

**St. Johns Middle School**  
**Parent & Student Handbook**  
**2020-2021**



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

## **SCHOOL BOARD MEMBERS**

Eve Patterson, President

David Eisley

Brent Overson

Leslie Wenhardt

Delos Bond

## **ADMINISTRATION**

Superintendent: Edward Burgoyne

## **ST. JOHNS MIDDLE SCHOOL**

Lara Olsen, Principal

Shaylee Leslie, School Secretary

Lanise Sanders, Medical & Office Secretary



**NONDISCRIMINATION:** The District affirms that it does not discriminate on the basis of race, color, national 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.

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# General Section

## 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
Lara Olsen, Middle School Principal	337-2163	Ext. 1202
Courtney Bond, Coronado Principal	337-4435	Ext. 1303
Luz Winter, Special Services Director	337-2174	Ext. 1207
Nelson Davis, Maintenance/Transportation Director	337-2255	Ext. 1017
Kay Hauser, Food Service Director	337-2255	Ext. 2236
Kimberly Dugdale, Finance Director	337-2255	Ext. 1106
Edward Burgoyne, Superintendent	337-2255	Ext. 1105



# St. Johns School District 2020-2021 CALENDAR

## August 2020

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					

**11-14:** Staff Preparation  
**17:** First Student Day

Student Days: 11  
HS Student Days: 9  
Teacher Days: 15

## September 2020

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			

**7:** No School- Labor Day  
**11:** No School- Fair

Student Days: 20  
HS Student Days: 17  
Teacher Days: 20

## October 2020

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

**12:** No School -Columbus Day

Student Days: 21  
HS Student Days: 16  
Teacher Days: 21

## November 2020

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					

**11:** No School- Veteran's Day

**25-27:** No School- Thanksgiving Break

Student Days: 17  
HS Student Days: 14  
Teacher Days: 17

## December 2020

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		

**21-Jan 1:** Christmas Break

Student Days: 14  
HS Student Days: 11  
Teacher Days: 14

## January 2021

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						

**4:** School Will Resume  
**18:** No School- MLK Day

Student Days: 19  
HS Student Days: 15  
Teacher Days: 19

## February 2021

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						

**15:** No School- President's Day

Student Days: 19  
HS Student Days: 15  
Teacher Days: 19

## March 2021

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			

**15-19:** No School- Spring Break

Student Days: 18  
HS Student Days: 15  
Teacher Days: 18

## April 2021

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	

**2:** No School- Good Friday or Snow Day if needed

Student Days: 21  
HS Student Days: 17  
Teacher Days: 21

## May 2021

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					

**27:** Early Release: MS Promotion  
**28:** Last Day for Students & Staff

Student Days: 20  
HS Student Days: 16  
Teacher Days: 20

May 27: Middle School Promotion  
May 28: High School Graduation

October 14 = 40th Day  
January 27 = 100th Day  
HS October 27 = 40th Day  
HS March 3 = 100th Day

S1 Student Days: 83  
S2 Student Days: 97  
SIHS Student Days: 67  
S2 HS Student Days: 78  
Total Student Days: 180  
Total HS Student Days: 145

## End of Grading Period

1st Quarter: October 9  
2nd Quarter: Dec. 18  
3rd Quarter: March 12  
4th Quarter: May 28

HS-1st Quarter: October 8  
HS-2nd Quarter: Dec. 17  
HS-3rd Quarter: March 11  
HS-4th Quarter: May 27

S1 Teacher Days: 87  
S2 Teacher Days: 97  
Total Teacher Days: 184

## Calendar Outline

- August 10: New Teachers Begin
- August 11: All Staff Begin
- August 17: First Student Day
- September 7: Labor Day
- September 11: Apache Co. Fair
- October 12: Columbus Day
- November 11: Veterans Day Observed
- November 25-27: Thanksgiving Break
- December 21 - January 1: Christmas Break
- January 18: Martin Luther King Jr. Day
- February 15: Presidents Day
- March 15-19: Spring Break
- April 2: Good Friday/Or Snow Day if needed
- May 27: Middle School Promotion
- May 28: Last Teacher/Student Day; High School Graduation

## Early Release Days

- All Friday's
- May 27: Middle School Promotion
- May 28: High School Graduation

