

Snowflake

Junior High School



Code of Student Conduct

Desire-Discipline-Dedication

SNOWFLAKE JUNIOR HIGH SCHOOL

Welcome to Snowflake Junior High School! We, the staff, look forward to providing a positive learning environment. As we embark on this endeavor, we need the cooperation and support of our students, parents, and community. We invite you to visit and participate in our classrooms and activities. Be assured that you are welcome on our campus as we look forward to an exciting and productive year.

MISSION STATEMENT

The mission of our school community is to increase student achievement while developing a love for lifelong learning.

Differentiated Instruction – We believe that all students are capable of learning through personal effort and sound instructional practices.

Challenging – We believe, by challenging students and teachers to a higher-level thinking, we will foster a meaningful educational experience.

Safe – We believe in maintaining a campus culture that is fair and consistent for all students to feel safe physically, academically and emotionally.

Academic Standards – We believe that construction engaging lessons based on Arizona State Standards, students will receive common core knowledge of all subject material.

Collaborative – We believe in creating a collaborative atmosphere where students, parents, teachers, and all the community work to create interesting and purposeful educational opportunities for all students.

Positive – We believe positive attitudes increase student learning and growth.

Data Driven – We believe in collecting, analyzing, and evaluating data to further develop and refine teaching practices in pursuit of higher student achievement.

ANNUAL REWARD ACTIVITY

The criterion to attend the end of the year REWARD ACTIVITY is:

- A loss of NO more than Twenty-Five (25) demerit points throughout the school year.
- A passing grade of C- or better in all subjects at the grading periods (report cards).
- Any student with a school violation that results in an out of school suspension, or who has endangered himself or herself or another person may not attend.
- The administration reserves the right to deny/approve any students attendance to this activity or to place certain restrictions on individual students in order for them to attend (such as a parent must attend with child, etc.)

In order to not ask the community for money, students normally will be required to pay for all or part of the trip. Notices/permission slips will be sent home prior to the activity appraising parents of this fee.

ATTENDANCE

Parents have the right to excuse their children from school for any reason deemed important. The student assumes the responsibility for the loss of any academic material presented during the student's absence

Snowflake School Policy requires that the office contact parents after the tenth absence and make them aware of the consequences of excessive absences. The school is responsible for reporting student absence patterns to parents and in providing meaningful educational experiences each day. Parents cannot expect the school to educate students who are not physically in attendance.

CLEARING ABSENCES

Parents/guardians should clear a student's absence within 24 hours by calling the attendance office (536- 4156 ext. 7311) and specifying the date of the absence. Parents may leave a message before or after office hours. **Students who fail to clear an absence will be considered truant and will be disciplined accordingly.** A tardy, excused or unexcused, is still a tardy.

TARDIES

Tardies are tracked by the attendance clerk, and a student is referred for discipline after a every five tardies. Students will receive demerits and be assigned lunch time detention for tardy referrals. Excessive referrals for tardies may result in either in school or out of school suspensions.

ATTENDANCE ON DAY OF ACTIVITY

Students participating in any school sponsored activity are expected to attend **ALL CLASSES THE DAY OF THE ACTIVITY**. If for some reason, a student is unable to attend ALL classes, the student **MUST** receive clearance **IN ADVANCE** from the office.

If the activity is a Reward Party and you do not wish your child to participate in the activity, alternate activities will be provided. If your child is ineligible to attend due to poor behavior or low grades, a study hall is provided. This is an opportunity for your child to catch up on work with the help and supervision of a teacher. Removing your child from school denies them that opportunity and sends the message that they are not responsible for their behavior or grades.

BACKPACKS

Backpacks are allowed, but should be small enough to hang on the back of a student desk without sticking out into the aisle. Backpacks may be searched and inappropriate items confiscated.

Students should not have a heavy backpack stuffed full of unnecessary items. This may be a danger to both the student as well as others.

CAFETERIA

The cafeteria is run by a private contractor who serves hot meals at reasonable prices. Free or reduced priced lunches are available to students who qualify. Information about the free lunch program is available in the office. A student may lose the privilege of eating in the cafeteria, or may be required to clean in the cafeteria if their conduct is not appropriate.

