

**St. Johns Middle School**  
**Parent & Student Handbook**  
**2016-2017**

Proud  
Home of the  
**Redskins!**



Artwork by Julio Mireles, 4th Grader  
(2015-2016 Yearbook Cover Winner)

# **St. Johns Unified School District #1**

## **SCHOOL BOARD MEMBERS**

Eve Patterson, President

David Easley

Brent Overson

Leslie Wenhardt

Clint Wiltbank

## **ADMINISTRATION**

Superintendent: Edward Burgoyne

## **ST. JOHNS MIDDLE SCHOOL**

Tim Raban, Principal

Lisa James, School Secretary

Kyrie Foster, Medical & Office Secretary



**NONDISCRIMINATION:** The District affirms that it does not discriminate on the basis of race, color, natural origin, sex, age, or disability in access or admission to, success or treatment in, any of its educational programs, activities, or employment opportunities. The District will assure that no identified handicapped person shall, on the basis of handicap, be excluded from the participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.



# St. Johns Middle School Student Handbook

General Section, pages 4-17

\*Homeless Policy\*  
Honor Roll\*Grade System  
Promotion\*Graduation  
Section, pages 18-20

Student Behavior Plan  
Section, pages 21-29

Athletic Section,  
Homeschoolers and School Activities  
Pages 30-34

Medical Section, pages 35-36

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FERPA Notification, pages 38-39

Parent Read & Sign Sheet, page 40

Sports Activity Fee Sheet, page 41



# St. Johns Middle School Student Handbook

## General Section



## St. Johns School District 2016-2017 CALENDAR

<p><b>August 2016</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> <p>9-12: Staff Preparation 15: First Student Day</p> <p>Student Days: 13 HS Student Days: 11 Teacher Days: 17</p>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>September 2016</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> <p>5: No School- Labor Day 9: No School- Fair</p> <p>Student Days: 20 HS Student Days: 16 Teacher Days: 20</p>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p><b>October 2016</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p>10: No School -Columbus Day 14: End Q1</p> <p>Student Days: 20 HS Student Days: 16 Teacher Days: 20</p>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>November 2016</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table> <p>11: No School- Veteran's Day 23-25: No School- Thanksgiving Break</p> <p>Student Days: 18 HS Student Days: 16</p>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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### Calendar Outline

- August 9: All Staff Begin
- August 15: First Student Day
- September 5: Labor Day
- September 9: Apache Co. Fair
- October 10: Columbus Day
- November 11: Veterans Day
- November 23-25: Thanksgiving Break
- December 26 - January 6: Christmas Break
- January 16: Martin Luther King J. Day
- February 20: Presidents Day
- March 13-17: Spring Break
- April 14: Good Friday/Or Snow Day if needed
- May 25: Middle School Promotion
- May 26: Last Teacher/Student Day; High School Graduation

### Early Release Days

- All Friday's
- May 25: Middle School Promotion
- May 26: High School Graduation

Board Approved: 3-10-16

Adopted Calendar

St. Johns Unified School District #1

## **2016-2017 / St. Johns Middle School**

### **Extension Number and email address list**

<b>BUILDING</b>	<b>STAFF MEMBER</b>	<b>POSITION</b>	<b>EXT</b>	<b>EMAIL ADDRESS</b>
<b>MAIN LINE</b>	<b>SJMS</b>	<b>SJMS SWITCHBOARD</b>	<b>1200</b>	
Main Office	Tim Raban	Principal	1202	<a href="mailto:traban@sjusd.net">traban@sjusd.net</a>
<b>Office</b>	<b>Lisa James</b>	<b>Secretary</b>	<b>2226</b>	<a href="mailto:ljames@sjusd.net">ljames@sjusd.net</a>
<b>Office</b>	<b>Kyrie Foster</b>	<b>Sec./Medical</b>	<b>1203</b>	<a href="mailto:kfoster@sjusd.net">kfoster@sjusd.net</a>
Stu. Serv.	Sharon Raban	Director	1207	<a href="mailto:sraban@sjusd.net">sraban@sjusd.net</a>
Psychologist	Jim Staffnik	Psychologist	2246	<a href="mailto:jstaffnik@sjusd.net">jstaffnik@sjusd.net</a>
OT/PT	Candice Bond	Speech/OT/PT	2089	<a href="mailto:cbond@sjusd.net">cbond@sjusd.net</a>
Stu.Serv.	Susan Smith	Secretary	1206	<a href="mailto:ssmith@sjusd.net">ssmith@sjusd.net</a>
Stu. Serv.	Michell Mullenau	Secretary #2	1205	<a href="mailto:mmullenau@sjusd.net">mmullenau@sjusd.net</a>
<b>Lounge B</b>	<b>Time Clock Area</b>	<b>Lounge - B</b>	<b>2213</b>	
<b>4th Grade</b>	<b>Rebecca Diggs</b>	<b>Teacher – A1</b>	<b>2232</b>	<a href="mailto:rdiggs@sjusd.net">rdiggs@sjusd.net</a>
4th Grade	Mella Bradshaw	Teacher – A2	2225	<a href="mailto:mbradshaw@sjusd.net">mbradshaw@sjusd.net</a>
4th Grade	Carrie Crosby	Teacher- A3	1209	<a href="mailto:ccrosby@sjusd.net">ccrosby@sjusd.net</a>
4 <sup>th</sup> Grade	Bev Flygare	Instructor- A10	2205	<a href="mailto:bflygare@sjusd.net">bflygare@sjusd.net</a>
5th Grade	Mary Greer	Teacher-C7	2223	<a href="mailto:mgreer@sjusd.net">mgreer@sjusd.net</a>
5th Grade	Amy Jarvis	Teacher- C9	2227	<a href="mailto:ajarvis@sjusd.net">ajarvis@sjusd.net</a>
5th Grade	Carleen Shreeve	Teacher – C10	2224	<a href="mailto:cshreeve@sjusd.net">cshreeve@sjusd.net</a>
4,5,6 <sup>th</sup> Grade	Alyssa Nielsen	Math Lab C11		<a href="mailto:anielsen@sjusd.net">anielsen@sjusd.net</a>
4,5,6 <sup>th</sup> Grade	Tawnya Pulsipher	Reading Lab C11	2308	<a href="mailto:tpulsipher@sjusd.net">tpulsipher@sjusd.net</a>
4,5,6 <sup>th</sup> Grade	Amy Moter	Teacher – C4	2020	<a href="mailto:amoter@sjusd.net">amoter@sjusd.net</a>
6th Grade	Carol Mora	Teacher-C1	2201	<a href="mailto:cmora@sjusd.net">cmora@sjusd.net</a>
6th Grade	Kirsten Udall	Teacher-C3	2217	<a href="mailto:kudall@sjusd.net">kudall@sjusd.net</a>
6th Grade	Janet Wengert	Teacher-C2	2214	<a href="mailto:jwengert@sjusd.net">jwengert@sjusd.net</a>
C Building	Workroom	Workroom -C	1214	
D Building	Workroom	Workroom-D	1204	
7th & 8th Grade	Marcia Ashton	Soc. Studies – D11	2002	<a href="mailto:mashton@sjusd.net">mashton@sjusd.net</a>
7th & 8th Grade	Eric Pratt	Science – D12	2210	<a href="mailto:epratt@sjusd.net">epratt@sjusd.net</a>
7th & 8th Grade	Keirsten Nielsen	<b>Math –D10</b>	1212	<a href="mailto:knielsen@sjusd.net">knielsen@sjusd.net</a>
<b>7th &amp; 8th Grade</b>	<b>Jacque Kizzar</b>	<b>ELA-D6</b>	<b>2202</b>	<a href="mailto:jkizzar@sjusd.net">jkizzar@sjusd.net</a>
<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>	<b>Mary Jo Raykovitz</b>	<b>Special Education-D8</b>	<b>2200</b>	<a href="mailto:mraykovitz@sjusd.net">mraykovitz@sjusd.net</a>
<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>	<b>Megan Bryan</b>	<b>Re-Teach-D5</b>	<b>2218</b>	<a href="mailto:mbryan@sjusd.net">mbryan@sjusd.net</a>
		<b>Lab Instructor-D3</b>		
<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</b>	<b>Leisa Hall</b>	<b>COMP. LAB</b>	<b>2231</b>	<a href="mailto:lhall@sjusd.net">lhall@sjusd.net</a>
Read/Math Spec.	Kimberly Dugdale	Reading/Math Spec.	2203	<a href="mailto:kdugdale@sjusd.net">kdugdale@sjusd.net</a>
<b>Music</b>	<b>Tawnya Wood</b>	<b>Gen. MusicTeacher-D1</b>	<b>2216</b>	<a href="mailto:twood@sjusd.net">twood@sjusd.net</a>
Band	Jennifer Olney	Band Director-B	2207	<a href="mailto:jolney@sjusd.net">jolney@sjusd.net</a>
Orchestra	Ruthie Price	Orchestra Director-B	2228	<a href="mailto:rprice@sjusd.net">rprice@sjusd.net</a>