Board Approved: 3-5-2020

**St. Johns Middle School**  
**CONTACT INFORMATION 2020-2021**  
**SJMS (928) 337-2132**

<b>STAFF MEMBER</b>	<b>POSITION</b>	<b>EXT</b>	<b>EMAIL ADDRESS</b>	<b>Birthday</b>
Anway, James	Teacher-C7	2210	<a href="mailto:janway@sjusd.net">janway@sjusd.net</a>	April 10
Ashton, Marcie	Soc. Studies – D11	2002	<a href="mailto:mashton@sjusd.net">mashton@sjusd.net</a>	August 6
Barker, Jason	Custodian		<a href="mailto:jbarker@sjusd.net">jbarker@sjusd.net</a>	November 2
Bond, Candice	Speech/OT/PT	2089	<a href="mailto:cbond@sjusd.net">cbond@sjusd.net</a>	January 10
Bradshaw, Mella	Teacher-A2	2225	<a href="mailto:mbradshaw@sjusd.net">mbradshaw@sjusd.net</a>	July 10
Cluff, Hannah	Band Director-B	2207	<a href="mailto:hcluff@sjusd.net">hcluff@sjusd.net</a>	July 29
Conway, Annamae	Aide-A		<a href="mailto:aconway@sjusd.net">aconway@sjusd.net</a>	August 25
Cox, Shanna	Custodian		<a href="mailto:scox@sjusd.net">scox@sjusd.net</a>	November 4
Crandell, Celleste	Aide-C4	2230	<a href="mailto:ccrandell@sjusd.net">ccrandell@sjusd.net</a>	November 21
Crosby, Carrie	Teacher-A3	1209	<a href="mailto:ccrosby@sjusd.net">ccrosby@sjusd.net</a>	May 3
Crowe, Cassandra		2230	<a href="mailto:ccrowe@sjusd.net">ccrowe@sjusd.net</a>	January 17
Cuiriz, Petra	SPA		<a href="mailto:pcuiriz@sjusd.net">pcuiriz@sjusd.net</a>	October 2
Diggs, Rebecca	Reading Specialist-C11	2203	<a href="mailto:rdiggs@sjusd.net">rdiggs@sjusd.net</a>	September 20
Flygare, Bev	General Music-D1	2216	<a href="mailto:bflygare@sjusd.net">bflygare@sjusd.net</a>	August 30
Gonzales, Cecilia	Custodian			October 7
Gore, Robin	Special Services Secretary	1206	<a href="mailto:rgore@sjusd.net">rgore@sjusd.net</a>	May 24
Greer, Mary	Teacher-D3	2231	<a href="mailto:mgreer@sjusd.net">mgreer@sjusd.net</a>	July 21
Hall, Leisa	Aide-A5	2205	<a href="mailto:lhall@sjusd.net">lhall@sjusd.net</a>	July 13
Hansen, Gina	Teacher-C2	2217	<a href="mailto:ghansen@sjusd.net">ghansen@sjusd.net</a>	May 15
Hansen, Jerald	Sped Teacher	2307	<a href="mailto:jhansen@sjusd.net">jhansen@sjusd.net</a>	January 23

Hauser, Kay	Cafeteria Manager	2235	<a href="mailto:khauser@sjusd.net">khauser@sjusd.net</a>	August 18
James, Lisa	Teacher-C10	2224	<a href="mailto:ljames@sjusd.net">ljames@sjusd.net</a>	December 9
Jarvis, Amy	Teacher-C9	2227	<a href="mailto:ajarvis@sjusd.net">ajarvis@sjusd.net</a>	April 10
Jensen, Shirley	Aide-C11	2022	<a href="mailto:sjensen@sjusd.net">sjensen@sjusd.net</a>	December 8
Jewel, Dixie	Aide-D8	2200	<a href="mailto:djewel@sjusd.net">djewel@sjusd.net</a>	July 12
Jurado, Julia	Custodian			June 19
Kizzar, Jacque	ELA-D6	2202	<a href="mailto:jkizzar@sjusd.net">jkizzar@sjusd.net</a>	July 28
Leslie, Shaylee	Secretary	2226	<a href="mailto:sleslie@sjusd.net">sleslie@sjusd.net</a>	October 20
Lindsey, Kaylin	Aide-C11	2308	<a href="mailto:klindsey@sjusd.net">klindsey@sjusd.net</a>	August 6
Lindsey, Wendy	Sr. Noteworthy Choir	2216		September 7
Mora, Carol	Teacher-C1	2201	<a href="mailto:cmora@sjusd.net">cmora@sjusd.net</a>	November 15
Moter, Amy	Teacher-C4	2230/ 2020	<a href="mailto:amoter@sjusd.net">amoter@sjusd.net</a>	February 11
Moter, Shondra	Aide-C4	2230	<a href="mailto:smoter@sjusd.net">smoter@sjusd.net</a>	November 25
Myers, Kathy	Librarian	2229	<a href="mailto:kmyers@sjusd.net">kmyers@sjusd.net</a>	September 4
Nielsen, Keirsten	Math-D10	1212	<a href="mailto:knielsen@sjusd.net">knielsen@sjusd.net</a>	April 18
Olsen, Lara	Principal	1202	<a href="mailto:lolsen@sjusd.net">lolsen@sjusd.net</a>	October 29
Price, Ruthie	Orchestra Director- D2	2228	<a href="mailto:rprice@sjusd.net">rprice@sjusd.net</a>	December 29
Raban, Kyrie	SPA-Gym		<a href="mailto:kraban@staff.sjusd.net">kraban@staff.sjusd.net</a>	February 1
Raykovitz, MaryJo	Special Education Teacher-D8	2200	<a href="mailto:mraykovitz@sjusd.net">mraykovitz@sjusd.net</a>	April 8
Romero, Mary	Aide-A10		<a href="mailto:mromero@sjusd.net">mromero@sjusd.net</a>	July 4
Sanders, Lanise	Admin Asst/Athletic Director	1203	<a href="mailto:lsanders@sjusd.net">lsanders@sjusd.net</a>	April 13
Sealy, Hannah	Teacher-A4	2232	<a href="mailto:hsealy@sjusd.net">hsealy@sjusd.net</a>	February 21

