

South Jordan Middle School



Home of the Snow Leopards

School Colors: Blue, Grey, White

10245 South 2700 West, South Jordan Utah, 84095

Main Office: 801-412-2904

Attendance: 801-412-2907

Counseling: 801-412-2910

Instagram: @sojomiddle

SJMS Homepage www.sojomiddle.org

Principal: Shawn McLeod

Vice Principals:

Connie Bailey (A-K)

Franco Preston (L-Z)

School and office hours are 7:30-3:30. Students should not be in the building before or after these times.

THIS PLANNER BELONGS TO _____

2018-2019 Student Handbook

Our Mission

The South Jordan Middle School community is committed to improving student learning by creating a respectful and safe environment, providing a challenging curriculum, addressing the diversity of middle school learners, and fostering individual responsibility.

We Believe

- *All Students Can Learn*
- *Everyone within the school community should be valued, respected, and challenged to meet their personal best in a safe and positive environment.*
- *The diversity of middle school students requires a wide range of teaching and assessment methods.*
- *Responsibility for student achievement is shared by students, parents, staff, and the community.*
- *The curriculum should meet the needs of students, adhere to district and state standards, and prepare students for the future.*

Expectations for Learning

A SNOW LEOPARD ON THE P.R.O.W.L.

P *COMES PREPARED:*

R *IS RESPECTFUL:*

O *IS ON TIME:*

W *HAS A WINNING ATTITUDE:*

L

LISTENS & LEARNS:

Jordan School District
TRADITIONAL SCHOOL YEAR CALENDAR
ELEMENTARY & MIDDLE SCHOOLS
2018-2019

Induction Meetings for Elementary Teachers New to the District..... Tuesday, August 14, 2018
 Induction Meetings for Secondary Teachers New to the District..... Monday, August 13, 2018
 Teacher Contracts Begin* Wednesday, August 15, 2018
 7th Grade Orientation..... Tuesday, August 21, 2018
 Beginning of Classwork for Students (Grades 1-9) Wednesday, August 22, 2018
 Kindergarten (only) testing Wednesday, August 22 – Wednesday, August 29, 2018
 Kindergarten Classwork Begins Thursday, August 30, 2018
 Close of Classwork for Students Friday, May 31, 2019
 Check-out Day for Teachers* Monday, June 3, 2019

HOLIDAYS AND OTHER DAYS SCHOOL WILL BE CLOSED

Labor Day RecessMonday, September 3, 2018
 Compensatory Recess - Middle School Parent-Teacher Conferences** Friday, October 5, 2018
 (see Middle School Conference schedule below)
 Fall RecessThursday, Friday, October 18-19, 2018
 All Grade Transmittal Day (Students do not attend) Friday, October 26, 2018
 Compensatory Recess for Elementary Parent-Teacher Conferences**Friday, November 9, 2018
 (see Elementary School Conference schedule below)
 Thanksgiving Recess..... Wednesday, Thursday, Friday, November 21, 22 & 23, 2018
 Winter Recess..... Monday, December 24, 2018 – Tuesday, January 1, 2019
 School resumes on Wednesday, January 2, 2019
 All-Grade Transmittal Day (Students do not attend)Monday, January 14, 2019
 Dr. Martin Luther King, Jr. Day RecessMonday, January 21, 2019
 Compensatory Recess for Middle Parent-Teacher Conferences**Friday, February 15, 2019
 (see Middle School Conference schedule below)
 Washington/Lincoln Day Recess..... Monday, February 18, 2019
 Elementary Grade Transmittal Day (Students do not attend) Friday, March 1, 2019
 Compensatory Recess for Elementary Parent-Teacher Conferences** Friday, March 8, 2019
 (see Elementary School Conference schedule below)
 Secondary Grade Transmittal Day (Students do not attend)Friday, March 22, 2019
 Spring RecessMonday, April 15, 2019 – Friday, April 19, 2019
 School resumes on Monday, April 22, 2019
 Kindergarten Testing – Individual Appointments Friday, May 17, 2019 – Friday, May 24, 2019
 Memorial Day Recess Monday, May 27, 2019

FALL PARENT-TEACHER CONFERENCE SCHEDULE

Middle SchoolWednesday, October 3, 2018, Thursday, October 4, 2018
 Elementary School..... Wednesday, November 7, 2018, Thursday, November 8, 2018