# **2015-2016**

## **Schedule for**

# **LUNCH - FITNESS BREAK - INTERVENTION/OUTS**

<b>Grade</b>	<b>Lunch</b>
<b>4th grade</b>	<b>12:00 - 12:20</b>
<b>5th grade</b>	<b>11:40 - 12:00</b>
<b>6th grade</b>	<b>12:00 - 12:20</b>
<b>7th grade</b>	<b>12:23 - 12:43</b>
<b>8th grade</b>	<b>12:23 - 12:43</b>

<b>Grade</b>	<b>Fitness Break</b>
<b>4th grade</b>	<b>12:20 - 12:50</b>
<b>5th grade</b>	<b>11:10 - 11:40</b>
<b>6th grade</b>	<b>10:30 - 11:00</b>
<b>7th grade</b>	<b>12:43 - 1:03</b>
<b>8th grade</b>	<b>12:43 - 1:03</b>

<b>Grade</b>	<b>Intervention/Outs</b>
<b>4<sup>th</sup> grade</b>	<b>1:30 - 2:30</b>
<b>5<sup>th</sup> grade</b>	<b>12:30 - 1:30</b>
<b>6<sup>th</sup> grade</b>	<b>11:00 - 12:00</b>
<b>7<sup>th</sup> grade</b>	<b>2:30 - 3:10</b>
<b>8th grade</b>	<b>2:30 - 3:10</b>

ST. JOHNS UNIFIED SCHOOL DISTRICT  
**ACCEPTABLE USE POLICY**  
For Student/Staff Use of Computers, Networks, and Internet Resources  
20016 - 2017

**Introduction**

The faculty of St. Johns Unified School District considers computers to be a worthwhile tool for education and encourages the use of computer related technology in the classroom to supplement the educational goals of the District. Access to the Internet provides access to powerful educational resources which allow students to find information on networks anywhere in the world.

Just as the school has rules for acceptable behavior there are correct actions and rules that direct the use of information networks. If these guidelines are not followed you will lose your **privileges** to access the World Wide Web, and to use district technology. When a student/staff in the district access computers, networks, and educational technology owned or operated by the District, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The St. Johns Unified School District expects that student/staff use of computers provided by this district will be ethical, for educational pursuits, and will reflect academic honesty. Students/staff are expected to demonstrate respect for intellectual property, system security, and privacy of others.

**Obligations & Expectations**

As a student/staff in the St. Johns Unified School District you are expected to make appropriate use of the computer resources provided by the district. The obligations that you assume and agree to by signing this agreement are:

- To use computers only for authorized purposes
- To be responsible for ALL activities on your assigned account. Do not share your account with anyone or leave the account open or unattended
- Report all potential security problems to a school administrator
- Access only files and data which are your own, which are publicly available, or to which you have been given access
- Maintain the privacy of your password (do not reveal it to others)
- Use only legal versions of copyrighted software which have been purchased by the District
- Be responsible for making a back-up of any personal files/documents that are critical to your use
  
- **Be responsible for deleting unused files that are taking up unnecessary space on the district servers**
- Making good use of limited network bandwidth by not downloading large files (especially music, games or other programs)

**Inappropriate Use**

The actions which are considered inappropriate use of district technology include, but are not limited to:

- Intentionally disrupting the network or crashing the network and connected systems
- Attempting to circumvent or sabotage system security measures
- Using computer programs to decode passwords or to access control information
- Using another person's data or files without permission
- Using another person's password or revealing your password to another student
- Engaging in any activity that might be harmful to systems, the network, or any information stored thereon, such as damaging files or disrupting service
- Impersonating another user or acting in ANY anonymous fashion
- Downloading **ANY** programs without Technology Director's approval
- Vandalizing or modifying in ANY way hardware or software components
- **Engaging in any type of "Cyberbullying" using District computers/network**
  - ***This may include, but is not limited to:***
  - ***Bullying, harassing, threatening, or humiliating others using email, Instant Messaging, social networking sites (such as MySpace), or any type of blogs or interest group threads (anything that is/can be accessed by a computer)***
  - ***Posting hurtful, negative, threatening, embarrassing comments on these types of sites***
  - ***Logging into another person's email account & posing as them to harass another (this is a form of identity theft & is illegal!)***

- Copying files, data or programs from the Internet without permission
- Stealing data, equipment or intellectual property (such as downloading illegal music files or sharing music files, which is illegal)
- Bringing equipment from home and plugging it into the network without permission from, and a virus check by the Technology Department
- Attempting to gain access to or download any site on the Internet which publishes material that is defamatory or pornographic in nature, or which may incite racial hatred.

### **Consequences of Violations**

Consequences of violations include, but are not limited to:

- Suspension of network access
- Revocation of network access
- Suspension of computer access
- Revocation of computer access
- School suspension
- School expulsion
- Legal action and prosecution by the authorities

**NOTE: Students will be held accountable for completing assignments that require the use of computers even if their in-school computer access privileges are suspended or revoked.**

Be advised that it is a **federal offense (Felony)** to break into any security systems.

Financial and legal consequences of such actions are the responsibility of the user (student, volunteer, staff) and the student's parent or guardian.

Tampering with computer security systems and/or applications and/or documents and/or equipment will be considered vandalism, destruction, and defacement of school property. Vandalism will result in cancellation of privileges, disciplinary action, and restitution for costs associated with hardware, software, and system restoring.

Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, software, or the network.

The System Administrator along with the building Principal may at any time suspend or revoke a user's privileges for any actions in violation of the guidelines above.

### **Privacy and Administrator's Access to User Files**

St. Johns Unified School District is a public entity, therefore, all records (excluding those specified by law\*), whether in electronic or hardcopy form, are subject to the Freedom of Information Act and open to public inspection. **Network storage areas are subject to inspection.** Network administrators may review communications (emails, attachments, files) to maintain integrity system-wide and ensure that users are using the system in a responsible, acceptable manner. Users should NOT assume that their uses of the network are private. The district reserves the right to monitor network activity in any form that it sees fit to maintain system integrity, and to copy, examine, and delete any files or information on the network that may suggest that a student/staff member is using school computers systems inappropriately.

\***FERPA** (Family Educational Rights & Privacy Act: the federal law that protects the privacy of student education records. This law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.) [20 U.S. C. & 1232g; 34 CFR Part 99]

### **TEXTBOOKS /LIBRARY BOOKS:**

Textbooks and library books are loaned to the students. The student is responsible for the care of each book and is expected to pay for any unreasonable damage done to books issued. Lost books must be paid at the replacement cost by the student.

### **LIBRARY HOURS:**

Library hours are 7:45 a.m. to 3:15 p.m. Students are responsible for lost or damaged books. There are no fines for overdue books. Lost or damaged books will need to be paid for at replacement costs. Library privileges may be restricted until books are paid for.

### **EMERGENCY EVACUATION OF BUILDINGS:**

Timely evacuation of the building would be crucial in the event of a fire or other emergency. Practice is required to ensure everyone in the building would be safely evacuated in the event of an emergency.

Students should be familiar with the exit route for emergency evacuation in each of his/her classrooms. These are posted in each classroom. In the event of an emergency or drill, it is the student's responsibility to move quickly, and quietly and in an orderly manner through the assigned exit to the assigned evacuation area. Students are not to go to their lockers, get a drink, or go to the restrooms during an evacuation.

**\*\*\* Any student not cooperating with evacuation procedures will be subject to disciplinary action. \*\*\***

### **RELEASE OF STUDENT TO LEGAL CUSTODIAN:**

At the time of school admission, the parent or guardian must complete the student's permanent record form, which will identify the student's legal name and the name, address, and telephone number of the student's lawful custodian(s).

Before releasing a student during the school day, the middle school principal or his designee shall be responsible for the verification of the identity of any lawful custodian or any representative seeking release of a student.

If a lawful custodian, as indicated on the student's permanent record, is not recognized by sight, or does not provide appropriate authorization the principal or designee may refuse to grant the release.

If, in the granting of a release of a student, a change in the record of the student's lawful custodian(s) becomes apparent and is verified to the satisfaction to the principal or designee, such change shall immediately be entered on the student's permanent record.

### **STUDENT LOCKERS AND LOCKS:**

7<sup>th</sup> and 8<sup>th</sup> grade students may be assigned a locker and a combination lock for their use during the year. Once a pupil is assigned a locker, they are responsible for its care and contents. P.E. and Athletic Lockers may also be assigned during the school year.

If the lock malfunctions, the pupil may return it for another one. There will be a \$5.00 fee for lost locks. Students should not share lockers or combinations with other pupils. The school will not be liable for items lost from a student's locker!

## LOST AND FOUND:

Lost articles and books found in the buildings or on the grounds should be taken immediately to the office. Lost articles will be placed in the lost and found box in the office. A student who loses any item should inquire in the office.