Smith, Kileen	Math - D5	1020	<a href="mailto:ksmith@sjusd.net">ksmith@sjusd.net</a>	November 13
Sundahl, Maren	Jr. Noteworthy Choir	2216		December 12
Udall, Kirstin	Teacher-C2	2210	<a href="mailto:kudall@sjusd.net">kudall@sjusd.net</a>	February 5
Villagomez, Jessica	Aide- D8	2200	<a href="mailto:jvillagomez@sjusd.net">jvillagomez@sjusd.net</a>	April 4
Vise, Kimberly	Aide-A10		<a href="mailto:vkimberly@sjusd.net">vkimberly@sjusd.net</a>	December 26
Waite, Missy	Special Services Secretary #2	1205	<a href="mailto:mwaite@sjusd.net">mwaite@sjusd.net</a>	July 6
Wengert, Janet	Science-D12	2214	<a href="mailto:jwengert@sjusd.net">jwengert@sjusd.net</a>	March 29
Winter, Luz	Special Education Director	1207	<a href="mailto:lwinter@sjusd.net">lwinter@sjusd.net</a>	September 21



## DAILY SCHEDULES 2019-2020

School Begins at 8:00am for grades 4-8  
M-Th Dismissal: 4-6 grade at 2:30, 7-8 grade 3:10  
Friday Dismissal: 4-8 grades dismiss at 1:10pm

### **Lunch:**

<b>11:30-11:50</b>	5 <sup>th</sup> Grade Lunch
<b>11:50 – 12:10</b>	4 <sup>th</sup> Grade Lunch
<b>12:10-12:30</b>	6 <sup>th</sup> Grade Lunch
<b>12:30 – 12:53</b>	7 <sup>th</sup> Grade Lunch
<b>12:53-1:16</b>	8th Grade Lunch

Grade	Fitness Break
4th grade	10:00-10:30
5th grade	11:00 – 11:30
6th grade	10:30 – 11:00
7th grade	12:53 – 1:17
8th grade	12:30 - 12:53

## GENERAL INFORMATION

### **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 8:00 a.m. to 4:00 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 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. Board Policy States: Items provided by the district for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain 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 without notice, by school personnel.

## **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.

## **PLAYGROUND RULES**

1. Student behavior on the playground will not cause a problem for anyone else, and students will do what the teachers ask on the playground.
2. Students will not go down the slides head first or standing. Students will not climb up the sides or block the top or bottom of the slides.
3. Students will not climb or stand on top of the tunnel slides.
4. Students will not stand up, swing double, or bail out of the swings. Students will not block or run between the swings.
5. Students will not walk on top of the parallel bars.
6. Students will not climb on the guardrails on the playground steps.
7. Students will not play contact games, tackle, and trip or hit anyone on the playground.
8. Students will not play with baseballs or bats on the playground unless a teacher is in charge of the game.
9. Students will not throw sticks or rocks or use them to hit anyone.
10. Students will not climb on the trees or pull on the branches.
11. Students will not use wall balls (Hard rubber balls) on the school campus.

## **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 have filled out and signed the lunch release form. 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, SCOOTERS, AND HEELYS:**

St. Johns Middle School does not allow the use of roller-skates, skateboards, scooters, or Heelys on the school campus. Uneven or cracked surfaces or 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.

## **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.

## **COLD WEATHER**

We will only have inside recess during the school day, if the temperature is below 20 degrees F, or if there is heavy snow or rain fall. We do take into account the wind chill when determining the temperature. We have used this guideline in the district for quite some time. If your child does not have a coat there are many coats in the lost and found they can use. Of course kids with health issues can be exempt. Our policy is much like many other schools in the White Mountain areas. Children benefit from vigorous exercise and need to be given the opportunity to play outside whenever possible.