SPRING PARENT-TEACHER CONFERENCE SCHEDULE

Middle SchoolTuesday, February 12, 2019, Wednesday, February 13, 2019
 Elementary School..... Wednesday, March 6, 2019, Thursday, March 7, 2019

END OF QUARTERS

1st Quarter—Thursday, October 25, 2018 (44 Days) 2nd Quarter—Friday, January 11, 2019 (45 Days)
 3rd Quarter—Thursday, March 21, 2019 (46 Days) 4th Quarter—Friday, May 31, 2019 (44 Days)

*185 Contract Days (students attend 179 days – One (1) Professional Development Day is included in the first 5 days of school)
 **Counted as Days in School

Emergency closures in traditional schools will be made up first on Washington and Lincoln Day, then on Spring Recess.

BELL SCHEDULES

****Period includes a 30 minute lunch for each student**

REGULAR BELL SCHEDULE

1 st Period	7:50 - 8:45
2 nd Period	8:50 - 9:40
3 rd Period	9:45 - 10:35
4 th Period	10:40 - 11:30
5 th Period**	11:35 - 1:00
6 th Period	1:05 - 1:55
7 th Period	2:00 - 2:50

PROWL BELL SCHEDULE

1 st Period	7:50 - 8:38
2 nd Period	8:43 - 9:28
PROWL	9:30 - 10:00
3 rd Period	10:05-10:50
4 th Period	10:55 - 11:40
5 th Period **	11:45 - 1:10
6 th Period	1:15 - 2:00
7 th Period	2:05 - 2:50

FRIDAY BELL SCHEDULE

PLC (Teachers)	7:30 - 9:30
1st Period	9:50 - 10:25
2 nd Period	10:30 - 11:00
3 rd Period	11:05 - 11:35
4 th Period	11:40 - 12:10
5 th Period **	12: 15 - 1:40
6 th Period	1:45 - 2:15
7 th Period	2:20 - 2:50

STUDENT EXPECTATIONS

1. Electronic Devices/Earbuds

Expectations: Cell phones, other electronic devices and earbuds may be used during class breaks and your lunch. All electronic devices, including earbuds, should remain **out of sight** when a student is inside of a classroom unless directed otherwise by their teacher.

Why:

- Phones/devices can distract your learning, and others who are sitting near you.

Consequences:

1st offense: Teacher may take the device/earbuds and bring it to the office and you will not receive it until the end of the day.

2nd offense: device/earbuds will be taken to the office and a parent must pick them up.

3rd offense: see consequences for insubordination.

STUDENT EXPECTATIONS

2. Dress Code

Expectations: We expect students to dress in a way that does not disrupt the learning environment or pose a safety risk to others.

1. Holes or tears in pants/shorts/or skirts that are above mid-thigh must not show skin.
2. Shorts, skirts or dresses must extend to mid-thigh when the student is seated.
3. Shirts need to cover chest and back. No gaps in clothing between the top of the pants and the bottom of the shirt. If a shirt is sheer, or has rips or tears, an undershirt must be worn beneath. No tank tops.
4. No crude or vulgar images should be on a student's attire or belongings.
5. No hats of any kind except as a part of an approved school activity, or for religious, or medical purposes.

Why: We want to create an environment that is focused on learning and not style. Although we encourage students to be free to express their own uniqueness we ask that you stay within the guidelines the district has established. We hope to encourage students to dress in a manner that will help them, and others focus on education.

Consequences:

1st offense: Student will meet with an administrator to review the school dress code. Parent contact and the student will need to change the clothing.

2nd offense: Student will meet with an administrator to review the school dress code. Parent contact and the student will need to change the clothing.

3rd Offense: See consequences for insubordination.

STUDENT EXPECTATIONS

3. Tardiness/Hallway Behavior/Language

Expectation:

Tardiness: A student is considered tardy to class if he/she is not in their seat and ready when the tardy bell rings. Electronic devices/earbuds should **not be visible** while the student is in the classroom. Teachers will not hall passes the first and last 10 minutes of class.

Hallway Behavior: Students will walk in the hallways and keep their hands and feet to themselves. Please stay on the right side of the hallway to help the flow of traffic. Do not stop and gather in intersections. Walk and talk on your way to your next class to help hallway traffic.

Language: Students and faculty will use language that is not offensive towards others. Profanity, sexual or vulgar language is not welcome at SOJO.