## PLAYGROUND REGULATIONS:

Students are to use all equipment on the playground in a safe manner and in the way the equipment was designed to be used. The supervising adult is responsible to stop unsafe play and report to the office if it continues. Disciplinary action will be taken with pupils who violate this policy. Students on the playground should not play next to or under the windows of classrooms where classes are in session or on and around the propane tanks. Students must vacate the building and school grounds upon the dismissal of school unless they are involved in scheduled supervised school activities or have business with their teachers.

## CAMPUS REGULATIONS:

After coming on the school grounds in the morning, students are not to leave the school grounds before school, at noon, or during the school day without permission obtained through the office.

**Students will not be allowed** to leave school during the school day unless the office receives a note or a telephone call from a parent or guardian, or a parent comes in to check the student out!

**Students may leave the campus** for lunch if their parents contact the office.

**If a student has been checked out**, they need to check back in at the office to return to school during the same school day.

## BICYCLES:

Parents will assume full responsibility of children who ride bicycles to and from school. Bicycle riders should obey all traffic rules the same as any owner of a vehicle. Students should provide a lock for their bicycles to prevent theft. All bicycles are to be parked in the designated parking area. **Students are not to ride bicycles on the school grounds during school hours.**

## ROLLERSKATES, SKATEBOARDS AND SCOOTERS:

St. Johns Middle School does not allow the use of roller-skates, skateboards and scooters on the school campus. Uneven or cracked surfaces of debris on the pavement can result in accidents with potential serious injuries. This policy has the best interest and health of our students in mind.

## HEELEYS:

Children's use of heeleys has been a safety concern of the middle school staff ever since their popularity surfaced 8 or 10 years ago. Parents may determine whether or not heeleys are appropriate for their child and allow them to take and use them at school. Students are expected to use heeleys in a responsible way and at their own risk.

## CARE OF SCHOOL:

No students shall damage or deface any property belonging to the District. The type of discipline that may be imposed for damage to school property by students depends upon the circumstances. Students shall be subject to disciplinary action as deemed appropriate by the administration for willful destruction of school property.

In instances in which a student engages in conduct that results in damage to district property, the district may institute formal charges for the purpose of having the court order the student, or his parents, to make full or partial restitution to the district in accordance with law.

## VISITORS:

**Adult Visitors** – Please check in at the office and get permission to visit on campus. If you are bringing an item for your child we will call the child to the office to pick it up. Interference with the peaceful conduct of an educational institution is a class one misdemeanor, by an adult or a child.

**Student Visitors** – Not allowed.

## WITHDRAWAL FROM SCHOOL:

Any pupil who is withdrawing from school should receive a withdrawal form from the office no later than the morning of the day he/she is leaving. The form should be presented by the student to the teacher of each of his/her classes, the cafeteria and the librarian. These teachers should sign the form indicating that the pupil has cleared all responsibilities. Upon presentation of this completed form, the office will give final clearance and issue a transfer. Parents need to come to the school office to sign and receive the official State Withdrawal Form.

## ZERO TOLERANCE POLICY:

Staff, students and visitors may not use or possess alcohol, weapons, illegal drugs or tobacco products on school property or at school sponsored events per state law.

## CAFETERIA PROCEDURES:

A "Hot Lunch" program is maintained by our district. Pupils may purchase meals daily, as they go through the line at the cafeteria, or pay for several meals in advance.

Students may carry their lunches from home and if they choose purchase milk or juice in the cafeteria. All food **MUST** be eaten in the cafeteria. No food is to be eaten on the school grounds. Students may leave the campus for lunch if they have a **SIGNED PERMISSION SLIP FROM THE PARENTS ON FILE IN THE PRINCIPAL'S OFFICE** or parents have contacted the office personally before the child leaves the campus.

Parents are welcome to visit and eat in the cafeteria at any time during the year.

## Lunchroom Procedures:

1. It is expected that students at the Middle School will act in a responsible and respectful manner.
2. Students will line up in an orderly fashion before entering the lunchroom.
3. Students will walk to the lunch line, not run. Do not cut through the tables.
4. No pushing or shoving while in line.
5. Stay only in your designated area. Do not visit with other grade levels.
6. After you pick up your lunch find a seat in your designated area and stay seated.
7. When you are finished eating you may leave the table to throw your trash away.
8. When you are done throwing your tray in the trash, return to your seat and sit down.

9. Sit with your legs under the table not with your legs out in the aisle way.
10. If you need to use the restroom, raise your hand and ask the staff member on duty for permission to use the restroom.
11. Only two students at a time will be allowed to use the restroom at any given time.
12. When it is time to leave, the staff member will review the tables and when everything is put away and clean the class will be dismissed from the lunch room.
13. Students are responsible for not leaving a mess. It is their job to leave the table clean, not the Staff member's job.
14. The staff member will warn you if you are not following procedures. Once the staff member tells you that you have been warned, the next time you will receive a consequence beyond a verbal warning.

## CAFETERIA PROCEDURES FOR COLLECTION OF MONEY/MEAL CHARGES School Nutrition Program

### Meal Charges

The board shall permit students to incur reasonable charges.

Students that have account balances shall be notified verbally, by the cashier, when they have three days, two days, one day, no days, 1 day charges. On day one charge, a written notice is given to the student and a notice is posted by the cashier (by student number identification only). When a student has incurred 2 days of charges, a letter will be given to the student in class to take home to the parent. On the 3<sup>rd</sup> day of charging, the cashier will attempt to phone the parent. Beginning on the 4<sup>th</sup> day of charging, the student will be given an alternative entrée of Peanut Butter/Jelly Sandwich on the reimbursable tray, for as many days as the student continues to charge.

Parents/Guardians may phone the cashier to make payment arrangements. We welcome communication from a parent/guardian concerning their student(s) meal accounts and will furnish a printout of transactions to be taken home by the student.

The District shall inform students and parents/guardians in writing of the District's policy regarding account payments, charges, and student/parent financial responsibility. The notice shall be provided to all household at the time they begin participating in the School Nutrition Program.

Reasonable charges shall not exceed 3 days per student, without communication between the school cashier and the parent/guardian.

No student will be allowed to purchase Ala Carte items, which has a charge.

## TRAFFIC AND BUS PROCEDURES TRAFFIC POLICIES

### **Before and After School:**

In order to promote safety during school hours, 7:30 a.m. – 3:15 p.m., we are asking parents and staff to cooperate with the following guidelines:

- A. Parents dropping off or picking up pupils before and after school should park along the curb on 5th West (street in front of school on the east at the top of the stairs or west end of loading zone on 7th south).
  - B. Long-term parking will be in the north parking lot or along the east wall of the front parking lot.
  - C. Only busses and visitors will park along the West Side of the front parking lot.
1. Only buses should drive in bus loading lanes during school hours.

## **CROSSING THE HIGHWAY:**

1. If you must cross the road, walk about ten feet in front of the bus.
2. Look continuously to the left and right as you cross the road. At any intersection, look in every directions.
3. Walk quickly across the road. **DO NOT RUN!**
4. Never cross the road BEHIND the bus.

## **BUS TRIPS**

During the school year, your child may participate in trips away from the school. All school rules apply unless specifically stated otherwise by the group sponsor. Consequences will follow for inappropriate behavior. A child may be excluded from trips for poor behavior. In some situations a parent may be required to go with the child in order for the child to participate. If your child is part of a group leaving St. Johns (other than for athletic events) you must sign a permission note for him/her to participate in the trip.

## **WAITING FOR THE BUS:**

1. Be at your bus stop before the bus arrives.
1. Stay a safe distance from the curb.
2. When the bus approaches, get in a line.
3. Stay clear of the bus until it has come to complete stop.
4. Let smaller children board first.

## **BOARDING THE BUS:**

1. Always use the handrail.
  2. Go up the steps one at a time.
  3. Avoid pushing and crowding.
  4. Go directly to your seat.
- The bus will not move until all passengers are seated.

## **CONDUCT ON THE BUS:**

1. Place books or parcels on your lap.
2. Keep the aisle clear.
3. Avoid confusion that might distract your driver. When a bus approaches railroad tracks, keep quiet so that the driver can listen for trains.
4. Ask the driver for permission before opening windows.
5. Keep arms and head inside the bus.
6. Throwing objects inside or out of the bus could cause an accident.
7. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
8. The bus is not a playground. Save wrestling and horseplay for another time.
9. Remain seated until the bus has come to a complete stop at its destination.

## **GETTING OFF THE BUS:**

1. Use the handrail and take one step at a time.
2. Pushing or crowding shows poor manners and could cause an accident.
3. After you leave the bus do not return to the bus unless you receive permission from the bus driver.

4. Be very careful not to catch or snag clothing or other items on the bus when exiting.

### **PROHIBITED ITEMS ON SCHOOL BUS:**

1. The use of tobacco, in any form, shall be prohibited on a school bus.
2. At no time shall intoxicating liquor, dangerous or narcotic drugs or any prohibited substance be permitted in a school bus.
3. Glass containers, animals, insects or reptiles cannot be transported in a school bus.
4. Weapons of any sort, explosives, fireworks, smoke or stink bombs, or other dangerous objects shall not be transported in a school bus.