## **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.

## **FIELD TRIPS:**

The 4<sup>th</sup>-5<sup>th</sup> grade is allowed 2 field trips per year within a 60 mile radius of St. Johns. The 6<sup>th</sup>-8<sup>th</sup> grades are allowed one major field trip, with Phoenix and Albuquerque being the furthest destinations. Classes may also take 2 field trips per year inside the district area that requires bussing. Walking trips require Principal approval and parent notification. Trips to school functions at other sites, such as, a Fine Arts Assembly do not count as a field trip. Field trips that require bussing require parental permission prior to the trips.

## **CLASS PARTIES:**

Classes may have two parties each 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.

## **CAFETERIA PROCEDURES:**

Our District maintains a "Hot Lunch and Breakfast" program. Breakfast is served in the cafeteria from 7:30-8:00am. 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 can choose to 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 campus for lunch if they have a **SIGNED PERMISSION SLIP FROM THE PARENTS ON FILE IN THE OFFICE** or parents have contacted the office personally before the child leaves campus. Parents are welcome to visit and eat in the cafeteria at any time during the year.

## **LUNCHROOM PROCEDURES:**

It is expected that students at the Middle School will act in a responsible and respectful manner. Students will line up in an orderly fashion before entering the lunchroom. Students will walk to the lunch line, not run. Do not cut through the tables. No pushing or shoving while in line. Stay only in your designated area. Do not visit with other grade levels. After you pick up your lunch find a seat in your designated area and stay seated. When you are finished eating you may leave the table to throw your trash away. When you are done throwing your tray in the trash, return to your seat and sit down. Sit with your legs under the table not with your legs out in the aisle way. If you need to use the restroom, raise your hand and ask the staff member on duty for permission to use the restroom. Only two students at a time will be allowed to use the restroom at any given time. 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. Students are responsible for not leaving a mess. It is

their job to leave the table clean, not the staff member's job. 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.

## **MEAL CHARGES**

The board shall permit students to incur reasonable 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. 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**

### **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:

- Parents dropping off or picking up pupils before and after school should do so along the curb on 5th West (street in front of school on the east at the **TOP** of the stairs. Parents should pull forward and students should use the crosswalk to enter campus.
- Long-term parking will be in the north parking lot or along the east wall of the front parking lot.
- Only buses should drive in bus loading lanes during school hours.

### **CROSSING THE HIGHWAY:**

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

### **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:**

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

### **BOARDING THE BUS:**

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

### **CONDUCT ON THE BUS:**

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

### **GETTING OFF THE BUS:**

Use the handrail and take one step at a time. Do not push or crowd, this shows poor manners and could cause an accident. After you leave the bus do not return to the bus unless you receive permission from the bus driver. Be very careful not to catch or snag clothing or other items on the bus while exiting.

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

The use of tobacco, in any form, shall be prohibited on a school bus. At no time shall intoxicating liquor, dangerous or narcotic drugs or any prohibited substance be permitted in a school bus. Glass containers, animals, insects or reptiles cannot be transported in a

school bus. 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.

### **ATTENDANCE, TRUANCY AND TARDIES**

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.

### **STUDENT ABSENCES AND EXCUSES**

The regular school attendance of a child of school age is required by state law. Regular school attendance is essential for success in school; therefore, absences shall be excused only for necessary and important reasons. Such reasons include illness, bereavement, other family emergencies, and observance of major religious holidays of the family's faith. In the event of a necessary absence known in advance, the parent is expected to inform the school; if the absence is caused by emergency, such as illness, the parent is expected to telephone the school office. When a student returns to school following any absence, a note of explanation from the parent is required.

### **WHEN ABSENT FROM SCHOOL**

State law mandates that the school record reasons for all student absences. Therefore, when a student is absent, it will be necessary for the parent to call the school on or before the day of the absence in order to advise the school as to the reason for the absence. When it is impossible to call on the day of the absence, the school should be notified on the morning the student returns, in time for the student to obtain an admission slip prior to the student's first class. All absences not verified by parental or administrative authorization will remain unexcused. If a parent does not have access to a phone, either at home or at work, a note will be accepted for verification purposes. For absences greater than one (1) day in length, the school should be notified each day of the absence.

All personnel will solicit cooperation from parents in the matter of school attendance and punctuality, particularly in regard to the following:

- A. The scheduling of medical and dental appointments after school hours except in cases of emergency.
- B. The scheduling of family vacations during school vacation and recess periods.