CHILD ABUSE

Teachers have a legal and moral responsibility to report any suspected cases of child abuse to the principal. The Principal must in turn report the incident to D.E.S.

DISCIPLINE

CAMPUS CONDUCT: All students are treated as young adults. As a result, students are responsible for their own behavior. The degree of success that a student experiences as he/she adjusts to life at Snowflake Junior High School is a fair measure of that student's level of maturity. Personal and group behavior on and off the campus should reflect those behaviors that will draw praise and positive comments. Demonstrate pride in our school and yourself by always dressing and behaving appropriately. If a problem should occur, teachers, guidance personnel, administrators, police, and parents may be involved in conferencing, counseling and advising the student(s) involved. We are committed to the ideal that students can be successful, however their behavior choices play a big role in their level of achievement. Students who are referred to the office will be dealt with according to the approved policies found in the Snowflake Junior High School Code of Student Conduct.

DRESS CODE

REFER TO SCHOOL POLICY JICA

The purpose of the student dress code is to encourage students to "dress for success" and come to school properly prepared for participating in the educational process. The student dress code is to be followed at all school sponsored activities.

*****The administration reserves the right, to consider a student's attire inappropriate or distracting as defined by this code. Students who violate the dress code may be disciplined. Parents may be contacted and required to bring alternate clothing in order for the student to change before returning to class. The student is responsible for all classroom assignments, materials, etc. presented while the student is absent from the class waiting for appropriate attire.**

CLOTHING AND GROOMING REGULATIONS

- 1.** Any clothing or the way clothing is worn that is disruptive or unsafe in an educational setting is not acceptable.
- 2.** Only clothing (skirts, dresses, etc.) that is not more than **2"** above the knee may be worn. Only shorts, which are no shorter than mid-thigh when seated, may be worn.
- 3.** Pajamas or clothing that resembles pajamas are not to be worn at school.
- 4.** Sagging pants are prohibited. The waistline of the pant is to be worn on the person's waist, not below. The pant must stay on the waist without a belt. Students will not be allowed to wear clothing that is too large.
- 5.** Only shirts with sleeves or a shoulder width that runs from the neck to the edge of the shoulder may be worn. Armhole openings must not be so large that the student's underwear or bare chest is seen.

6. Bare midriffs, halter tops, tank tops, spaghetti straps, swimsuits, and any see through clothing are not acceptable. Clothing that exposes any portion of the midriff upon moving (such as raising their arms or walking) is unacceptable.
7. Clothing should conceal underwear at all times. This includes bra straps and boxer shorts, etc.
8. Oversized shirts and T-shirts must be tucked in at the waist (shirts that hang longer than where the upper leg bends at the hip are to be tucked in).

9. Coats and jackets may not be used to conceal clothing that is in violation of this code or to provide concealment for items inappropriate for school.

10. Obscene language or symbols, or anything related to drugs, tobacco, sex, violence, satanic symbols, alcohol, racial supremacy, or gang affiliation (Old English lettering, Homie T-shirts, South Side, Eight Ball, etc.) on any type of clothing, jewelry or exposed skin are expressly prohibited.

11. Belts that display gang signs, gang colors or names of gangs are unacceptable. Belts must fit the waistline. Belts must be secure within the belt loops. The end of the belt will not be allowed to hang.

12. Jewelry with large spikes that may be deemed hazardous by the administration is prohibited.

13. Inappropriate use of safety pins is not allowed.

14. In the interest of safety and the public health, shoes must be worn at all times. **House slippers are not appropriate footwear at school.** Altered shoes or footwear identifying gang or racial supremacist groups, drugs, or other inappropriate areas are prohibited. Bare feet are never acceptable.

15. No headwear may be worn in classrooms, the office, the library, or the auditorium. Headwear includes sunglasses, hair-nets, western hats, baseball caps, bandanas, stocking caps, or hats as part of a young lady's outfit, etc.

16. Chains that may be used as a weapon (usually worn on the outside of the pants, and hanging down and connected to a wallet) are not allowed and will be confiscated.

