

Spanish Fork Jr. High School

“Home of the Lobos”

2018-2019

Principal
Matt Christensen
Assistant Principal
Alesha LeMmon
Dean of Students
Blake Mortensen



Secretaries
Chris Hall
Denise Bufton
Susan Fay

Counselors
Jeff Cook
Shannon Hales
Melissa Nielson
Travis Palfreyman

Mission Statement:

The Lobo Way

- Strengthen
- Learn
- Forgive and Accept
- Voice

Addresses and Phone Numbers

Nebo School District
350 S. Main St.
Spanish Fork, UT
801-354-7400

Spanish Fork Junior High School
600 South 820 East
Spanish Fork, UT 84660
Main: 801-798-4075: fax 801-798-4097
Counseling: 801-798-4081: fax 801-465-6023
Web: <http://sfjhs.nebo.edu>

**Transportation
Department (Bus)**
801-465-6005
Cafeteria
801-798-4080

WELCOME TO THE LOBO WAY!

This handbook has been developed to help you become familiar with the facilities, activities, and guidelines concerning Spanish Fork Junior High School. Please take the time to read each section so that you become aware of items that pertain to you. Our challenge and hope for you is that you leave SFJHS more successful and better prepared for the future than when you arrived.

**WELCOME TO SPANISH FORK JUNIOR HIGH SCHOOL!
WE WISH YOU AN ENJOYABLE AND SUCCESSFUL YEAR!**

SFJHS Lobo Way Belief Statements:

- **Strengthen the Pack**
 - Positively contribute to my class, my school, and my community
 - See the good in others and build confidence
 - Respect and encourage individual strengths
- **Learn to Learn with Passion**
 - Cultivate my love for learning
 - Pursue challenges for self-improvement
 - Ask questions to discover and make personal connections
 - Construct my own learning and know when to follow
- **Forgive and Accept**
 - Use mistakes as a learning opportunity to grow and improve
 - Reflect on my work and identify my strengths and areas for growth
 - Give honest feedback to others and accept feedback when it is given
- **Find My Voice**
 - Pursue and explore new opportunities
 - Dare to share my experiences, beliefs, and ideas
 - Discover who I am through meaningful, creative experiences

It is the policy of Nebo School District to not discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns, complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172

In compliance with the Americans with Disabilities Act, qualified individuals needing reasonable accommodations (including auxiliary communication aids and services) should contact the principal of this school or the Nebo School District ADA Coordinator, Mr. David Gneiting, 801-354-7440 or Utah Relay System, 1-800-346-4128. Please inform us at least 3 days before the activity.

Spanish Fork Junior High School Bell Schedule

<i>Teacher Collaboration Day</i> (Monday)			<i>Regular Day</i> (Tuesday, Wednesday, Thursday, Friday)		
Period 1	8:00-8:45	45 min	Period 1	8:00-8:45	45 min
Period 2	8:50-9:35	45 min	Period 2	8:50-9:35	45 min
No Pack Time			Pack Time	9:40-10:05	25 min
Period 3	9:40-10:25	45 min	Period 3	10:10-10:55	45 min
Period 4	10:30-11:15	45 min	Period 4	11:00-11:45	45 min
First Lunch			Lunch		
Lunch	11:15-11:40	25 min	Lunch	11:45-12:10	25 min
Period 5	11:45-12:25	40 min	Period 5	12:15-1:00	45 min
Second Lunch			Lunch		
Period 5	11:20-12:00	40 min	Period 5	11:50-12:35	45 min
Lunch	12:00-12:25	25 min	Lunch	12:35-1:00	25 min
Period 6	12:30-1:10	40 min	Period 6	1:05-1:50	45 min
Period 7	1:15-1:55	40 min	Period 7	1:55-2:40	45 min

School Building Hours:

7:30am – Doors open for students
4:00pm – Doors locked

Teachers Available:

Before School: 7:30 – 8:00 am M - F
and
After School: 2:40 – 3:10 pm T, W, Th, F

“An investment in knowledge pays the best interest.”