### **TRANSPORTING MUSICAL INSTRUMENTS:**

Regulations for transporting musical instruments inside the school bus are as follows: No instrument shall occupy needed seating space. No instrument shall be placed in the driver's compartment or step well. All instruments carried by the student shall be under their control at all times and carried in the lap, between seats, or in a vacant seat properly secured. The aisle is not to be blocked at any time.

### **FIELD TRIPS:**

1. The 4<sup>th</sup> grade is allowed 2 field trips per year within a 60 mile radius of St. Johns. The 5<sup>th</sup>-8<sup>th</sup> grades are allowed one major field trip, with Phoenix and Albuquerque being the furthest destinations.
2. Classes may also take 2 field trips per year inside the district area that requires bussing.
3. Walking trips require Principal approval and parent notification.
4. Trips to school functions at other sites, such as, a Fine Arts Assembly do not count as a field trip.
5. Field trips that require bussing require parental permission prior to the trips.

### **CLASS PARTIES:**

CLASSES MAY HAVE TWO PARTIES PER YEAR – one each semester. The party time will be limited to two hours. The party date must be cleared through the principal's office.

### **MOVIES IN THE CLASSROOM:**

Hollywood movies are not allowed to be shown during school hours unless special approval is received from the principal. Any movie shown at school must have direct correlation to school curriculum. Parent permission is required for any student to view a PG or PG-13 movie.

## **BEHAVIOR DURING SCHOOL PROGRAMS AND THE FINE ARTS PROGRAMS**

Because of the large number of students who may attend activities in the auditorium, or gym, student behavior should be exemplary and a reflection of good manners.

In order to maintain discipline, the following rules of behavior shall be observed:

- Students shall go to and from the auditorium in a quiet and orderly manner.
- No spontaneous or rude outbursts such as booing, whistling, stamping of feet, etc.
- Students shall sit together as a class, not scattered throughout the auditorium.
- Sometimes there are unavoidable lapses of time. Students are to be patient and reasonably quiet during these periods.

## **ATTENDANCE, TRUANCY AND TARDIES**

### **ATTENDANCE:**

Attendance is a vital part of the educational process. Personal illness, death in the family, medical or dental attention and unavoidable causes acceptable to the principal are legitimate reasons for absence. If your child has an extended illness, please provide us with a note from the doctor. Any student missing more than 9

days a semester or 18 days a year may be subject to failure for the year. The parent should call the school office on the day the student will be absent or send a handwritten note the day after the absence. When a child goes over the allowed days (9 a semester, 18 a year) a referral for truancy may be sent to the school attendance committee or the juvenile authorities. Parents can make a request for makeup work in advance by calling the office. Work can be picked up after classes are dismissed. Makeup work is the child's responsibility.

Pupils will be allowed the same number of days to complete makeup work for excused absences as they were absent or at the end of the term the teacher will give an incomplete on the report card to allow the child the allotted time to complete the makeup.

## **ATTENDANCE POLICIES:**

### **A. Philosophy**

Regular attendance relates directly to academic success, therefore, we require regular attendance of all students at St. Johns Middle School.

Absence from a scheduled class for any reason degrades academic performance and makes meaningful academic achievement difficult. The faculty and administration of St. Johns Middle School regard reliability and punctuality as desirable traits; these behaviors shall be taught and reinforced.

### **B. Definitions**

1. **Absence:** An absence takes place when a student fails to report to a scheduled class.
2. **Absence Limit:** The number of absences is 9 days per semester.
3. **Excused Absences:** An excused absence is defined as an absence which takes place with the knowledge and approval of the administration, teacher and/or the knowledge and approval of the parent or guardian prior to the absence.
4. **Truancy (ditch-unexcused):** A "Ditch" is an absence which takes place without the knowledge and approval of the administration, teacher or the parent/guardian. A student is considered truant, when they leave campus without checking out through the office. A student that is truant from school, will immediately be reported to the office.

### **C. Regulation**

Early communication with the office is encouraged if a student's attendance begins to be a problem.

For students who miss more than 20 days in a school year the student may be required to attend summer school in order to promote to the next grade level.

### **D. Homework**

Students are encouraged to get assignments prior to an absence. Parents can make a request for makeup work in advance by calling the office. Work can be picked up after classes are dismissed. Makeup work is the child's responsibility.

Students will be allowed the same number of days to complete makeup work (for excused absences) as they were absent for. At the end of the term, the teacher will give an incomplete as a grade to allow the student the allotted time to complete the makeup.

# SPECIAL EDUCATION

Special education includes specialized instruction or specialized services designed to meet a child with a disability's unique educational needs which cannot be met by the regular classroom teacher or parent for preschool students. These services will be provided through the school district at no cost to parents.

**Before a child can receive any special education service**, the child must be determined *eligible* according to an evaluation. The evaluation must assess all the areas related to the *suspected disability*. In order for a child to be considered *eligible*, the initial evaluation results must meet eligibility criteria (both in state definitions and evaluation data) for at least one of the disability classifications listed below:

ED	Emotional Disability	OI	Orthopedic Impairment
EDP	Emotional Disability	PMD	Preschool-Moderate Delay (Separate Facility, Private School)
MIMR	Mild Mental Retardation	PSD	Preschool-Severe Delay
HI	Hearing Impairment		
SLD	Specific Learning Disability	SLI	Speech/Language Impairment
MD	Multiple Disabilities	PSL	Preschool Speech/Lang. Delay
A	Autism	TBI	Traumatic Brain Injury
SMR	Severe Mental Retardation	MOMR	Moderate Mental Retardation
MDSSI	Multiple Disabilities Severe Sensory Impairment	VI	Visual Impairment
OHI	Other Health Impairments		

**Occupational and Physical Therapy (OT and PT)** evaluation and therapy assistance are provided for students enrolled in special education whose physical development warrants special assistance. Therapy may be direct or in conjunction with the classroom teacher, Physical Education teacher and parents.

## CHILD FIND (from 3 to 21 years old)

Contact your local school for children aged 3 – 21, if you are concerned about your child's development or performance in the areas that affect development and learning in school.

## NONDISCRIMINATION ON BASIS OF HANDICAP

The District will assure that no IDENTIFIED HANDICAPPED PERSON shall, on the basis of HANDICAP, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance.

## SECTION "504"

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;)
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

The S.J.U.S.D. will apply for a Collaborative Program Review grant to assess district procedures used in identification, evaluation, placement and delivery of special education and related services to students with disabilities. The application and all related documents are available for review by contacting Sharon Raban at S.J.M.S., Box 3030 St. Johns, AZ 85936. If there are any questions, please feel free to contact the school district at phone # 337-2279.



# **St. Johns Middle School Student Handbook**

**\*Homeless Policy\***  
**Honor Roll\*Grade System**  
**Promotion\*Graduation**  
**Section**

## **HOMELESS POLICY:**

The McKinney-Vento Act specifically protects homeless students by ensuring they have access to the same free, appropriate public education provided to other students. This act requires the St. Johns Unified School District to provide homeless students the education they need to ensure they have an opportunity to meet the same challenging performances standards as other students.

Copies of the District's Homeless Policy are available in each school's office and at the District office. For more information on the St. Johns Unified School District's Homeless Policy, contact Bryan Hollembeak at 928-337-4435 x 1303.

## **GRADE LEVEL PROMOTION:**

Promotion from grade-to-grade in grades 4-8 in the St. Johns Unified District is based on teacher recommendation. A teacher will base their recommendation: pupil performance; assignments; projects; tests, and district curriculum assessments. To earn a regular promotion a pupil must demonstrate minimum competence in the English, Math, Social Studies, Science and Reading academic areas. This will be shown by earning at least a 60% in each area, or passing at 60% or above in at least 3 areas and have an overall average of 65%, in the academic classes. If a child fails to perform at the required level for a regular promotion; the child's attendance, performance on Arizona Curriculum Standards and Achievement Tests Scores, will be taken into consideration as secondary factors for a regular promotion.

## **GRADING SYSTEM:**

Students at St. Johns Middle School are graded on a letter grade scale.

### **GRADE REQUIREMENTS:**

- A 90%-100% is given for work of such character as to merit special recognition.
- B 80%-90% is given for work that is above average.
- C 70%-80% is given for work that is an average level.
- D 60%-70% is given for work, which is below average but meets minimum requirements.
- F Below 60% is given for work, which is failing to meet minimum requirements.  
**59% or below = F**

## **EIGHTH GRADE GRADUATION AND PROMOTION ATTIRE:**

Students who successfully complete the graduation requirements for the 8<sup>th</sup> grade will receive a graduation certificate and will have the privilege of participating in the promotion exercise. Each year we hold a very nice promotion ceremony for family and friends to attend. We realize that this is not the culminating educational event in the life of our students and we hope that they will all go on to graduate from high school and perhaps college in years ahead. Keeping this in mind we have set some guidelines to help keep promotion expenses to a minimum.