EXTRACURRICULAR SPORT ACTIVITY

Any student participating in an extracurricular sport activity must obtain clearance from the Junior High Office. The list of students is given to the coach on the first day of practice or tryouts and informs the coach that the participant has met all of the requirements needed to participate. A student will not be allowed to practice or try out, even once, without completed paperwork. The requirements to be on the list are as follows:

Medical Consent Forms, obtainable in the Junior High Office

1. Health questionnaire
2. Medical consent
3. Statement of insurance coverage (if the student is not covered by insurance, the school has forms available to apply for coverage with an independent company for a minimal fee charge)
4. Signed statement indicating that both the student and parent are aware of district travel policies.

The following is also required:

- **Sports Physical** —A new physical at the start of 7th grade school year is required. This physical will be good for the student's 7th and 8th grade years.
- **A participation fee of \$20 per sport**
- **Equipment and uniform returned from a previous sport**
- **Must be passing all classes (the district has a no pass, no play policy which is determined by an eligibility check. Students will be informed that they are ineligible and are responsible to bring their grades up to passing (C- or better). While a student is ineligible, they may practice at the coach's discretion but are not eligible to participate in any meets or games. Students declared ineligible will miss**

a minimum of one week of games/meets and must receive clearance from teacher(s) and the office before they are eligible to return to competition.

• **Athletes must be enrolled in the 7th or 8th grade. 5th & 6th grade students may participate wrestling and track only.**

The paperwork need only be completed once during the school year, but the fee must be paid for each activity in which the student will be participating.

The participation fee allows participation as a member of a team or group. It does not guarantee a certain amount of playing time. Whether or not students are selected as first team, first chair, etc. will still be determined by the coach or group director.

If a student tries out for a team where cuts are made, the fee is collected from team members only after the team is chosen. **If a student pays the participation fee and then voluntarily quits the team, the participation fee is not refunded.**

If paying the participation fee creates a financial hardship the family may discuss their situation with the principal and a portion of the participation fee may be waived.

Students are eligible to participate in programs that have competition against other junior highs if they meet the following:

- o Has not turned 15 prior Sept. 1 of current school year
- o Physical (AIA form)/Health questionnaire on file
- o Insurance
- o Parent permission
- o Meet the no pass-no play policy

FIRE DRILLS/SAFETY PROCEDURES

Snowflake Junior High School has a very extensive safety protocol in place. Students will practice monthly on evacuating the buildings in accordance with state laws. Students should follow the instruction of their teachers and treat all drills as if they were an actual emergency. In the event of a real emergency, parents need to be aware that they will still be **required to sign their children out upon picking them up.** All evacuations will be done in an orderly and efficient manner.

GRADES

The school year is divided into two semesters. Each semester is divided into two nine-week terms. The semester grade is not necessarily an average of the two term grades. It is the responsibility of the student to know his/her grade and be aware of any missing assignments. Parents should contact teachers and be aware of their child's progress throughout the year. Parents are encouraged to regularly check their student's grades on Family Link via the district web site. Please contact the office if you need a login & password for Family Link.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences occur twice a year. Teachers will be in the gym and available on parent-teacher conference days both during the daytime and evening hours. These conference times are very valuable to the overall education program.

Parents are strongly advised to attend parent-teacher conferences, as this is an opportunity to open communication between parent and teacher and to receive an in-depth report on a child's progress. Parent conferences are encouraged and can be arranged at any time during the school year. Please call the office to make arrangements.

HALL PASS

Students in the hallways and other areas of the campus during class time will be required to have a hall pass in their possession. Students are to fill out the pass (in their planner) when needed and the teacher need only initial the card designating permission for the student to leave the class. Students need to be responsible in choosing reasons for leaving class. Teachers may refuse to allow a student to leave if they feel the student is abusing hall pass privileges. Students have five minute passing periods between classes which gives time for drinks/restroom breaks.

HOMEWORK

School assignments should not infringe unnecessarily upon personal family time. Family and other learning experiences contribute greatly to one's overall education. Assignments given in class can often be finished in class. **Students with excessive homework may be using their class time unwisely and parents should contact the teacher.** When it is necessary to give homework:

- It may not be used as a punishment.
- It must be important and meaningful.
- It should only be given when the student has previously been instructed in class, understands the assignment, and knows how to complete the work.