Why:

- It is hard to start class when students are not ready.
- It is distracting to others when students run into class late.
- It is dangerous to run in the hall.
- Having electronic devices visible is disrespectful to the teacher and other classmates.
- Halls are very crowded and shoving can hurt people in the hallways.
- Offensive language takes away from the safe learning environment we want here at SOJO.
- Using good language helps maintain a respectful school community.

Consequences:

- 1 tardy- teacher discussion with student
- 2 tardy- teacher calls home (Student Citizenship dropped to an S).
- 3 tardy- teacher referral for 45 min ASD. (Student Citizenship dropped to an N) Admin call home to set up ASD.
- 4 tardy- 60 min ASD.
- 5 tardy- parent meeting with teacher/admin. (Student Citizenship dropped to a U).

STUDENT EXPECTATIONS

4. Backpacks/Lockers

Expectation: Backpacks are not allowed during school hours. Students ARE allowed to bring backpacks, bookbags, and purses to and from school. However, it is expected that ALL students leave them in their lockers. Students are expected to use their own locker. Do not write on lockers. Please do not decorate the outside of a locker without prior administrative approval.

Why:

- Hallways are already over crowded, wearing a backpack takes up more room.
- Backpacks become tripping hazards in the classroom and cafeteria.
- Students are responsible for all items in their locker. If their friend uses their locker and has something they should not have, the owner of the locker will receive consequences.
- Writing on lockers, with permanent marker or dry-erase, is a time consuming process to remove for custodians.
- Birthday decorations are often removed by students and become trash in the halls.

Exceptions:

- If there is a medical reason for your student to carry a backpack (broken leg, crutches, wheelchair) please contact an administrator for a backpack pass.
- Students who participate in high school sports may take their backpack to 7th period only during days they are leaving SOJO campus early.
- Students who are leaving SOJO campus during 7th period for Seminary or other release periods may take their backpacks with them.

Consequences:

1st offense: Return backpack to the locker.

2nd offense: Return backpack to locker possible teacher referral to administration.

3rd offense: See consequences for insubordination.

Lockers: Admin meeting, possible parent contact.

STUDENT EXPECTATIONS

5. Insubordination

Expectations: Students are expected to follow all reasonable directions given by a SOJO staff member. Students are also expected to follow school rules. Multiple infractions of a rule may be viewed as insubordination.

Why:

- Following the directions of adults at school shows respect.
- Following the directions of adults at school helps maintain order and safety.
- It is the Right Thing to Do (Doing it the SOJO Way).

Consequences: Parent meeting with administration, behavior contract, possible after school detention, possible in school suspension, possible out of school suspension.

STUDENT EXPECTATIONS

6. Bullying/Harassment/Social Media

Expectations: We expect students to treat others with respect and kindness. Students have the right to come to school and feel safe. We expect all students to treat others well and to gain skills advocating for self and others. Students are also expected to inform an adult if he or she witnesses bullying or harassment at school or on social media. If you see social media content that is hurtful to yourself or another person associated with SOJO, please take a screenshot and inform an adult.

Why:

- Students often say things on social media they would not say to a person's face
- When students are treated kindly, it is easier for them to learn
- SOJO should be a safe place for students and faculty

Consequences:

Meeting with teacher or administration, conflict resolution with all people involved, parent contact. Serious infractions may also include: after-school detention, in-school suspension, out-of-school suspension, confiscation of electronic device and possible legal consequences.

STUDENT EXPECTATIONS

7. Cafeteria

Expectations: Students are expected to eat their food and clean up after themselves. Please wait behind the stripe on the food line until there are less than 6 people in the food area. Scrape food into trash cans. Recycle lunch items that can be recycled into recycle cans. Throw remainder of items into garbage cans. Once you have thrown your lunch items away, sit at tables and socialize with friends, go outside or into the gym so that the cafeteria can be cleaned. Please be courteous and polite to all cafeteria staff. Do not cut in front of other students waiting for food. Thank our staff members that serve you.

Why:

- We feed over 400 students each lunch. We need to be able to clean up quickly for the next group. When students clean up their own mess, it helps our lunch staff to clean up more quickly.
- Trying to feed 400 student in just 25 minutes is very difficult, our system needs to be followed so that everyone has enough time to eat.

Consequences:

Students who do not clean up after themselves, throw food, or misbehave will serve lunch detention and parents will be notified.

If a student cuts in line or does not follow lunch line rules they will wait at the lunch detention table and be served lunch last and parents will be notified.