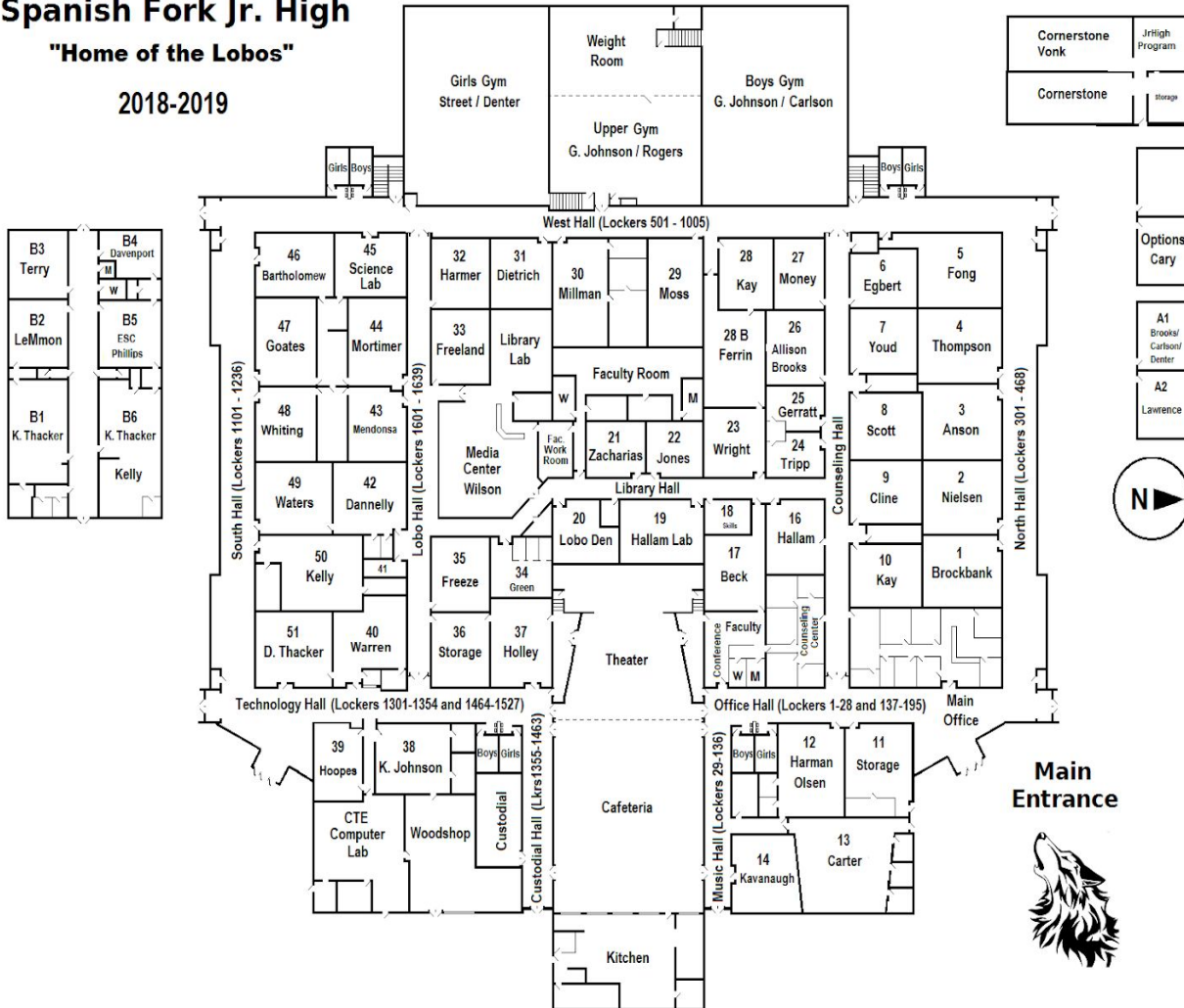
-Benjamin Franklin

“For the strength
of the Pack is the
Wolf, and the
strength of the
Wolf is the Pack.”