1. Girls should wear a nice dress, not a formal dance dress.
2. Boys should wear a nice shirt and a pair of slacks (no suits or tuxedos, please).
3. All graduation clothing should meet school dress code. Dresses should cover the back and shoulders.

## HONOR ROLL CRITERIA:

- The honor roll is based on Grade Point Average (GPA) for the specified grading period.
- To make the Superintendent's Honor Roll a student must achieve a GPA of 4.0+ in core academic courses for the grading period.
- To make the Principal's Honor Roll a student must achieve a GPA of 3.667-3.99 in core academic courses for the grading period.
- To make the B-Honor Roll a student must achieve a GPA of 3.33-3.666 in core academic courses for the grading period.
- The grade scale used by the District to calculate Grade Point Average is:

Percent	Letter Grade	GPA
98-100+	A+	4.333
93-97	A	4.000
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.000
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.000
70-72	C-	1.667
67-69	D+	1.333
63-66	D	1.000
60-62	D-	0.667
0-59	F	0.000



# **St. Johns Middle School Student Handbook**

## **Student Behavior Plan Section**

## **STUDENT’S RIGHTS, RESPONSIBILITIES, CODE OF CONDUCT, AND SCHOOL DISCIPLINARY POLICIES AND PROCEDURES**

All students are entitled to enjoy the basic rights of citizenship that are recognized and protected by laws of this country and State for persons their age and maturity. Each student is obligated to respect the rights of classmates, teachers and all other school personnel. District schools shall foster a climate of mutual respect for the rights of others. Such environment will enhance both the educational purpose for which the District exists and the educational program designed to achieve that purpose.

Students who violate the rights of others, or who violate rules and regulations of the District or of their school are subject to appropriate disciplinary measures. These measures are designed to correct misconduct and to promote adherence to the responsibilities of citizens in the school community.

### **A. Code of Conduct**

The Student Code of Conduct applies to students in the following situations:

1. On the school ground immediately before, during and after school hours.
2. On the school grounds at any other time when the school is being used by a school group.
3. Off the school grounds at a school or district activity, function, or event.
4. On the way to and from school on district provided modes of transportation.

It is essential to remember that the purpose of St. Johns Middle School is to provide an optimum environment where learning can take place. No behavior will be permitted which will prevent other students from obtaining the most from their educational opportunities as students at St. Johns Middle School.

1. I will be honest in all my actions.
2. I will treat others the way I want to be treated.
3. I will extend courtesy and kindness to others.
4. I will respect our school building and people’s personal property.
5. I will strive for a sense of pride and cooperation in all our school programs.
6. I will have the courage to report incidents of bullying in any form and report the possession of drugs or weapons on the school campus.
7. I will up hold this Honor Code and will exhibit these behaviors when I represent our school off campus.

Consequences can range from a verbal warning to expulsion from school. Depending upon the nature of the violation, it is the School Board’s desire that a teacher/administrator take into account all other relevant factors in determining an appropriate penalty.

The ranges of penalties that may be imposed for violations of the code of conduct include, but are not limited to:

Verbal warning	Written warning
Written notice to parents	Counseling
Probation	Detention
Suspension from transportation	On-campus suspension
Suspension from athletic participation	Off-campus suspension
Suspension from social activities	Alternative School
Suspension from extra curricular activities	Expulsion
Involuntary transfer	
Saturday School	

These consequences may be imposed either alone or in combination.

### **B. Detention**

Detention means that a student must report to the school facility on assigned days for a period of time as a disciplinary measure for disobeying school rules and/or policies. The detention period will be during lunch and or after school on Monday – Friday in an assigned area. The rules and procedures of detention are as follows:

1. The student may bring their own lunch to the detention room if he/she wishes to eat lunch.
2. The student will report to lunchtime detention by 11:45 a.m. or to after school detention by 3:05 p.m., which will last until 4:05 p.m.
3. A student will bring books, pencil, paper, etc., and will do meaningful school work. If not, an assignment will be given the student by the detention monitor, which will be due at the end of the detention hour. It is noted that some detention periods may be spent cleaning up the school campus.

4. Missing detention without prior administrative approval will require a parent conference, and/or doubling the detention, Saturday School or suspension, per administrative discretion.
5. Transportation from Detention is not and will not be provided by the school. Students/Parents are responsible for their own transportation from Detention.

### **C. Saturday School Detention Rules**

Saturday School for 7<sup>th</sup> and 8<sup>th</sup> grade students will be held at the HIGH SCHOOL in Building A, classroom #4. On the assigned date students are to enter the high school by using the main east entrance door located next to the office.

Students are to be dropped off at the faculty parking lot located on the south side of the building.

Saturday School for 4<sup>th</sup> – 6<sup>th</sup> grade students will be held at the St. Johns Middle school library. Building B.

Students are to be dropped of at the east parking lot near the main office.

There will be no loitering before or after Saturday School by students or those giving students a ride to and/or from Saturday School. Students will not be allowed to associate with friends, relatives, family, or visitors during Saturday School.

Transportation to Saturday School is not and will not be provided by the school. Students/Parents are responsible for their own transportation to and from Saturday School.

Saturday School will begin at 8:30 a.m. The door will be locked at that time and no one will be admitted after that time. Dismissal will be at 11:30 a.m. and students must leave the school campus at that time.

There will be a five minute break at 9:45 a.m. Students may go to the restrooms, throw away paper, and sharpen pencils at that time.

Students will not be allowed to go to use the telephone at any time.

Students are responsible to bring enough HOMEWORK to keep busy the entire time. Homework, extra credit work, and library books are acceptable items to work on. At no time will recreational articles be allowed, such as: radios, cards magazines, etc. Students must report with the necessary supplies to study.

At no time are students permitted to sleep during Saturday School. Students are not to even give the appearance of sleeping while serving Saturday School.

There will be no talking without permission. Students are to remain in their assigned seats. Only good behavior is acceptable.

It is noted that some Saturday Schools may be used to clean up the school campus when deemed appropriate.

No student will be permitted to leave the assigned area, designated break area, or building during Saturday School.

There is no smoking at any time. This applies to anywhere on the school property.

The St. Johns Middle School Student Discipline Code, and all rules and regulations in the student handbook are in effect during Saturday School.

Failure to abide by the above stated rules will result in with more serious consequences.

Students who have conflicting circumstances on Saturday are not excused from the program. Only the administrators can excuse a student from his/her assigned Saturday School prior to the assigned date, and then only under emergency conditions. If a student is excused from his/her Saturday School date, he/she will serve on the next Saturday School date assigned, if possible. If not, a day of off-campus suspension will be assigned.

**Failure to attend Saturday School as assigned will result with more serious consequences per administrative discretion.**

### **D. Off-Campus Suspension**

Off-campus suspension can be assigned for one to ten days. A suspended student is not to be on school campus during the time period of his/her suspension. All schoolwork missed during the time of suspension may or may not be made up depending on the discretion of each grade level teachers. A student is encouraged to do the schoolwork, however, to keep up with the course content and to minimize the negative effect on his/her grades.

A suspended student is not to participate in any extracurricular activity during the time of suspension.

Long-term suspension means that a student is suspended for 11 or more days, up to the end of the current semester (year). Generally, long-term suspension will result in the withdrawal of the student from school, as credit will not be attainable.

### **E. Expulsion**

Is generally for the period of 1 year or longer.

Students in the St. Johns School District may be recommended for expulsion from school for any one or more of the following offenses:

1. Willful destruction of school property.
2. Public usage of vulgar or profane language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person.
3. Using or threatening to use a dangerous weapon on another student or staff member.
4. Assault on a student or staff member.
5. Theft or forgery.
6. Possession, usage, or pushing illicit drugs or drug paraphernalia.
7. Extreme behavior problems at school.
8. Excessive Disciplinary Infractions.

Note: Please be advised that violation of the civil law, especially the possession or consumption of alcohol and/or drugs will result in the student being turned over to the appropriate law enforcement agency and may result in suspension or expulsion.

### **F. Specific Disciplinary Actions for Certain Violations**

**1. Student Alcohol/Drug Abuse** For purposes of this policy, “drugs” shall include, but not be limited to:

- a. All dangerous controlled substances prohibited by law.
- b. All alcoholic beverages.
- c. Any prescription or patient drug, except those for which permission to us in school has been granted pursuant to Board policy.
- d. Hallucinogenic substances.
- e. Inhalants.

Possession and/or use or being under the influence of alcohol, controlled substance or drug paraphernalia shall result in the following consequences:

1<sup>st</sup> Offense: 10 days off-campus suspension, or if the student and parent agree, the following penalty will be assessed: 5 days off-campus suspension, and 2 days Saturday School detentions and substance abuse counseling by a certified counselor. Parents must show the administration proof of continued counseling throughout the time period determined by the certified counselor as being necessary. The fee for the counseling is to be paid for by the student.

2<sup>nd</sup> Offense: A 2<sup>nd</sup> offense of this policy, which occurs anytime a student is enrolled at St. Johns Middle School may result in long term suspension or expulsion.