If multiple infractions occur in the cafeteria, please see procedures for insubordination.

STUDENT EXPECTATIONS

PROWL, After School Detention (ASD)

PROWL

Expectations: Students are expected to stay in their 2nd period class unless they have a PROWL pass. If you have a PROWL pass, you have 2 minutes to get to the class listed on your PROWL pass. Teachers, please do not let students leave class the first or last 10 minutes of PROWL.

Why:

- This program is setup to provide students with an opportunity to receive academic remediation or participate in curriculum-based enrichment activities. The focus of PROWL time is for additional learning support.

Consequences: See consequences for tardies/sluffs

After School Detention (ASD)

Expectations: Students must arrive on time prepared to work on school-related work. If they do not have work, they need to read a book silently. If a student is talking, disrupting or on a device, their time in ASD will be voided and student will be invited to leave.

After School Detention, ASD

When: Wednesday, Thursday 3:00-3:45 pm, Friday 8:00-9:00 am

Students must arrive on time prepared to work on school-related work. If they do not have work, they need to read a book silently. If a student is talking, disrupting or on a device their time in ASD will be voided and student will be invited to leave.

Tardies (Per class)

1 tardy- teacher discussion with student

2 tardy- teacher calls home (Student citizenship will be dropped to an S)

3 tardy- teacher referral for 45 min ASD. (Student citizenship will dropped to an N) Admin will call home to set up ASD.

4 tardy- 60 minutes ASD

5 tardy- parent meeting with teacher/admin. (Student citizenship will be dropped to a U)

A tardy can be “made up” with 15 minutes of after school detention. Example, if you have a tardy in 2nd period, and a tardy in 6th period, you can complete 30 minutes of ASD to “make up” both tardies. Your citizenship will raised (if it was lowered for tardiness).

To be eligible for the no-tardy part, a student must not be tardy to any class during the quarter. Made-up tardies will not count.

ASD will also be used for students who sluff. A student will serve 45 minutes per class period sluffed.

SCHOOL POLICY AND PROCEDURES

Based on Jordan School District Policy

Rules, regulations, and established procedures are designed for the school to meet its obligation to educate each student. Presented here are **possible** ranges of consequences for many infractions. Administrators may use their discretion when implementing consequences.

Range of Consequences

Attendance Tardies	1 tardy- teacher discussion with student	3 tardy- teacher referral for 45 min ASD. (Student	4 tardy- 15 min ASD 5 tardy- parent meeting with
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Cheating	Parent contact, loss of grade earned on assignment, possible referral	Parent contact, loss of grade on assignment, possible	Parent contact, loss of grade on assignment, possible referral and OSS
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	2 tardy- teacher calls home (Student Citizenship may be dropped to an S)	Citizenship may be dropped to an N) Admin call home to set up ASD.	teacher/admin. (Student Citizenship may be dropped to an U)		and lunch detention	referral and ISS	
Attendance Truancy	Class penalty, ASD, ISS or Makeup hours After school	Class penalty, ASD, Parent Conference, ISS/OSS or Makeup hours After school	Class penalty, ASD, Parent Conference, ISS/OSS,	Gang Activity Dress, graffiti, signs, paint, tagging, etc. (assault, intimidation, violence)	Warning Parent contact Up 10 hours cleanup Possible district hearing	1-5 days Suspension Parent conference Possible district hearing	1-10 days Suspension Possible district hearing
Confiscated Items (this includes cell phones and ALL electronic devices)	Confiscation with return at the end of the school day.	Confiscation Parent must pick up item	Confiscation Item returned-30 days	Inappropriate Language or Insubordination (Refusal to Cooperate)	1-3 days suspension Parent contact Written apology, Consult with Admin	1-5 days suspension Parent contact Referral to discipline school	1-10 days suspension Parent contact Possible Habitual Disruptor Referral
Disruptive Behavior Hallways	Positive corrective instruction. Document student and infraction.	Positive corrective instruction. Administrative hearing. Parent Contact	Positive corrective instruction Parent Contact Possible Suspension	Lewd Conduct Mooning, pantsing, lewd conduct	1-5 day suspension Parent conference Police may be notified	1-10 day suspension Parent conference Police may be notified	Possible district hearing Parent conference Police may be notified
Disruptive Behavior Cafeteria	Clean cafeteria	Clean cafeteria Lunch Detention, After school service	Clean cafeteria Parent notification Lunch, up to 10 hours after school service, ISS Possible suspension	Bullying / harassment: -Verbal /nonverbal -Physical -Cyber -Sexual	Warning Parent contact ISS/Lunch detention Conflict Resolution	Warning Parent contact ISS /OSS 1-3 days	ISS 1-10 day Suspension Parent Conference
Disruptive Behavior Kiva	Positive corrective instruction. Removal from the assembly	Removal from the assembly Parent contact	Parent contact Restriction from activities and assemblies in Kiva.	Bullying/harassment may result in suspension and legal consequences			
Dress Code	Admin Warning and instruction Change clothing Parent contact	Warning and instruction Change clothing Parent contact	Administrative referral. Parent contact Change clothing or OSS	Public Display of Affection	Teacher or Administrator conference with student Possible parent contact	Teacher or Administrator conference with student Parent contact	1 day ISS Possible OSS Parent conference
Fighting/ Assault	1-3 days suspension Parent conference Possible district hearing Police may be notified	3-5 days suspension Parent conference Possible district hearing Police may be notified	Long-term suspension Parent conference Possible district hearing Police may be notified	Trespassing	Warning Photocopy identification Possible police citation	Police citation	Police citation
Physical Aggression Rough-housing, Throwing, Shoving, Pushing, Tripping.	Warning Parent Contact Possible ISS	Warning Parent Contact Possible ISS Possible 1-3 Day OSS	Warning Parent Contact Possible 3-5 Day OSS	Vandalism	Restitution Parent conference Possible suspension Possible district hearing Possible police notification	Restitution Parent conference Possible suspension Possible district hearing Possible police notification	Restitution Parent conference Possible suspension Possible district hearing Possible police notification
				Theft	Parent Contact Possible ISS/OSS Restitution Police Notification	Parent Contact 1-3 Days OSS Restitution Police Notification	Parent Contact 3-5 Days OSS Restitution Police Notification