- Rudyard Kipling

Spanish Fork Jr. High School 2018-2019 School Map

Spanish Fork Jr. High
"Home of the Lobos"
2018-2019



School Calendar 2018 - 2019

Spanish Fork Jr. High

August 20	7th Grade Day (9:00-11:00) & Open House (1:00-3:00)
August 21	First day of School, Term 1 Begins
August 24	Picture Day
September 3	Labor Day (No School)
September 17	Staff Development Day - Early Out 11:15 a.m.
September 21	Term 1 MIDTERM
September 27	Parent/Teacher Conferences 3:30-8:00 p.m.
October 18-19	Fall Break (No School)
October 26	Last Day of Term 1
October 29	Term 2 Begins
November 21-23	Thanksgiving Break (No School)
November 30	Term 2 MIDTERM
December 6	Parent/Teacher Conferences 3:30-8:00 p.m.
Dec 21-Jan 1	Christmas Break (No School) Dec 21=1/2 day
January 2	School Resumes
January 10	Last Day of Term 2
January 11	District Development Day (No School)
January 14	Term 3 Begins
January 21	Martin Luther King Day (No School)
February 15	Term 3 MIDTERM
February 18	Presidents Day (No School)
February 21	Parent/Teacher Conferences 3:30-8:00 p.m.
March 4	Staff Development Day - Early Out 11:15 a.m.
March 14	Last Day of Term 3
March 15	P/C Comp Day (No School)
March 18	Term 4 Begins
April 1-5	Spring Break (No School)
April 19	Term 4 MIDTERM
May 24	Last Day of School - Early Out 11:15 a.m.

Go online to view a more detailed school calendar at <http://sfjhs.nebo.edu/>

School Policies, Procedures and Guidelines

Students,

We welcome you to another great year at Spanish Fork Jr. High School! While we can never anticipate all of the questions or concerns that might arise at school, we feel that the careful review and use of this handbook will prevent common problems and contribute to your success.

We want students to grow and express their individuality as much as possible without detracting from a positive learning atmosphere. Following the policies outlined here will help you stay within clear boundaries, build solid relationships, and learn lifelong concepts. We firmly enforce these policies and practices so that Spanish Fork Junior is a safe, effective, and enjoyable place.

Our school has a rich heritage and tradition, and as faculty and staff we are pleased to be a part of this wonderful community. We strongly believe that we have great students and families, and we invite you to express your concerns, share your ideas, and expand your talents by becoming fully involved in your junior high school experience.

SFJHS Administration: Matt Christensen, Alesha LeMmon, Blake Mortensen

SFJHS POLICY, PROCEDURES, AND GUIDELINES

The policies, procedures and guidelines that follow (organized alphabetically) are based upon Nebo School District policies adopted by the Nebo Board of Education. We are bound to abide by district policy, therefore what follows is an attempt to summarize larger policies and give practical approaches of how district policy is implemented here at SFJHS. To access a more complete collection of Nebo Policy and Procedures go to <http://www.nebo.edu/pubpolicy/>

The items listed alphabetically below are specific to our circumstances at SFJHS. The policies, rules, and practices described have evolved over many years of school experience. As our understanding increases and new circumstances arise, some of the practices might change. However, **the basic principles at the foundation of the practices tend not to change over time: respect, courtesy, common sense, fairness, modesty, practicality, safety, etc.**

ACADEMIC PURPOSE

The mission of SFJHS is to achieve high levels of student learning. 7th and 8th grade studies are an important part in meeting this mission while also preparing students for even more rigorous learning to come. 9th grade is the first of a four-year program for high school graduation, and all credit earned by ninth graders is counted for high school graduation, in computing grade-point averages for scholarships, college entrance, etc.

Students who become deficient in high school credit (grades 9-12) due to course failure must complete credit recovery packets to ensure they are not deficient when they leave Spanish Fork Junior High.

ASSEMBLIES

Assemblies provide an opportunity for students to attend school wide performances or school culture building events. Additionally, assemblies offer a venue for students to present their own talents and abilities. Behavioral expectations are always in place during assemblies and include the following:

- Students sit together with classmates in the same area with their teacher.
- Student behavior should always be refined and courteous.
- Appropriate applause is appreciated to thank those performing.
- At SFJHS there is no whistling, cat calling, booing, or shouting out.

ATTENDANCE

The following is a summary of Nebo District Attendance Policy:

- 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.
- Your academic grade may be impacted by your attendance in participation based classes: i.e. - band, orchestra, choir, P.E. etc. Any time this is the case, the information will be included in the teacher's disclosure document.

The following is a summary of attendance policy in regards to unexcused absences:

- 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 Prevention Class.
- 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 the Nebo School District Restorative Intervention Review Team for further action.

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. The following is a summary of how tardies are handled at SFJHS:

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):

- Second Tardy: Teacher conference with student to resolve the problem.
- Third Tardy: Parent will be contacted by the teacher.
- Any Additional Tardies: 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. Excessive tardiness may also result in administrative action such as a Parent/Administrator conference or a referral to Nebo Attendance Court.