The above discipline will be imposed independently of court action. In all instances involving controlled substances, the principal will report the matter to the proper legal authority.

### **2. Smoking/Possession of Tobacco Products**

1<sup>st</sup> Offense: 1 day off-campus suspension or tobacco cessation counseling.

2<sup>nd</sup> Offense: 3 days off-campus suspension with parent conference and referral to Juvenile Probation Office.

3<sup>rd</sup> Offense: Long term suspension/expulsion per administrative discretion.

### **3. Possession of Dangerous Weapons**

(Firearms, Clubs, Chains, Firecrackers, Large Knives, etc.) No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the District.

Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with District policies

and shall immediately report a violation of this policy to a peace officer, pursuant to A.R.S. 15-515, if the weapon is a deadly weapon or the student is a minor in possession of a firearm.

A student who violates this policy by carrying or possessing a firearm shall be subject to including but not limited to expulsion. Disciplinary action against a student with one or more disabilities shall be applied on a case-by case basis in accordance with District policies and state and federal special education laws.

For the purposes of this policy:

**Weapon** means any of the following:

- A firearm.
- A knife of any kind.
- A destructive device.
- A dangerous instrument.

**Simulated weapon** means an instrument displayed or represented as a weapon.

**Firearm** means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade.
- Any combination of parts that could be readily assembled to form a firearm.

**Destructive device** means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.
- Any collection of parts that could be readily assembled to form a destructive device.

**Dangerous instrument** means anything other than a firearm, knife, or destructive device that is carried or possessed by a student for the purpose of being used or being available for use to cause death or inflict serious physical injury.

**School premises** means the school, school grounds, school buses, or any premises, grounds or vehicles used for school purposes and includes premises where school-sponsored events (for example, athletic games and competitions, music competitions, etc.) are held away from District property.

**Deadly weapon** means any weapon designed for lethal use, including a firearm.

For violations of the weapon policy (excluding firearms) for possession only:

1<sup>st</sup> Offense: Confiscation and written warning. Weapon will be returned to parent/guardian only.

2<sup>nd</sup> Offense: Confiscation and 1-3 days off-campus suspension.

3<sup>rd</sup> Offense: Confiscation and a minimum of 3 days off-campus suspension. or up to a long-term suspension/expulsion per administrative discretion.

For violations involving possession of firearms or using or threatening to use any weapon: each offense; long term suspension or expulsion. It is noted that St. Johns Police Department may be called for any violation of the weapons policy per administrative discretion.

#### **4. Fighting**

1<sup>st</sup> Offense: Saturday School or 1-3 days off-campus suspension.

2<sup>nd</sup> Offense: 3-5 days off-campus suspension.

3<sup>rd</sup> Offense: 5-10 days off-campus suspension.

4<sup>th</sup> Offense: Recommendation for expulsion or long-term off-campus suspension, per administrative discretion.

#### **5. Assault Against Another Person**

1<sup>st</sup> Offense: Ranging from Saturday School to 2-5 days off-campus suspension.

2<sup>nd</sup> Offense: Same as third offense for fighting.

**It is noted that SJPD may be called when a fight or an assault occurs per administrative discretion.**

**6. Improper Language (classroom, halls, etc.)**

1<sup>st</sup> Offense: Consequences may vary from verbal warning to detention.  
Subsequent offenses: Administrative discretion.

**7. Improper Language (directed towards school employee)**

Each Offense: Consequences range from Saturday School to recommendation for Expulsion.

**8. Public Display of Affection**

Each Violation: May be addressed with verbal warning up to suspension.

**9. Sexual Harassment**

All individuals associated with the middle school, including, but not necessarily limited to, the administration, the staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion, per board policy ACA.

**10. Disruption of the Educational Process**

Each Offense: Administrative discretion ranging from parental conference to expulsion.

**11. Plagiarism/Cheating**

Each Offense: Administrative discretion ranging from verbal warning to expulsion.

**12. Hazing**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for, or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a “student” until graduation, transfer, promotion or withdrawal from the District school.

Definitions:

“Hazing” means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, or similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

Directions:

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

In accord with statute, violations of this policy do not include either of the following:

- Customary athletic events, contests or competitions that are sponsored by an educational institution.
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.

Consequences for hazing will range from verbal warning to expulsion.

**13. Bullying/Harassment**

A.R.S. 15-341 and the newly passed H.B. 2368, requires school districts to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school buses, school bus stops, and at school sponsored events and activities.

The administration of St. Johns Middle School will handle all reports of such behavior (from students, staff, or parents) and investigate all situations thoroughly. Disciplinary procedures for students who are found guilty of harassment, intimidation, or bullying will be carried out ranging from warning to expulsion per administrative discretion. It is also noted that law enforcement will be brought in where necessary.

**G. Excessive Disciplinary Infractions (infraction is defined as any need for disciplinary action that results in at least a detention).**

The following disciplinary procedures will occur for any infractions or combination of infractions. Infraction incidents will accumulate on a yearly basis, not by semester:

- 5<sup>th</sup> Incident: Parents notified.
- 8<sup>th</sup> Incident: Parents notified.
- 10<sup>th</sup> Incident: Parents conference will be required.
- 12<sup>th</sup> Incident: Parents notified and Saturday School will be assigned.
- 14<sup>th</sup> Incident: Student suspended out of school at least one day and parent conference will be required.
- 15<sup>th</sup> Incident: Long-term suspension and/or recommendation for expulsion per administrative discretion.

**H. Student’s Right to Due Process Procedure For Due Process/Student Rights**

- Off-Campus Suspension:
- 1. Informal meeting with principal or designee prior to suspension. This meeting to include parent(s) if desired.
  - 2. Student presented with charges, evidence and witnesses, if any, against him/her.
  - 3. Student given opportunity to deny charges, rebut evidence.

- For**  
Expulsion:
- Recommendation from the principal and superintendent to Board of Education
  - 1. Right to be present at Board of Education hearing.
  - 2. Right to counsel.
  - 3. Right to observe evidence.
  - 4. Right to question witness.
  - 5. Right to present evidence.
  - 6. A record of the hearing will be kept.
  - 7. The findings of the Board shall be reduced to writing and sent to student and parent.

**I. The School’s Rights & Responsibilities in Conducting searches & Interrogations**

**1. Searches**

The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the students(s) exists, or that it has been used in an illegal manner.

Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remains the property of the school and are subject to its control and supervision. (Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel.)

**2. Interrogations**

The School District has legal custody of students during the school day and during approved curricular activities. It is the responsibility of the school administration to make an effort to act on behalf of parents in their absence with respect to interrogations by law enforcement officials.

When possible, the parents of a student to be interrogated will be contacted before the interrogation. During the time a student is being interrogated in school by a police officer or other outside officials, the jurisdiction of the student resides with the District and its employees. A parent or school administrator may be present during these interrogations. When a student is taken into custody (arrested), the arresting officer shall be requested to notify the student’s parents or guardian. The arresting officer will be asked to complete and sign a “Form for Signature of Arresting Officer.” School personnel shall make every reasonable effort to make sure parents have been notified that a child has been taken into custody and/or has been interrogated by legal authorities. The personnel of the District shall cooperate fully with the police. When the arrest is formally made, the District and its employees no longer exercise jurisdiction over the student.

## **J. Cell Phones and Electronic Devices**

St. Johns Middle School has determined that cell phones and electronic devices have limited or no educational value and their use may create a distraction to the learning environment. Therefore, student possession of them at School is only allowable subject to the following rules and regulations:

- The school is NOT responsible for the loss/theft of any cell phone, electronic device, or related item. If a student brings such an item to school, it will be at their own risk.
- Cell phones and electronic devices are not to be seen, heard, or used (this includes: emailing, texting, picture taking, videoing or anything else pertaining to their capabilities.) during the course of the school day. (Except during recess or the lunch period).
- Cell phone and electronic devices usage is strictly prohibited in classrooms, locker rooms, restrooms, and shower facilities.

Failure to abide by the rules and regulations of this policy will result in the following consequences:

1<sup>st</sup> Offense: Confiscation - phone or electronic device will be returned to the student at the end of the school day.

2<sup>nd</sup> Offense: Confiscation - phone or electronic device will be returned only to the parent/guardian.

3<sup>rd</sup> Offense: Student will lose the privilege of possession of his/her cell phone or electronic device for the remainder of the year.

Any subsequent offenses are subject to consequences to discretion of the Administration.

**All confiscated cell phones and electronic devices are to be turned into the office.**

- *Per principal approval a teacher may request the use of electronic devices in the classroom if they are being used to enhance the educational environment.*

## **K. STUDENT DRESS CODE**

### **REGULAR SCHOOL DAY - STUDENT DRESS CODE**

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress which disrupts the educational process will not be allowed.

