violations, see Nebo School District Policy No. JD, *Student Conduct and Discipline*.

WEAPONS VIOLATION

Any student who, in a school building, in a school vehicle, on district property, or in conjunction with any school activity: (a) possesses, controls, uses, or threatens use of a real weapon, explosive, noxious or flammable material; or (b) actually uses or threatens to use a facsimile or look-alike weapon with the intent to intimidate another person or to disrupt normal school activities; shall be suspended or expelled from all district schools, programs, and activities for a period of not less than one (1) year.

SFJHS TOBACCO, ALCOHOL, AND DRUGS SUMMARY

- An extension of the Safe School Policy includes keeping our school safe from prohibited, harmful substances such as tobacco, alcohol, and other drugs.
- It is both unsafe and illegal to use, possess, be under the influence of, distribute, sell any of the substances outlined in this policy.
- Note that the policy also prohibits imitation versions of these substances.
- The policy limits the use, possession, distribution, and sale of both prescription and over-the-counter drugs which you might be using at home.
- See the *Administering Medication to Students* summary below.
- As with other safe school violations, the school penalties for these offenses are often severe and usually include additional police investigation, criminal charges, and court referrals.
- Violations almost always include a written summary on the student's permanent record.

TOBACCO, ALCOHOL, AND DRUGS: (see policy JDB)

The use, possession, influence, distribution, and sale of tobacco, alcohol, drugs, and/or other similarly harmful substances or drug paraphernalia jeopardizes a safe school environment and constitutes a hazard to the welfare of students and faculty, in addition to being illegal under the laws of the State of Utah.

1 Unless specifically authorized by Section 2 below, no student may use, possess, be under the influence of, sell, or distribute any of the following while on school or District property, in any vehicle dispatched by the District, or at any school or District-sponsored activity. These prohibitions apply whether or not the actions occur during regular school hours.

--1.1 **Addictive Prescription Drugs**, which means drugs for which a prescription is required and which have a high potential for abuse and may lead to severe or moderate psychological or physical dependence. All drugs listed in Schedule II of the federal Controlled Substances Act, and most from Schedule III, fall under this category. Examples include, but are not limited to, oxycodone (such as Percocet and OxyContin), Fentanyl, Morphine, hydrocodone/codeine (such as Lortab and Vicodin), and Paregoric.

--1.2 **Alcohol, alcoholic beverages, or alcoholic products** as defined in the Utah Alcoholic Beverage Control Act.

--1.3 **Illegal Drugs**, which means drugs as defined in the Utah Controlled Substances Act, the use of which is prohibited by law. As used in this policy, the term "drug" or "drugs" includes all substances whose use is prohibited by local, state, or federal law, which are listed in Schedules I through V of both the federal Controlled Substances Act and the Utah Controlled Substances Act.

--1.4 **Imitation and Other Harmful Substances**, including, but not limited to, imitation controlled substances as defined in the Utah Imitation Controlled Substances Act, psychotoxic chemical solvents as defined by Utah Code, nitrous oxide as defined by Utah Code, performance enhancing drugs, and any other ingested, injected, inhaled, or otherwise consumed with the intent to affect the structure or any function of the body; cause a condition of intoxication, elation, euphoria, dizziness, stupefaction, or dulling of the senses; or in any manner change, distort, or disturb the audio, visual, or mental processes.

--1.5 **Non-Addictive Prescription Drugs**, which means drugs for which a prescription is required but which have a lower potential for abuse and a limited likelihood of leading to psychological or physical dependence. Typically those drugs listed in Schedules IV and V of the federal Controlled Substances Act fall under this category. Examples include cough suppressants, antibiotics, diet drugs, non-amphetamine stimulants, long acting barbiturates, Valium, Lyrica, and other drugs not known to be addictive and which are not typically used recreationally.

--1.6 **Over-the-Counter Drugs**, which are drugs that have a currently accepted medical use and for which a prescription is not needed.

--1.7 **Paraphernalia**, as defined in the Utah Drug Paraphernalia Act, including any equipment, product, or material used or intended for use to store, contain, conceal, inject, ingest, inhale, or to otherwise introduce any of the above Prohibited Substances into the human body. Notwithstanding this provision, students with written authorization from a parent or legal guardian and an appropriate health care provider may use and possess asthma inhalers, epinephrine auto-injectors (EpiPens), and equipment necessary for the administration of diabetes medication in accordance with Nebo School District Policy #JHCD.

--1.8 **Tobacco**, including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, or other tobacco products in any form as these terms are used by Utah Code.

2 It is not a violation of this policy for a student to possess, use, or be under the influence of a single dose or a dosage covering the period in which the student will be at school or at a school-sponsored activity of an over-the-counter drug or a prescription drug legally prescribed to the student.

3 Nothing in this policy is intended to supersede or modify in any way other District policies. Specifically, students with medications must comply with all the terms and conditions contained in Nebo School District Policy #JHCD – Administering Medication to Students. Failure to do so may constitute a violation of this policy.

SUMMARY OF NEBO POLICY JHCD—ADMINISTERING MEDICATION

- All medication situations must be approved and administered through the main office.
- For on-going medication needs, an authorization form must be completed, signed, and kept on file in the office.
- Medication is labeled, logged, and stored in a secure location.
- Students come to the office to receive their scheduled medication.
- Authorized school personnel may administer 5-10 grains of Tylenol (acetaminophin) to a student when approved by parents/guardians in writing or by telephone.
- Students who are authorized (approved with the official document) are permitted to possess and self-administer asthma medication, epinephrine, and diabetes medication. The student shall be in possession of the medication at all times.
- Any other medication, prescription or over-the-counter, must be administered through the front office as explained above. Under no other circumstances must a student possess or use medications at school; nor should s/he sell, administer, or distribute to another.