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.

ATHLETICS AND ELIGIBILITY

Sports Available:

- Nebo School District sanctions the following sports at the junior high schools: cross-country, golf, tennis, basketball, wrestling, and track.
- We encourage all interested students to participate and enjoy the benefits of athletics.
- Minimal fees apply for participation on our athletic teams.

Eligibility:

- According to Spanish Fork Junior High School eligibility requirements, students participating in athletics must maintain at least a 2.0 GPA and must have no more than one "F".
- Athletes also must have no "U" Citizenship grades and must have no unserved detentions for tardies or sluffs.

BACKPACKS

Backpacks are NOT allowed in classrooms or in hallways during school hours. If you bring a backpack to school, it must be kept in your locker.

BEHAVIOR GUIDELINES

The following is a summary of some basic behavior guidelines here at SFJHS. Remember that these guidelines are based on the basic principles of respect, courtesy, common sense, fairness, modesty, practicality, safety, etc.

- Show courtesy and respect by following all directions from administration, faculty, and staff of Spanish Fork Junior High.
- Appropriate behavior is expected in the classroom, hallway, cafeteria, on school grounds, and during all school sponsored activities.
- 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. Demonstrate appropriate behaviors in all areas of the school, even when no one is looking.
- Nuisance items—things that do not have an educational purpose—disrupt the school and classroom and should not be brought to school. The school will not be held responsible for the theft of these items.
- **Please keep our school clean and use the trash cans provided. When you see trash where it doesn't belong, please do your part to help the custodial team.**
- Hand-holding, hugging and other public displays of affection are not permitted at school.
- Students are to adhere to ALL Nebo School District policies, with particular attention to those outlined and emphasized in this handbook

BOOKS/TEXTBOOKS

All textbooks and library books are the property of Nebo School District. Lost and/or damaged books will require fines for their replacement or repair.

BULLYING

SFJHS closely enforces the Nebo School District bullying, hazing and retaliation policy.

Listed here are some important ways you can help prevent bullying at our school:

- 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.

BUSSING

The following is a summary of information intended to help students and parents understand their transportation opportunities and responsibilities:

- The transportation department allows students to ride ONLY the bus for which they are scheduled.
- Exceptions (in family emergency situations) may be allowed with a written or verbal request from parent/guardian to the principal.
- Students are expected to demonstrate good behavior at all times while riding to and from school or on school activities.
- Inappropriate behavior on the bus may result in one or more of the following:
 - Parent Notification
 - Student/Parent/Administrator Conference
 - Suspension from riding the bus from 1 to 10 school days
 - Long-term suspension from riding the bus for 45 to 180 school days
 - Out-of-school suspension, either short or long term
 - Change of school placement

CALENDAR/EVENTS

Want to know what's happening at SFJHS?

- Go to our school calendar online at <http://sfjhs.nebo.edu> - click on "calendar."
- Check out our electronic marquee on the front of the building.
- View the monitors in the cafeteria and/or in front of the office.
- Listen to daily announcements in your classrooms.

CHANGE OF ADDRESS OR PHONE NUMBER

If at any time during the school year you move, please report your change of address to the school office. Also report any change to contact phone numbers. You may also go to the school's website at <http://sfjhs.nebo.edu>, click on the link for "Student and Parent SIS" under the section reserved for parents/students, and update the information there.

CITIZENSHIP

Students are expected to be good citizens inside and outside of the classroom and are subject to evaluation by the administration and faculty (see the Behavior Guidelines section). Citizenship grades will be earned in each class in which the student is enrolled. Citizenship grades may be based on classroom behavior, being prepared, coming to class on time, student participation, etc. The following marks will reflect a student's citizenship grade:

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

Students earning less than a satisfactory citizenship grade may NOT be eligible to participate in some school activities and programs.

CLASSROOM GUIDELINES

The following is a list of expectations that will help you to be successful in the classroom and in your academic work:

- Be prepared with all necessary materials (books, pen/pencil, paper, etc).
- Follow the directions of your teacher.
- Complete all assignments on time.
- Please ask for help from your teacher when you are unsure about what to do or how to do it. Be an advocate for yourself.
- Do not talk or whisper when the teacher is talking, another student is presenting information; the class is in study, or during tests or quizzes.
- Each classroom will be clean before the students leave; please do your part.
- Do not leave the classroom at any time without the teacher's permission and an official SFJHS Hall Pass.