The school may require an appointment card or a letter from a hospital or clinic when the parent has not notified the school of an appointment of a medical or dental nature. School administrators are authorized to excuse students from school for necessary and justifiable reasons

### **TRUANCY**

A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to A.R.S. [15-802](#), [15-803](#), or [15-901](#). *Truant* means an unexcused absence for at least one (1) class period during the day. This includes absence from any class, study hall, or activity during the school day for which the student is scheduled. Unexcused absence for at least five (5) school days within a school year constitutes habitual truancy. The Superintendent will establish procedures to identify and deal with unexcused absences, beginning with notification of parents. Continued violation may lead to discipline of the child and/or referral of the parent to a court of competent jurisdiction.

### **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 make-up work.

### **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 Courtney Bond at 928-337-4435 x 1303.

## **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*. 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: 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; has a record of such an impairment, or 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 Luz Winters 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 UNIFIED SCHOOL DISTRICT Acceptable Use Policy**

2020 - 2021

The St. Johns Unified School District is providing computer hardware, network, and Internet access for its students. This service allows students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites.

Each year, any student who wants computer hardware, networking, and Internet access for that upcoming school year must sign and submit an Acceptable Use Policy. Students who are under 18 must also have their parent or guardian sign this policy. By signing this agreement, the student, and parent or guardian agree to follow the rules set forth in this policy and to report any misuse of the computer network or the Internet to a teacher or supervisor.

## **OBLIGATIONS & EXPECTATIONS**

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

1. To use district technology for authorized purposes only.
2. To be responsible for ALL activities on your assigned account. Do not share your account details with anyone or leave your account open/unattended.
3. Report all potential security problems to a school administrator.
4. Access only files and data which are your own, publicly available, or to which you have been given access.
5. Maintain privacy over your password. (do not share with others)
6. Use only legal versions of copyrighted software which has been purchased by the District.
7. Back up any personal files/documents that are critical to you, and delete unused files that are taking space on District servers.
8. Limit network bandwidth usage by not downloading large files/stream content (music, games, etc.)

### **UNACCEPTABLE USES OF THE COMPUTER NETWORK OR THE INTERNET**

Unacceptable uses of District technology include, but are not limited to the following:

1. Selling or purchasing any illegal substance.
2. Accessing, transmitting, or downloading pornography, obscene depictions, harmful, copyrighted, or confidential materials, or material which encourages others to violate the law.
3. Attempting to circumvent or sabotage system security measures, including passwords or accessing control information.
4. Intentionally disrupting the network or crashing the network and connected resources.
5. Impersonating another user or acting in ANY anonymous fashion.
6. Uses that cause harm to others or damage to their property are unacceptable.
7. Distribution of your, or anyone else's account login information.
8. Deleting, copying, modifying, or forging other users e-mails, files, or data.
9. Accessing another users email without their permission.
10. Damaging computer equipment, files, data or the network.
11. Using profane, abusive, or impolite language.
12. Threatening, harassing, or making defamatory or false statements about others.
13. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
14. Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance.
15. Accessing, transmitting or downloading large files, including streaming music, games, etc.)
16. Using any district computer to pursue hacking, internal or external to the district, or attempting to access information that is protected by privacy laws.
17. Uses that jeopardize access or lead to unauthorized access into accounts or other computer networks are unacceptable.
18. Commercial uses of the school network are unacceptable.
19. Brining equipment from home and plugging it into the network without permission from, and a virus check by the Technology Department.

## CONSEQUENCES OF VIOLATIONS

Consequences of violations include, but are not limited to:

- Suspension of network access
- Revocation of network access
- Suspension of hardware access
- Revocation of hardware access
- School suspension
- School expulsion
- Legal action and prosecution by appropriate authorities

**NOTE:** Students will be held accountable for completing assignments that require the use of District hardware even if their access privileges are suspended or revoked.

It is a federal offense to break into any security systems. Financial and legal consequences of such actions are the responsibility of the user, and/or parent/guardian. Tampering with computer security systems, applications, documents, or hardware will be considered vandalism, destruction, or defacement of school property.

Vandalism will result in cancellation of privileges, disciplinary action, and restitution for costs associated with hardware, software, or system restoring. Vandalism is defined as ANY malicious attempt to harm, destroy, or modify hardware, software, networks, or data of another user. The IT Director, as well as the building Principal, may suspend or revoke a user's privileges for any actions in violation of the guidelines above.

## PRIVACY AND ADMINISTRATOR'S ACCESS TO DATA

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. IT Administrators may review communications or any digital information to maintain system wide integrity, and to ensure all users are utilizing technology resources in an acceptable manner. **There should be no assumption of privacy while utilizing District resources.** The District reserves the right to monitor network activity in any form it sees fit to maintain system integrity, and to copy, examine, and/or delete any information on the network that may suggest a student/staff member is using District resources inappropriately.



# Student Behavior 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.

### **CODE OF CONDUCT**

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

- On the school ground immediately before, during and after school hours.
- On the school grounds at any other time when the school is being used by a school group.
- Off the school grounds at a school or district activity, function, or event.
- 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.