HONORS/PROMOTION

The Snowflake Junior High requires that promotion of students be based upon fulfillment of educational standards. There are basic areas which are considered when making a determination for promotion. These are:

1. Student performance (minimum of 60% proficiency on class assignments, project, tests, etc.) as determined by the teacher.
2. Responsibility/maturity in turning in work and completing tasks.
3. Attendance
4. Teacher recommendation (Arizona law gives the teacher the authority to determine whether a student is promoted or retained.)

NOTE: Minimum skills proficiency for students in Special Education will be determined by the Individual Education Plan

5. Those students who receive a 4.0 GPA over 7 quarters will be designated "Promoted with Highest Distinction." Students who obtain a GPA between 3.9-3.6 over 7 quarters will be designated "Promoted with Distinction". Students who obtain a GPA between 3.5 and 3.0 over 7 quarters will be designated "Promoted with Honors".

INTERCOM

The intercom system is provided to aid in communication with the office and safety concerns. No students will be allowed to use the intercom without permission. Students using the intercom without permission may be disciplined.

LEAVING CAMPUS

While students are at school, school sponsored activities, or participating in an activity as a representative of the school, the students are subject to school authority. The courts have ruled that schools in effect are acting as parents of the student while under the school's jurisdiction. Once a student arrives at school, he/she does not have permission to leave, but is required to remain on campus as long as school is in session, except as authorized, and only if office personnel are notified.

SNOWFLAKE JUNIOR HIGH IS A CLOSED CAMPUS . ALL STUDENTS MUST BE SIGNED IN AND OUT ON THE LIST IN THE OFFICE WHEN LEAVING CAMPUS DURING SCHOOL HOURS.

In order to insure proper adult supervision, it will be necessary for a parent or a properly

designated person to actually pick up their students to take them to any off campus event or appointment. To be properly designated as a person that can pick up a student, a parent will need to have that person listed on the release form in our office.

Parents will need to notify the office personnel if they approve of a student leaving the school grounds before regular dismissal time. This will enable the school and the parents to know the whereabouts of students.

Students who live in the immediate vicinity of the school may go home for lunch if the office has verbal or written consent and the student signs out and back in with the junior high office each time they leave.

LOCKERS

Lockers are only provided for P.E. Lockers are issued for student convenience and protection. All lockers are the property of the Snowflake Unified School District #5. As a result, we reserve the right to inspect the lockers at any time. There is no charge for the lockers but each student is responsible for the care of their locker and any damage or loss will be charged to the student. No one will be allowed to change lockers during the year unless given permission from the P.E. teacher. Do not tamper with another person's locker or lock. Each student will be responsible to provide his/her own lock for P.E.

LOST OR STOLEN ITEMS

SNOWFLAKE JUNIOR HIGH WILL NOT BE RESPONSIBLE FOR ANY PERSONAL ITEMS LOST OR STOLEN ON SCHOOL GROUNDS.

Lockers are provided for P.E. clothes and cabinets for musical instruments, but the student is responsible for these items. Do not give out your locker combination to any other students.

Lost or stolen items should be reported as soon as possible to the office. Students are expected to immediately bring any valuable items they find to the office. In the instance of a stolen article, the office may try to discover the person(s) involved and retrieve the article. Often the report is not made in time and the article will be passed to another student or hidden once a student leaves a classroom.

IT IS VERY IMPORTANT TO NOT BRING VALUABLE ARTICLES TO SCHOOL.

Do not bring expensive jewelry, keepsakes, electronic devices, CDs, etc. to school. The school is not responsible for them.

MAKE-UP WORK

School work missed during any absence is the responsibility of the student, and may be made up, provided it is turned in to the teacher within the same number of days the student was absent. For example, a student absent two consecutive days would be allowed two days to make up any work missed. Parents may call the office and request make-up work if a child is going to be absent for an extended time.