COMPUTER/INTERNET USE POLICY SUMMARY

The district computer/internet use policy will be strictly enforced at SFJHS. Listed here are some of the most important points in the policy:

- Each student must have signed agreement on file in order to use school computers.
- Access only appropriate and relevant material while on school computers.
- Any and all forms of electronic communication must be respectful and courteous.
- 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.

CONDUCT/DISCIPLINE POLICY SUMMARY

We believe 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. Students that engage in insubordination, harassment, gang activities, use or distribution of pornography, trespassing, theft, vandalism, criminal mischief, threats, demeaning behavior, improper use of cell phones or other electronic devices, the use, possession or distribution of alcohol, tobacco or drugs, the use, possession or distribution of a weapon (or facsimile), misuse of computers, truancy, violation of dress and grooming standards, or other serious violations will be subject to appropriate disciplinary action.

POSSIBLE 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 School Tracking or Skill Building

- Detention
- In-school suspension or 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 or alternative placement

COUNSELING CENTER

Our school guidance counselors are **Mr. Cook, Mrs. Hales, Ms. Nielson, and Mr. Palfreyman**. They are available to help you with many issues and should be viewed as a great resource. Some of the things you should know about the counseling center are listed here:

Guidance Counseling Services

- Orientation of new students
- Registration of all students
- Class scheduling and schedule changes
- Individual and group counseling
- Parent/Teacher/Student Conferences
- Assisting students and families with access to community resources
- Guidance counseling in the areas of personal counseling, high school graduation requirements, college preparation, career planning, and SEOP's.
- Student recognition and achievement awards

Appointments

- For an appointment with a counselor, speak with the counseling secretary, Mrs. Provstgaard in the counseling center.
- You will be called out of class when a counselor is available.
- A parent needing to meet with a teacher or a counselor or that has questions about grades or credit should call for an appointment during office hours at 801-798-4081.

Schedule Changes

- There is a \$5.00 fee for most student-initiated class changes. This fee applies during any term throughout the year.
- When teachers, counselors, or administrators initiate the request, no charge is applied.

DISCRIMINATION/HARASSMENT

SFJHS closely adheres to Nebo School District policy in regards to discrimination and/or harassment issues. Some important points to remember are listed below:

- 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 can 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.

DRESS AND GROOMING

A dress and grooming standard has as its purpose a safe, appropriate learning atmosphere, free from distraction and disruption. This policy is based upon principles of reason, discretion, and good judgment. 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. Listed here is a SHORT summary of dress and grooming policy issues that are enforced at SFJHS:

- Clothing, hair styles and/or grooming that draws undue attention, distracts, disrupts, and/or interferes with the educational environment is NOT allowed.
- Clothing worn at school should have the following qualities: neat, clean, in good repair, modest. Modesty includes covering shoulders, midriff, back, underwear, and cleavage. Inappropriately short, tight, or revealing clothing is prohibited. Skirts, dresses, and shorts must be at least mid-thigh length when the student is sitting.
- 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.
- Students in secondary schools may wear hats and other head coverings. Hats and head coverings may not be worn if doing so disrupts the educational environment, poses a danger to self or others, or limits the ability of others to identify the student.
- Sunglasses are not allowed.

School personnel must interpret and apply specific provisions of the policy fulfilling their responsibility to issue reasonable judgments regarding specific violations of the policy.

The entire Nebo School District Dress Code Policy is available online at <http://www.nebo.edu/pubpolicy/J/JDG.pdf>

ELECTRONIC DEVICES

Students may be in possession of electronic devices at school, but their use is limited because of the potential for disruption of the learning environment. Listed below are some key points of the policy:

- Students may use electronic devices during school hours outside of the classroom unless they create a distraction or disruption.
- Devices may be used inside the classroom with the teacher's supervision and permission when it fulfills an educational purpose.
- The use of cameras or camera phones is strictly prohibited in certain areas (locker rooms, restrooms, dressing areas, etc.) where there is an expectation of privacy.
- Disciplinary actions for electronic device disruptions include confiscation of the device and/or other appropriate action.
- SFJHS personnel will NOT be responsible for lost or stolen devices.