- I will be honest in all my actions.
- I will treat others the way I want to be treated.
- I will extend courtesy and kindness to others.
- I will respect our school building and people's personal property.
- I will strive for a sense of pride and cooperation in all our school programs.
- 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.
- I will uphold 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 extracurricular activities, Expulsion, Involuntary transfer, Saturday School. These consequences may be imposed either alone or in combination.

### **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:

- The student may bring their own lunch to the detention room if he/she wishes to eat lunch.
- The student will report to lunchtime detention by designated lunch hour or after school detention on time.
- 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.
- Missing detention without prior administrative approval will require a parent conference, and/or doubling the detention, suspension, per administrative discretion.
- Transportation from Detention is not and will not be provided by the school. Students/Parents are responsible for their own transportation from Detention.

### **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 a suspension may be made up after returning to school. The student will have the same number of days the student was suspended to complete work and can receive up to 50% credit. 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.

## **ON CAMPUS SUSPENSION**

On-campus suspension can be assigned for one to ten days. An on-campus suspended student will not attend class and will be assigned a location on campus to work throughout the day. All schoolwork due during the time of an on-campus suspension may be completed during on-campus suspension and is due the same day at 100% credit. An on-campus suspended student is not to participate in games on the day of a suspension, but may participate in practices.

## **EXPULSION**

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: Willful destruction of school property, 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, Using or threatening to use a dangerous weapon on another student or staff member, Assault on a student or staff member, Theft or forgery, Possession, usage, or pushing illicit drugs or drug paraphernalia, Extreme behavior problems at school, 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.

## **SPECIFIC DISCIPLINARY ACTIONS FOR CERTAIN VIOLATIONS**

**STUDENT ALCOHOL/DRUG ABUSE** For purposes of this policy, “drugs” shall include, but not be limited to:

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

## **SMOKING/POSSESSION OF TOBACCO PRODUCTS/ E-CIGARETTES OR ANY DEVICE OF THAT NATURE**

- 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.

## **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.

## **FIGHTING**

1<sup>st</sup> Offense: In school suspension, 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.

## **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. It is also noted that any student who encourages, promotes, instigates, or films a fight or assault will be subject to discipline per administrative discretion. It is also noted that verbal confrontations that could lead to a fight will not be tolerated. Students who take part in such confrontations will be subject to discipline per administrative discretion.**

**IMPROPER LANGUAGE (classroom, halls, etc.)**

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

**IMPROPER LANGUAGE (directed towards school employee)**

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

**PUBLIC DISPLAY OF AFFECTION**

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

**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.

**DISRUPTION OF THE EDUCATIONAL PROCESS**

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

**PLAGIARISM/CHEATING**

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

**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.

**BULLYING/HARASSMENT/INTIMIDATION**

The governing Board of the St. Johns Unified School District believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society. To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

## **BULLYING:**

Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

- Has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property
- Is sufficiently severe, persistent or pervasive that the action, behavior or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- Occurs when there is a real or perceived imbalance of power or strength, or
- May constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

- Verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber bullying,
- Exposure to social exclusion or ostracism,
- Physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- Damage to or theft of personal property.

**Cyber Bullying:** Cyber bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other internet communications, on school computers, networks, forums and mailing list, or other District-owned property, and by means of an individual's personal electronic media and equipment.

## **HARASSMENT**

Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual preference, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

## **INTIMIDATION**

Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts result in a substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school buses, at school bus stops, or at school sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are experiencing being bullied or suspect another student is bullied should report their concern to any staff member of the School District. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Knowingly submitting a false report under this policy shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant District policies shall be followed. Law enforcement authorities shall be notified any time District officials have a reasonable belief that an incidence of bullying is a violation of the law.

## **THREATS**

Threats of any kind will not be tolerated whether they are made towards students or staff members. Criminal charges could be filed and school discipline will be assigned, per administrative discretion.

## **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.

## **PROCEDURE FOR DUE PROCESS/STUDENT RIGHTS**

Off-Campus Suspension:

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

For Expulsion:

Recommendation from the principal and superintendent to Board of Education

- Right to be present at Board of Education hearing.
- Right to counsel.
- Right to observe evidence.
- Right to question witness.
- Right to present evidence.
- A record of the hearing will be kept.
- The findings of the Board shall be reduced to writing and sent to student and parent.

## **THE SCHOOL'S RIGHTS & RESPONSIBILITIES IN CONDUCTING SEARCHES & INTERROGATIONS**

### **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.)

### **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.

## **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.

## **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.

- All students must wear some kind of soled footwear while at school.
- Clothing with any kind of alcohol, drug, tobacco, sexual graphics or obscene language is not permitted.
- 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.
- 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.
- Sunglasses, unless prescribed by a physician, are not to be worn on campus
- 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.
- 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
- Underclothing should be covered completely.
- 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.**

# Academic Policies Section

## 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%-89% is given for work that is above average.
- C 70%-79% is given for work that is an average level.
- D 60%-69% 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.