MEDICAL INFORMATION

No Student shall carry prescription drugs, over the counter medication or other medicinal like substances on school grounds. Student violation of this policy may result in the seizure of medication and disciplinary action. All Prescriptions and over the counter medication must be delivered by a Parent/Guardian, to the Health Office with all proper forms on file with the Nurse/Health Tech. All prescription medication must be in the original container with the current prescription label on that container. All over the counter medication must be in original container. The only exception to this policy is a student that is required to carry an inhaler or Epi-pen per Physician's Statement and/or prescription and Parent/ Guardian consent. Epi-pens and asthma inhalers must always be checked through the Health Office first, accompanied with the appropriate/current prescription and consent form. **NO naturopathic, homeopathic, or herbal**

medication at school. Limited Tylenol/cough drops (8 max) will be available during the school year with parent signed consent.

Students who become ill or sustain an injury during school hours should be checked by the health technician. All accidents or injuries occurring at school must be reported to the office.

PERFORMANCE ETIQUETTE

These guidelines are provided to help create an atmosphere conducive to the enjoyment of all.

1. Quiet conversation is permissible ONLY before the start of a performance. Talking, whispering and other distractions are not appropriate during a performance.
2. All persons are to remain seated during the entire performance.
3. Applause is appropriate and welcome but whistling and shouting may not be appropriate in some performances.
4. Please leave all food outside, don't wear hats and keep your hands and feet off of others.
5. Please stay seated until you are dismissed.
6. Any person(s) not in conformance with the above guidelines may be asked to leave and/or receive disciplinary action.

PETS

No pets, of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous pet to be brought to school.

POLICE OFFICERS ON CAMPUS

Cooperation with law enforcement agencies is required, keeping in mind the rights of pupils and parents.

INTERVIEWS: Interviews of pupils by law enforcement officers who show proper identification will be permitted during the school day only when interviews during non-school hours are impossible, impractical, or would unduly interfere with law enforcement. Efforts will be made to notify the parent, guardian, or other adult who has care and custody of the child. In the event that an interview is conducted on the school premises, the principal or his/her representative may be present during the interview.

RELEASE OF RECORDS

The school will maintain records on all students. Information included in these records may not be released without written parental consent. Parents/guardians may review these records upon request and corrections may be made through the proper legal channels as outlined by Family Educational Rights and Privacy Act.

Adults must be aware that the school staff may not discuss students with them if they do not have legal rights to that student's records. Please do not ask for information on relatives or friends who are not under your legal jurisdiction. We are aware that this may cause difficulties where grandparents, step-parents, aunts or uncles, etc. are caring for a child. The staff cannot share information regarding that child without written permission from the legal guardian. (See FERPA)

SCHEDULE CHANGES

Schedules are created during the summer or upon entering school. Students need to have structure and consistency in their classes and teachers. **Students must not use class changes as a means to avoid working with a teacher or to avoid a class that requires a strong effort on their part. Classes should not be dropped because the student does not like the class.** Class schedules will not be changed unless an unusual circumstance exists. The principal will give final approval to all schedule changes.

SOLICITATION

Students may not sell goods or services for money unless the principal has approved a project. Non-Junior High students may not solicit on the Junior High campus.

STUDENT COUNCIL/ACTIVITIES

The Student Council provides for student activities, serves as a training experience in leadership, gives students a share in the management of the school, promotes high ideals of personal conduct, and seeks to promote interest student in school activities. Members of the council are student representatives and have direct access to the school principal. Students are encouraged to run for these offices, participate in planning of activities, and give ideas, suggestions and support.

STUDENT PICK UP OR DROP OFF

The Student drop off is on the north side of the junior high, between the gym and the football field. Please enter on the north side of the drive and drop off or pick up students next to the fence by the gym/cafeteria. The buses are loading and dropping off on the south side by the softball field. **Please do not drop students off or pick them up in the front parking lot. Buses often cannot make the turn if cars are waiting in the turn lane to leave the front parking area. This causes the buses to put traffic in a very hazardous position.** During the day you are welcome to use the front parking lot as needed to come in to the office to sign your child in or out. Students may receive disciplinary action for being dropped off/picked up in the front parking lot before or after school. Also, do not park by the south fence during school hours as this blocks off the loading zone entirely. Thank you for your help.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. The most common reason for using a substitute teacher occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergencies. Students are expected to be courteous to substitute teachers. They need to be flexible and work with the substitute as they cover the material for that class. Any misconduct in the classroom will be subject to disciplinary action.