FIELD TRIPS

Experiences outside of the classroom are an important part of a well-rounded education. Each activity will have a set of well-defined educational purposes. Fees for trips may be

assessed to students to help defray the costs of transportation or admission. No student will be denied participation due to inability to pay the fee. Adequate adult supervision will be provided for each activity. Students will be provided reasonable and appropriate instructions and cautions regarding the activity. A parent or guardian must sign a consent form prior to participation in an off-campus activity. If students do not follow the advisor's instructions or violate the law, parents may be notified, and the student may be released from the activity into the parent's custody or to the custody of local authorities.

FIGHTS/FIGHTING/ASSAULT

Fighting is not tolerated at school or school sponsored activities. Students involved in fighting will be immediately suspended and parents will be notified. Students who encourage fighting or otherwise promote a hostile atmosphere may also be suspended. Fights that happen off campus but originate at school or have a school connection will be investigated and have appropriate school penalties applied.

FOOD & DRINKS

The following is a summary of food and drink guidelines at SFHS:

- Vending machines are available before/after school and during lunch.
- School provided lunches must be eaten in the cafeteria or outside as they are prone to spills when walking and eating in the halls. Home lunch may be eaten in the only the perimeter/outside halls. Students are expected to clean up after themselves wherever they eat for lunch.
- We discourage students from bringing outside drinks into the school. Our custodial staff is grateful when you don't.
- We also discourage at school the consumption of energy drinks containing high levels of caffeine and sugar. They are typically very unhealthy, and they may also negatively affect your learning.
- No food or drinks are allowed in classrooms, with the exception of water as permitted by your teachers.

HALLS AND HALL PASSES

Remember to be respectful and courteous in the halls (see behavior guidelines above). Sometimes hallways are crowded and noisy. For everyone's safety please observe the following hallway expectations:

- Horseplay, roughhousing, pushing, shoving, tripping, running, etc. are not allowed.
- Please walk on the right side in the hallways.
- Avoid forming large groups that block the intersections or the middle of the hallways.
- Hall passes are required when students are in any hallway during class time.
- Hall passes are NOT issued during the first 10 minutes of class.

HOURS

Doors open for students each morning at 7:20 a.m. Teachers are available for morning consultation beginning at 7:30 a.m. Teachers are available for afternoon consultation from the end of school until approx. 3:10 p.m. when they typically leave school for the day. (except for collaboration Mondays). Doors close for students each afternoon at 3:10 p.m. (2:10 on Mondays), and students should exit the building by that time unless involved in

after-school activities under the direction of a faculty/staff member: i.e. - athletics, music, 4-H clubs, drama rehearsals, etc.

LANGUAGE

The use of improper or profane language in classrooms, hallways, or anywhere on school grounds or school sponsored activities is prohibited. This includes verbal, written, or gestured language. Students are to always speak respectfully to staff, faculty, and peers.

LIBRARY MEDIA CENTER

You are WELCOME in the library! The library is open before school, at Pack Time, at lunchtime, and after school. To be in the library during class time you will need a pass from your teacher. Books may be checked out for a period of two weeks and then can be renewed as needed. Students are responsible for fines on late books or lost books. Students must follow the directions of Mrs. Wilson while in the library.

LOCKERS

Students are provided a locker to use while here at SFJHS. listed here are some important reminders about locker use:

- Lockers are the property of the school and are issued to you for school purposes.
- Lockers can be opened by school officials at any time and will be checked periodically throughout the school year.
- It is your responsibility to keep your locker clean. No stickers or decals may be placed in or on your locker.
- DO NOT tell anyone your combination (even your friends). This keeps it secure.
- We strongly discourage the sharing of lockers or using a locker not your own.
- Students are cautioned against keeping money or valuables in their locker.
- If you have a problem with your locker, contact the front office.

LOST AND FOUND

The general lost and found is in the main office. All lost items are donated to charity if left unclaimed. If you suspect that items have been stolen, please notify an administrator.

LUNCH

The following is a list of general guidelines regarding lunch period:

- Show the same courtesy you would expect of others by never butting or cutting ahead of other students in the lunch lines.
- Students are expected to clean up after themselves and to carry all items away from the table: either *in your tummy or on your tray*.
- Food purchased in the cafeteria must be consumed in the cafeteria or outside only.
- Students with home lunch often eat in the exterior hallways, or outdoors when the weather permits. This is allowed as long as no messes are left behind. If messes are left, those areas will be closed and students directed to eat in the cafeteria.
- Students are not allowed in the interior halls during lunch periods except to access the library.