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

## EIGHTH GRADE PROMOTION/ CEREMONY ATTIRE:

Students who successfully complete the promotion requirements for the 8<sup>th</sup> grade will receive a 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: Girls should wear a nice dress, not a formal dance dress. Boys should wear a nice shirt and a pair of slacks (no suits or tuxedos, please). All graduation clothing should meet school dress code. Dresses should cover the back and shoulders.



# 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 2019-2020 Season will need to pay a \$20.00 sports Activity Fee.

<u>SPORTS</u>	<u>WHEN OFFERED</u>	<u>PARTICIPATING GRADES</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	6 <sup>TH</sup> THROUGH 8 <sup>TH</sup> GRADERS
SPIRITLINE	FIRST 3 QUARTERS OF SCHOOL YEAR	7 <sup>TH</sup> THROUGH 8 <sup>TH</sup> GRADERS

### SCHOLASTIC ELIGIBILITY FOR EXTRACURRICULAR "NO PASS...NO PLAY"

Scholastic eligibility criteria to determine student participation is as follows:

- 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 extracurricular 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!

- 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.
- 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.
- 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.
- 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.

- 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.

### **ADMISSION FEE FOR INDOOR ATHLETIC EVENTS AND THE CONCESSION STAND**

- 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!
- 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 homeschooled 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 AzMERIT/AIMS or future state testing requirements.
2. A homeschooled 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.

# 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 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 healthcare 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).

**PARENTS, 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 disciplinary 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 NURSE'S OFFICE. STUDENTS MAY CARRY INHALERS AND INSULIN, AS LONG AS THEY ARE RESPONSIBLE FOR THEM!**

## **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 & FERPA Section

## **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, and 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 "directory information by the district. St. Johns School District has designated 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



## St. Johns Middle School

P.O. Box 3060 • St. Johns, AZ 85936  
Office: 928-337-2132 • Fax: 928-337-3147  
Hours: 7:30am – 4:00pm M-F

Lara Olsen, Principal  
Shaylee Leslie, Secretary  
Lanise Sanders, Health Secretary

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Dear Parents,

In order to serve you and your students successfully, the documents listed below need to be signed and returned back to your homeroom teacher or the Middle School office **ASAP**:

- Individual Student Profile Sheet-Yellow Sheet
- Handbook, Sign & Read Sheet
- SJMS Activity Fee Sheet
- SJUSD Acceptable Use Policy
- Free and Reduced Lunch Forms
- Photo Release Sheet- Pink Sheet
- In-Town Field Trip Permission Sheet
- Permission to Send Notices/Grades Electronically Sheet

**All documents need to be turned in by the end of the first week of school.**

Thank you,

SJMS Office Staff

# SJMS Handbook

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: \_\_\_\_\_)

Parent Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

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! \*\*\***

**2020-21**

# Activity Fee Sheet

## Read & Sign

Dear Parents,

If your child is in one of the following activities there is an activity fee of **\$5.00 for each** activity that he/she is involved in. Each student that wishes to participate in 1 or more sports for the 2019-2020 Season will need to pay a \$20.00 sports Activity Fee. Please read, sign and return paper and payment to the Middle School Office.

\_\_\_\_\_ **Student Council \$5.00**

\_\_\_\_\_ **STEM (SCIENCE CLUB) \$5.00**

\_\_\_\_\_ **Culinary Arts Club \$5.00**

\_\_\_\_\_ **Art Club \$5.00**

\_\_\_\_\_ **Battle of the Books Club \$5.00**

\_\_\_\_\_ **Sports \$20.00**

We would like students to continue to develop in their music class and become proficient at playing their instrument and their music skills. Therefore, students are expected to stay with the music class that they chose in fourth grade from year to year. Please do not pay activity fees for a class that your child is not currently enrolled in. Switching music classes requires administrative approval.

\_\_\_\_\_ **Band \$5.00**

\_\_\_\_\_ **Orchestra \$5.00**

\_\_\_\_\_ **Choir \$5.00**

\_\_\_\_\_ **Early Morning Choir \$5.00**

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

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

**Child's Name:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_



# 2020-21 School Year

## St. Johns Unified School District

### PERMISSION TO POST STUDENT PHOTOS ON THE WEB 2020-21

Dear Parent(s),

St Johns Unified School District is excited to be able to share our students' accomplishments and achievements with the community, state and even the world via our district website and Facebook pages.

Throughout the school year there may be times when your student's photo could be published on the school website, on the school's Facebook page.