1. All students must wear some kind of soled footwear while at school.
2. Clothing with any kind of alcohol, drug, tobacco, sexual graphics or obscene language is not permitted.
3. Bare midriffs, bare backs, see-through blouses, tank tops, muscle shirts, halter tops, crop tops, clothing with inappropriate holes and slits, spandex shorts and ragged cutoffs are not allowed. Tops should be long enough so that the tummy does not show.
4. Hats or headwear are not to be worn on school campus during the normal school day. If a hat is brought to the school it should be stored in a locker or backpack. On cold days, stocking caps may be brought to wear outside, but should be placed in lockers or coat pockets while inside.
5. Sunglasses, unless prescribed by a physician, are not to be worn on campus
6. Gang related clothing will not be allowed: extra long belts, baggy pants, long shirts, colors, bandannas, chains, etc. Belts should be inside belt loops. Pants that are so large they would fall down without belts are not to be worn and not sag down below normal belt line. Shirts that extend beyond the pocket of the pants must be tucked inside of the pants.
7. Students may wear pants, sweats, shorts, dresses or skirts provided the length is to the knee or below. Coats or jackets may be worn, but the clothes under the coat or jacket must meet dress code
8. Underclothing should be covered completely.
9. Hairstyles (or unnatural colors) that interfere with a child's learning (covers their eyes), conveys gang affiliation or presents safety concerns are not to be worn.

### **Consequences for not following the dress code:**

The student can be sent home to change, if unable to go home or have a change of clothes brought, the pupil will be asked to wear items the school will provide for them. The second time a pupil has to be sent home to change clothes because of a dress code violation, they will receive an incident report, and each additional violation will also result in an incident report.

**All of the above Consequences are subject to review at the discretion of the Administration.**

## Conflict Resolution Procedures

Community members, parents and staff members: We appreciate your suggestions and input. We strive to provide a quality, safe learning environment for all students. We hope to work together as a team to meet the needs of our students. We realize that from time to time problems do arise.

If you have a concern or complaint with one of our staff members, please follow this board approved plan for conflict resolution.

1. First talk to the person that you have the concern with. Over 90% of all problems are taken care of at this level.
2. If you still feel that your concern has not been addressed properly, then contact that persons Supervisor, or one of the principals.
3. Then the School Superintendent.
4. Finally the School Board. (Please remember that a School Board member has to be very careful, not to receive too much information or become involved early on. If they do and your concern comes before the Board, that member may need to declare a conflict of interest and they could not be of any assistance to you).

Thank you for your understanding.

Here are the names and phone numbers of the Supervisors, Assistant Principals, Principals, and Superintendent for your use.

Roger Heap, High school Principal	337-2221	Ext. 1005
Dave Bradshaw, High School Assistant Principal	337-2221	Ext. 1004
Tim Raban, Middle School Principal	337-2163	Ext. 1202
Brian Hollembeak, Coronado Principal	337-4435	Ext. 1303
Sharon Raban, Special Services Director	337-2174	Ext. 1207
<b>Nelson Davis, Maintenance/Transportation Director</b>	<b>337-2255</b>	<b>Ext. 1017</b>
Kay Hauser, Food Service Director	337-2255	Ext. 2236
Catherine Patterson, Finance Director	337-2255	Ext. 1106
Edward Burgoyne, Superintendent	337-2255	Ext. 1105



# **St. Johns Middle School Student Handbook**

## **Athletic Section**



## ST. JOHNS MIDDLE SCHOOL POLICIES & GUIDELINES FOR SCHOLASTIC & EXTRACURRICULAR ACTIVITIES

St. Johns Middle School believes that student activities are an important element of the total school curriculum. Student activities provide students with avenues for relevant expression and experience. We want the students to be able to participate, but we want them to see the whole picture as well.

### Student Sport Activity Fees

Each student that wishes to participate in 1 or more sports for the 2016-2017 Season will need to pay a \$20.00 sports Activity Fee.

Extracurricular activities are defined as all activities for which no credit is earned (including interscholastic competition). We offer the following activities:

<u>SPORTS</u>	<u>WHEN OFFERED</u>	<u>STUDENTS THAT CAN PARTICIPATE</u>
SOFTBALL	FIRST 9 WEEK GRADING PERIOD	7 <sup>TH</sup> & 8 <sup>TH</sup> GRADE GIRLS
FOOTBALL	FIRST 9 WEEK GRADING PERIOD	7 <sup>TH</sup> & 8 <sup>TH</sup> GRADE BOYS
VOLLEYBALL	SECOND 9 WEEK GRADING PERIOD	7 <sup>TH</sup> & 8 <sup>TH</sup> GRADE GIRLS
WRESTLING	SECOND 9 WEEK GRADING PERIOD	4 <sup>TH</sup> THROUGH 8 <sup>TH</sup> GRADERS
BASKETBALL	THIRD 9 WEEK GRADING PERIOD	7 <sup>TH</sup> & 8 <sup>TH</sup> GRADE GIRLS AND BOYS
TRACK	FOURTH 9 WEEK GRADING PERIOD	4 <sup>TH</sup> THROUGH 8 <sup>TH</sup> GRADERS

**A. SCHOLASTIC ELIGIBILITY FOR EXTRACURRICULAR  
"NO PASS...NO PLAY"**

Scholastic eligibility criteria to determine student participation is as follows:

1. Grade checks will be performed every Monday. If a student has a failing grade in any subject they will be ineligible to participate in any extra curricular activity. They will be allowed to practice but may not wear their uniforms to school on game day, travel with the team or participate in the game. If at the next grade check they have all passing grades they are restored to full eligibility. The first grade check of the year will be on the third Friday/Monday of the Beginning of the School Year and a grade check will be conducted each week thereafter. All teachers are required to keep their grades updated and have all necessary grades entered into the computer before grades are printed each Monday morning. Every Monday the respective coaches will be given a list of eligible players. It is the coach's responsibility to inform their players of their eligibility status.

NOTE: The purpose of the new process is to ensure that all our students have a greater opportunity to maintain scholastic eligibility! We want them to succeed on and off the court, mat or playing field!

2. The principal or designee will certify a student's ineligibility status following the ineligibility certification. The student becomes ineligible to participate in any extracurricular activity by the end of the school day on which the ineligibility is certified by the administrator. An ineligible student may NOT travel with the club or team.

3. Students participating in the St. Johns Middle School Interscholastic Athletics are required to submit evidence of being physically fit as verified by a physician. A physical exam form must be presented to the office and be on file before a student is permitted to practice with the team.

4. It is also noted that to be able to participate in *extracurricular athletics*, a student must have on file a copy of *his/her birth certificate, proof of insurance, waiver of liability and signed code of conduct.*

5. If a student is absent from school, the student will not be allowed to participate in any extracurricular function the evening or the day the excused or unexcused absence occurred. A student must be in attendance for at least one-half of the school day of an activity/game or on the day prior if a game is on Saturday, holiday, or vacation. Also, participation in weeknight games is not an excuse for absence the day following the game. (St. Johns Middle School Athletic Rule: If the student is absent from practice the day before a game, the student will not be allowed to start that next day!)

The responsibility for the enforcement of this rule rests with the coach in charge of the activity. If it is felt that a justifiable reason exists to make an exception to the rule, the final decision will be made by the principal in accordance with A.I.A. regulations.

6. Any student whose general behavior prevents a problem or jeopardizes general school discipline will be restrained from participation in extracurricular activities until such time his/her behavior warrants reinstatement.

**B. ADMISSION FEE FOR INDOOR ATHLETIC EVENTS AND THE CONCESSION STAND**

1. Admission fees for Indoor Athletic Events will be \$1.00 per student from 5 yrs. to 14 yrs.; 14 yrs. to adult will be \$2.00 each. Family price for 4 or more will be \$5.00 per family!

2. The Concession Stand is a fund raising activity. (Concession Stand Schedule will be maintained by the SJMS Student Council.) All funds raised will be deposited in the St. Johns Middle School Activity Account by the school secretary. The law requires that all accounts be handled in this manner.

## Homeschoolers and School Activities

1. What is a home schooled student?

Homeschool means a nonpublic school conducted primarily by the parent, guardian or other person who has custody of the child or nonpublic instruction provided in the child's home. The parent or guardian assumes the teaching responsibility in the required subject areas and is responsible for all associated costs.

A child enrolled in publicly funded distance learning or virtual school program is classified by law and the program as a public school student and can therefore not be classified as a homeschooled student.

Public school at home is not the same as homeschooling/home education. It is public school at home.

Any enrollment in a publicly funded program puts the student under the authority of the public school and causes them to be subject to public school requirements and regulations including AIMS or future state testing requirements.

2. A home schooled student who presents the school with the proper affidavit from the county school superintendent showing they are a registered home school, may participate in all extra-curricular activities at our school provided that they pay any fees and meet all other requirements associated with the activity that the enrolled students are required to meet.
3. For activities at our school that have a daily class associated with them such as Academic Decathlon, Band, Choir and Orchestra, the student must also enroll in the associated class and attend regularly just as the SJMS students do in order to participate in any other part of that activity.
4. A student that is enrolled in any other publically funded, online charter school or distance learning or virtual school in any amount whether it is one class or several, will not be permitted to be involved in any of our extra-curricular activities. Other than legitimate homeschooled students, all others must be registered as full time students in SJHS/SJMS only.
5. White Mountain League Rules also apply when considering any eligibility for interscholastic activities.