PHONES

Students are not to use their cell phones starting from the time they arrive on campus before school until the final bell rings for the school day. There is a telephone in the office for students to contact parents, and parents can get messages to students by calling the office. Students are not to use the office or school phones to call friends. A student coming to the office during class will need permission from a teacher.

TEXTBOOKS/LIBRARY BOOKS

Textbooks/Library books are provided by the school. Each student is responsible for the care of these books. Loss or destruction of textbooks/Library books will result in monetary reimbursement. Students may be ineligible to attend activities if fees are outstanding. The same procedure follows for athletic equipment, uniforms and other school-owned resources.

TRAVEL

Students are required to travel to all school activities in school vehicle(s). Parents may pick up their child at the conclusion of an activity by reporting personally to the adult in charge and requesting the child be released to them. Should a parent desire their child to be picked up by someone other than themselves they must write a note to the principal. This arrangement must be approved prior to the trip and a copy of the note will be given to the adult in charge of the activity. **No student may be released to anyone other than the legal guardian without prior approval.**

UNSCHEDULED SCHOOL CLOSING

Occasionally it is necessary to close school because of excessive illness or extreme weather conditions, etc. When such conditions occur the information will be disseminated as quickly as possible through a School Messenger phone call or text/e-mail message. The following radio stations may also broadcast the information:

KVWM Show Low 970 AM KSNX 93.5FM
KVSL, KRFM. 1450 AM or 96.5 FM
KZUA, KDJI 1270 AM 92.1 FM
KTHQ 92.5 FM KWKM 95.7 FM

The Superintendent must make the decision on whether to close school or not based upon changing information. If you are not notified of a school closure or late start but feel it is unsafe to send your child to school then feel free to keep your child at home. They will need to make up any missed work.

VISITORS

All visitors must have legitimate business and sign in at the office. The campus is closed before, during and after school hours to anyone but registered students and personnel. Students may **not** bring brothers and sisters to school with them nor may a visiting relative or friend spend time with them on campus or attend classes.

WITHDRAWAL FROM SCHOOL

The Attendance Secretary has the necessary forms to be filled out prior to official withdrawal. The forms must be signed by the following by the parent/legal guardian, the school attendance clerk, and the school principal or designee. All books must be returned and all fees paid prior to withdrawal.

Student's Name: _____

Last Name

First Name

Grade

PARENT/STUDENT AGREEMENT

I have received and reviewed a copy of the 2017-2018 Code of Student Conduct. I understand that this is a behavioral contract and agree to abide by the terms and conditions stated within. It is understood that the Code of Conduct is all-inclusive in scope and annual in its application, inclusive of summer activities sponsored by the district.

PARENT SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

COMPUTER/NETWORK RESOURCE USAGE AGREEMENT

As the parent or guardian of this student, I have read the Computer and Network Resource Agreement (pg 6). I understand that access to computers and networks resources are provided for educational purposes only and that students are required to refrain from sending or receiving illegal, offensive, or non-educational materials. I also accept full responsibility for supervision if and when my student's use is not in a school setting. I hereby give my permission for my child to use computer and network resources.

PARENT SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

PARENT PERMISSION OF MEDIA/DIRECTORY INFORMATION

Photographs and/or videotapes and/or interviews of your student may be requested by District/School sources, District/School Web site or outside media. Also, the primary purpose of directory information is to allow the District/School to use this type of information in certain school publications such as playbills, programs, yearbook, honor roll, or student of the month. Parental permission must be recorded and on file before such sources are granted access to your student. *(If neither box is checked for each item below, permission will be considered as affirmative!)*

PLEASE CHECK THE APPROPRIATE BOX (ES)

My child HAS MY PERMISSION to be photographed, videotaped, or interviewed for use by:

YES **NO**

 District Media Sources (e.g., media releases, newsletters, announcements)

 Outside Media (e.g., newsprint, TV, radio)

 School Source (e.g., yearbook, school newspaper/TV, school newsletters)

 District/School Web Site

 Directory Information (playbills, programs, honor roll, school clubs)

PARENT SIGNATURE _____ DATE _____