MEDICATION

ALL medications taken at school must be cleared through the office and must follow the Nebo School District Policy #JHCD guidelines. Listed here is a summary of this policy:

- All medication use 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 Acetaminophen or Ibuprofen 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 they sell, administer, or distribute to others.

PACK TIME

Spanish Fork Junior's Pack Time is designed to motivate and give help to students who may need extra support or are struggling academically. Its purpose is also to reward students who consistently do well in all of their classes at school. Listed here are the basic procedures that we follow for Pack Time:

- Each day (except for Mondays) students will have the opportunity to attend either an intervention or an enrichment experience.
- All Students receive a mini-report card during 2nd period that shows their current grade in all classes.
- Students who are passing all of their classes with at least a C will have the opportunity to participate in an enrichment activity of their choice. The activities may include athletics, clubs, games, movies, computers, arts, crafts, and socializing.
- Students who are deficient in a class are required to attend an intervention in order to receive additional instruction or to make up work. They must attend the class in which they are deficient; in the case of multiple deficiencies they should attend the priority class for that day.
- If students have a passing grade but need to make up or re-do work for a class, with teacher approval, they may choose to attend an intervention in place of enrichment.
- If a teacher needs a student to make up or re-do work they may request that the student attend their intervention time in place of enrichment, regardless of the student's grade.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held three times during the school year to discuss student progress in academics and citizenship. The school calendar lists these dates, typically held from 3:30 p.m. - 8 p.m. on a Thursday just beyond mid-term. Students are encouraged to attend with their parents.

PARKING, STUDENT PICK UP AND DROP OFF

Student safety is our top concern and parking lots along with drop off zones are a main area of concern. In order to ensure the safety of all, please observe the following guidelines:

- Patron parking is available in the two lots at the north and south ends of the school.
- Students may be dropped off and picked up in either of these lots or on the street east of the school.
- Parents should not use bus lanes (marked in green) to pick up or drop off students.
- Students must not linger in parking lots nor use them for play. Safe play is available in grassy areas around the building.

REPORT CARDS

Reports cards are issued four times per year at each term's end. For terms 1-3 students will be given their report card to bring home. Fourth-term report cards will be mailed home. Mid-term progress reports may be picked up at parent/teacher conferences. Parents are encouraged to access their child's grade regularly on the internet using the SIS/Aspire Web portal at <https://sisweb.nebo.edu/Login/>

SAFE SCHOOL ENVIRONMENT POLICY 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 pertain to and further reinforce or clarify this important idea.

- [Nebo District 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 STRENGTHEN THE PACK and keep each other safe.

SECURITY

Because maintaining the safety and security of all students, faculty and staff is our top priority we ask your cooperation with the following:

Visitors

- ALL visitors must be cleared through the front office and wear the required visitor badge while in the school.
- Students not enrolled in Spanish Fork Junior High School may not come to school as a guest of other students.

Security Cameras

- Cameras are located in various areas of the school to help ensure the safety of students and staff. Information gathered as a result of this surveillance is frequently used to enforce disciplinary action for students in violation of school policies.

SOCIAL CONSCIENCE

A key concept guiding our thinking at SFJHS is having a social conscience.

- Social conscience = remembering when making decisions that personal behavior affects the whole group, or our society.
- Our society at SFJHS = students, staff, faculty. At SFJHS we STRENGTHEN THE PACK! It's part of [THE LOBO WAY](#).

TELEPHONES-CELL PHONES

The following are guidelines for school telephones:

- Office telephones are for emergency use only and will be available only before and after school, or when a student has a hall pass from a teacher.
- Classroom phones may be used for emergency calls if approved by the teacher.
- Cell phones may be used for emergency calls when approved by a staff/faculty member or administrator.
- Student cell phones and other electronic devices need to be put away and not used during class time. (see the electronic devices section for more student cell phone procedures)
- SFJHS follows the Nebo School District cell phone usage policy ([JDE Student Electronic Devices](#))

TOBACCO, ALCOHOL, AND DRUGS

An extension of the Safe School Policy includes keeping our school safe from prohibited, harmful substances such as tobacco, alcohol, and other drugs. Please be aware of the following in regards these substances:

- It is both unsafe and illegal to use, possess, be under the influence of, distribute, or sell any of the substances outlined by [district policy](#).
- Note that the policy also prohibits imitation versions of these substances.
TOBACCO: Nebo Policy states, "Tobacco, including, but not limited to, cigarettes, cigars, smokeless tobacco, electronic cigarette or cigar cartridges, **Electronic Nicotine Delivery System** (ENDS) devices, blunts, bidis, clove cigarettes, dissolvable tobacco, hookah and hookah products, products containing nicotine vapor/oil, or other tobacco/nicotine products in any form, including as these terms may be used by Utah Code Ann., Section 76-10-101."
- 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 *Medication* section above for more details)
- 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.