# **St. Johns Middle School Student Handbook**

## **Medical Section**

**IF YOU NEED THE FOLLOWING FORMS,  
THESE COPIES WILL BE AT THE SJMS OFFICE:**

- Students on Continuing Medications through the Sch. Yr.
- Request for Giving Medicine at School Form
- SJMS –Keeping Children Home Due to Illness Info. Pages
- SJMS Athletic Packet
- SJMS Incident Report Form (Athletic Incident Form)

## HEALTH & ACCIDENT PROCEDURES

ALL INJURIES OF ANY CONSEQUENCE ARE TO BE REPORTED TO THE NURSE ASSISTANT OR PRINCIPAL AT ONCE! A complete report, including name, witnesses and other important information must be completed by the office.

Pupils may be dismissed from class to see the nurse assistant at any time if the teacher considers it necessary. Pupils who are ill or injured will be sent to the school nurse assistant for attention.

When a pupil is excused from class to go to the nurse's office, the teacher will issue a permission slip to the pupil. The slip is to be returned to the teacher when the pupil returns to the class.

**\*\* A PUPIL MAY VISIT THE NURSE AT ANY TIME AND WITHOUT A PERMISSION SLIP IN AN EMERGENCY ONLY \*\***

Parents will be contacted for accidents of a serious nature. If it appears to be a medical emergency, the child will be taken to a health care facility or an EMT will be called. Please be sure the school has emergency numbers for you and your doctor's name. If your child shows symptoms of being ill (fever, nausea, etc.) please do not send them to school).

**PLEASE GET THE STUDENT PROFILES INTO THE SJMS OFFICE AS SOON AS POSSIBLE. (PLEASE NOTE THAT THE SJMS OFFICE CAN NOT PROVIDE ANY MEDICAL ATTENTION WITHOUT THIS FORM ON FILE.)**

### HALL PASSES TO THE NURSES OFFICE:

Any student in the hallway during class time without a proper hall pass is subject to discipline action. It is a student's responsibility to obtain a hall pass from his/her teacher when leaving the classroom. **Please note that the office will not provide 1<sup>st</sup> Aid to students without a note from the teacher, unless it is a medical emergency! (Going to the office to get Tylenol is not a medical emergency!)**

**ALL MEDICINE AND PILLS MUST BE DISPENSED THROUGH THE SCHOOL NURSES OFFICE. STUDENTS MAY CARRY INHALERS AND INSULIN, AS LONG AS THEY ARE RESPONSIBLE FOR THEM!**

### DENTAL, MEDICAL APPOINTMENTS, ETC.:

Any pupil who desires to leave school during the day for medical and dental appointments must be signed out by the parent in the school office. A student will be released with a written note from the parent, verified by a phone call to the office.

**NO PUPIL IS EVER TO LEAVE SCHOOL WITHOUT PERMISSION FROM THE OFFICE.**

### IMMUNIZATIONS:

- The Arizona Department of Health Services Immunization Department states that Children who are in sixth grade and are 11 years old have to get one dose of meningococcal vaccine and one dose of Tdap- tetanus, diphtheria and pertussis vaccine. The Arizona Department of Health recommends children are vaccinated before school starts. If a sixth grader is 10 years old, the child is required to get the shot within a month after turning 11 years old.
- All students entering the 7th grade MUST have their 2nd MMR and have started the Hepatitis B series, OR they will not be admitted to school until they have started the immunization series. STATE LAW ARS-36-672

## AHERA ANNUAL NOTIFICATION INFORMATION:

As per the United States environmental Protection agency's Asbestos Hazard Emergency Response Act [(AHERA) 40 CFR Part 763], an inspection for the presence of asbestos-containing building materials has been completed, and an Asbestos Management Plan developed, for St. Johns Unified School District.

The inspection report and asbestos management plan file are available for review in the district office during normal office hours 7:00 am – 4:00 pm. These documents include information regarding inspections, re-inspections, response actions, post-response actions, including periodic re-inspection and surveillance activities that are planned or in progress, upon request, copies will be provided for a reasonable charge.

As required by the USEPA additional inspections of the school are conducted every six months by properly accredited staff of St. Johns Unified School District.

Should you require additional information in the matter, please do not hesitate to contact the district office at 938-337-2255.

## FERPA NOTIFICATION

### Family Educational Rights & Privacy Act (FERPA)

#### *Photo Release/Directory Information Opt Out Request*

The Family Educational rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. Educational records subject to this protection include all academic, attendance, health, guidance and special service reports. FERPA requires schools to inform parents and students annually of these rights, such as by this notice for the current school year. Under FERPA, parents and students over 18 years of age (eligible students) have the following rights:

(1) Parents and eligible students have the right to inspect and review the student's educational record within 45 days from the date in which the school receives a request for access.

Parents or eligible students who wish to review their records should submit a written request that identifies the record(s) they wish to inspect to the school principal or other appropriate "school official. A "school official" is a person employed by the district as an administrator, supervisor, instructor or support staff (including health or medical staff and law enforcement personnel), school board member, or a person or company with whom the district has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist or evaluator).

After processing the written request for inspection of a student's education records, the school official will make arrangement for the access and notify the parent or eligible student of the time and the place where the records may be inspected. A copy fee of \$0.25 per page may be charged provided that such fee does not effectively prevent parents or eligible students from exercising their rights to inspect and review these records.

(2) Parents and eligible students have the right to request the amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who seek to amend a record should submit a written request to the school principal which clearly identifies the part of the record they want changed, and why it is incorrect or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing and their right to file a complaint with the Family Policy Compliance Office at the U.S. Department of Education. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Please note that the school is not required to consider requests for amendment under FERPA that: (1) seek to change a grade or disciplinary decision; (2) seek to change opinions or reflections of a school official or other person reflected in an education record; or (3) seek to change a determination with respect to a child's status under special education programs.

(3) Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without their consent.

Generally, schools must have written permission/consent form the parent or eligible student in order to release any information from a student's education records. However, FERPA allows schools to disclose records, without consent, to the following parties or under the following conditions:

- to a school official with a legitimate educational interest (i.e., the official needs the record to fulfill his or her professional responsibility);
- to another school district to which the student seeks or intends to enroll;
- to specified officials for audit or evaluation purposes;
- to appropriate parties in connection with financial aid to a student;
- to organizations conducting certain studies on behalf of the school;
- to accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- to appropriate officials in cases of health and safety emergencies; and
- to state and local authorities, within the juvenile justice system, pursuant to specific state law.

In addition, schools are also permitted to release information, without prior written consent of the parents or eligible student, which has been appropriately, designated a "directory information" by the district. St. Johns School District has designed the following information as "directory information":

- students name
- address
- telephone listing

- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- photograph
- degrees, honors and awards received
- date and place of birth
- enrollment status
- the school most recently previously attended if not Grand Island

Note: Specific examples include honor roll, merit roll, annual yearbook, playbills and graduation programs.

Directory information, which is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) such as St. Johns School District to provide military recruiters, upon request, with three directory information categories – name, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want St. Johns Middle School to disclose “directory information “from your child’s education records, you must notify the building principal in writing that you do not want “directory Information” disclosed. The written notice to the principal about directory information must be received not later than 15 days after the start of the school year (or within 15 days of newly enrolling in the district). A notice is provided below.

(4) Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the St. Johns School District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-5920



# Handbook

# Read & Sign



Dear Parents,

Please read, sign and return this paper to the middle school office.

I, \_\_\_\_\_, have read

The St. Johns Middle School Handbook with my child,

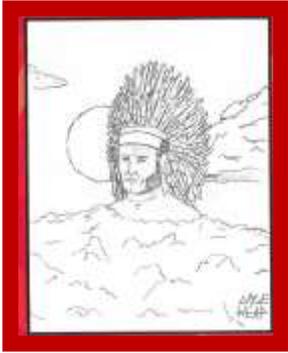
\_\_\_\_\_. (GRADE: \_\_\_\_\_)

Thank you for your time and effort in helping to make this a great school year.

**\*\*\*THIS PAGE NEEDS  
TO BE TURNED INTO  
SJMS OFFICE!\*\*\***

**2016-17**

# SJMS SPORTS ACTIVITY FEE SHEET



## Read & Sign

Dear Parents,

Please read, sign and return this paper to the middle school office.

I, \_\_\_\_\_, have noted that my child, \_\_\_\_\_. (GRADE: \_\_\_\_\_) will be participating in SJMS Sports for the year 2016-2017. Sports: \_\_\_\_\_

Enclosed with this page, please find my \$20.00.

Thank you for your time and effort in helping to make this a great school year.

**\*\*\*THIS PAGE NEEDS  
TO BE TURNED INTO  
SJMS OFFICE!\*\*\***

**2016-17**