There might be times when teachers may also want to showcase a student's work online. The privacy of our students is protected by the law, and this applies to photos taken in school and posted in public. Therefore, the district needs to obtain permission to display these types of photos on the web. In order to protect student identity, only first names of students will be used online (if that).

#### **Student Photo Permission-**

I hereby grant to St. Johns Unified School District, permission to use photographs and/or work of/by:

\_\_\_\_\_, a minor (student's name)

\_\_\_\_\_, Parent/Guardian

\_\_\_\_\_ date

\_\_\_\_\_ grade

#### **Or:**

I DO NOT grant permission for photographs of the above named student to be used on the schools website/publications.

My child's photo may be used in yearbook publication.

# In-Town Activity Permission Form 2020-21

St. Johns Middle School

Throughout the year your child will have the opportunity to do school activities off campus within the town of St. Johns. This permission slip allows your child to participate in all activities offered in-town without having a separate permission slip for each trip. The school will inform you of each activity but will not require an additional permission slip at the time of these in-town activities if this form is signed. Such events include walking field trips, assemblies at the high school, Halloween trash pick-up, performances, trips to the SJ pool, music practices, etc.

My signature below indicates that I have read the information contained in this document.

\*\*\*\*\*

I understand that the district's liability coverage only applies to injury if negligence is proved against the district, and if the terms and conditions of the contractual liability coverage provided in favor of the district have been met. In all other circumstances, the student should seek coverage from his/her own healthcare insurer, and/or the negligent third party responsible for causing the injury.

\*\*\*\*\*

In case of accident or serious illness, I request that the school/trip sponsor contact me. If I cannot be reached, I hereby authorize the school/trip sponsor to call the physician or hospital indicated below and follow his/her/its instructions. If it is not possible to contact this physician/hospital, the school/trip sponsor may make whatever medical arrangements are necessary. If there are any special instructions regarding medical treatment of my child, including any information regarding allergies or drug reactions, I have included the information below on the "Special instructions" line.

\_\_\_\_ I give permission for my child to participate in in-town activities throughout the year that require my child to be off-campus.

\_\_\_\_ I do not give permission for my child to participate in in-town activities throughout the year that require my child to be off-campus. I would like my child to have an alternative learning experience on these days.

Child's Name \_\_\_\_\_

I have legal custody or control of my child and grant permission for any emergency treatment and/or hospital services that may be rendered to said child under the general or specific direction of:

Name of doctor or hospital emergency department: \_\_\_\_\_

Telephone number of doctor or hospital: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Parent/legal guardian name: \_\_\_\_\_ Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Signature of Parent/legal guardian \_\_\_\_\_

PERMISSION TO SEND NOTICES/ GRADE REPORTS ELECTRONICALLY

St. Johns Middle School

2020-21 School Year

Dear Parent(s),

In an effort to reduce paper consumption at the middle school, we are offering to share newsletters, notices, and grade reports electronically. We understand that some parents prefer to receive communication from the school electronically and some prefer paper copies. Please indicate below which method you prefer and we will deliver information accordingly throughout the school year.

\_\_\_\_\_ I would like SJMS to share grade reports, newsletters, and notices electronically throughout the school year. My email address is \_\_\_\_\_. My cell phone numbers is \_\_\_\_\_.

\_\_\_\_\_ I would like SJMS to provide hard copies of all grade reports, newsletters, and notices throughout the school year.

Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

**ST. JOHNS UNIFIED SCHOOL DISTRICT ACCEPTABLE USE POLICY  
AGREEMENT/SIGNATURE PAGE**

Acceptable Use Policy Agreement  
2020 – 2021

**Every student must read this section and sign below.**

*I have read, understand, and agree to abide by the terms of the St. Johns Unified School District's Acceptable Use Policy. I agree that in keeping with the mission, spirit and philosophy of St. Johns Unified School District, it is my responsibility to make good choices when I use school equipment, network and Internet. I understand and agree that if I do not adhere to the rules listed within the Acceptable Use Policy, my privileges may be revoked and disciplinary action may be taken against me.*

**Print Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent or Guardian must read this section and sign below.**

*As parent or legal guardian of \_\_\_\_\_ (student name), I have read, understand, and agree that he/she will comply with the terms of this Acceptable Use Policy. I understand that network access is being provided for educational purposes only. I also understand that the school will provide reasonable content filtering as required by federal regulations, but that it is impossible for the school to restrict access to all offensive and controversial materials. I understand my child's responsibility for making good choices and abiding by the rules set forth in this policy. I understand that if my child violates the policy, he/she may be subject to disciplinary action and financial responsibility for damaged equipment. I hereby give my permission for my child to use school computers and other electronic hardware, as available, and to have access to the computer network and internet.*

**Print Name:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_