TRANSPORTATION (Personal)

Many students walk to school or ride bicycles, scooters, skateboards, etc. Please observe the following:

Bicycles

- Once on school property, please dismount and walk your bike.

- A bicycle rack is provided at the NW corner of the school, but you are responsible to bring a lock. We are not responsible for the security of your bike.

Rollerblades, Skateboards, and Scooters

- No riding rollerblades, skateboards, scooters, or Healie type shoes on school property and especially in the hallways. This includes the concrete areas in front and back of the school.
- Once on school property, dismount and carry your wheeled device. You should bring only what you can store in your school locker.

WITHDRAWAL OR TRANSFER

If you are moving or withdrawing from school, please observe the following:

- Several days before a student plans to withdraw from school, a parent or guardian must contact the school to receive instructions on proper procedures.
- Students must return books, pay all fines, receive a current grade, and verify status with each teacher.
- The parent, student, and an administrator must sign the withdrawal document before it is official.

YEARBOOK

Each year the yearbook staff puts together a school yearbook. These can be purchased in advance from the finance office beginning at registration. There will be a limited number available for purchase on yearbook day. However, only those who purchase in advance are guaranteed to receive a yearbook. Yearbooks will be distributed on the last day of the school year. Those students who have cleared all fines and fees may get them one day early. Those students who have paid for a yearbook--but do not have access to the school due to suspension, alternative placement, or transfer--may pick up their book from the office at the end of the last day of school.

Finally . . . How to Get the MOST Out of Your Junior High Experience

Step One

Know Your School: Read your student handbook, class disclosures, and school policies. Go online and look up the school calendar. Talk to people and find out what's going on (counselors, secretaries, librarians, custodians, teachers, coaches, lunch workers, and administrators).

Step Two

Be in School Every Day: When you miss school, you miss notes, quizzes, tests, discussions, explanations, etc. These things are difficult to make up. If you are absent, remember, you are responsible for finding out what you missed and making it up. It's easiest just to be there.

Step Three

Know How to Get Good Grades: Be organized: use a notebook with a folder for each class; keep you locker neat. Manage your time well by scheduling the time to do homework and study and review for tests. Learn how to read a textbook, how to take notes, and use tricks to memorize important things.

Step Four

Set Goals: Goals give you direction and focus both personally and academically. Set both short and long-term goals. Make them specific, measurable, and realistic so you will know how you'll accomplish them. Also, write your goals down in a conspicuous place and refer to them often.

Step Five

Get Involved: There are many activities you can participate in. Some of the benefits include meeting new people, learning new things, relieving stress, creating leadership opportunities, and having more fun. Find something that you love to do, and then do it.

Step Six

Make Good Choices and Decisions: When you make good choices, you get the rewards. When you make poor choices, you must accept the consequences. Weigh every decision and do not let your peers make choices for you. When you have an important choice, discuss it with a parent.

Step Seven

Deal with Stress and Anger: Talk with those you trust when you are feeling angry or stressed. Keeping a sense of humor, exercising, reading, listening to good music, breathing deeply, or playing with a pet are all good strategies for managing stress and anger.

Step Eight

Get Along with Your Parents: You may not always agree with them, but your parents care deeply about you and want what's best for you. Always show respect for them and obey them without complaining. Most of all, communicate with them and let them know what you're doing.

Step Nine

Understand the Social Scene: Be friendly to everyone, but choose your friends carefully. Don't worry about being "popular" and don't do anything just to be "cool". Stay out of the "rumor mill" and don't believe or spread the gossip that you hear. Be willing to forgive and "let stuff go."

Step Ten

Plan and Prepare for Your Future: Junior High is a time for students to begin thinking about their career choices and educational options. It's important to think about what you like to do, what you're good at, and what matters to you. Then take advantage of many opportunities to learn about career and educational options and to talk with others about your future.

Good Luck Students!
We look forward to a great year!