South Jordan Middle School DISCLOSURE STATEMENT 2018-19

Parents/Guardians: The following is our school-wide disclosure statement. Please read and discuss this disclosure statement as well as the contents of the student planner with your student. After reviewing the disclosure and planner, please sign and return the disclosure verification form.

1. School-wide Rules / Citizenship Guidelines:

Snow Leopards on the P.R.O.W.L.

	H Honors	S Satisfactory	N Needs Improvement	U* Unsatisfactory
Prepared	Comes to class with necessary books and materials	Generally comes to class with necessary books and materials	Has to be reminded frequently to bring necessary books and materials	Rarely comes to class with necessary books and materials
Respectful	Follows class rules without being reminded	Generally follows Class rules	Has to be reminded frequently about class rules	Does not follow class rules
On Time	0 – 1 Tardy	2 Tardies	3 – 4 Tardies	5 or more Tardies or a Sluff
Winning Attitude	Strives to do his/her best	Generally strives to do his/her best	Has to be reminded to stay on task	Rarely puts forth his/her best effort
Listens and Learns	Pays attention and actively participates in classroom discussion	Pays attention and talks when appropriate	Talks and does not pay attention to what is supposed to be done in class	Continually interrupts and talks during class

*Cheating and plagiarism may result in an automatic U.

Citizenship grades will be based on citizenship/behavior points. Points will be assessed based on the school-wide rules. Lost points may be regained by consistent, appropriate behavior and/or by a contract with the teacher.

REWARDS

Points
Praise
Parents notified
Class Reward

CONSEQUENCES

Warning
Point Loss
Conference with teacher
Parent notified or after school detention
Referral to administration

2. School-wide Grading Policy:

All classes will use the point system. Assignments, tests, quizzes, and projects will be assigned points. Parents, please check Skyward regularly. Grades will be updated regularly, at a minimum of once per week.

School-wide Grading Scale: All teachers will utilize the following school-wide grading scale for assignments, projects, tests, and final grades. Individual teachers may weight grading categories differently.

A	100% - 94 %	B-	83% - 80%	D+	69% - 67%
A-	93% - 90%	C+	79% - 77%	D	66% - 64%
B+	89% - 87%	C	76% - 74%	D-	63% - 60%
B	86% - 84%	C-	73% - 70%	F	59% - below

3. School-wide Make-up Work Policy:

1. When absent, the student is responsible for gathering and completing all work missed due to the absence.
2. For each day that a student is absent, an equal number of days will be given to complete missed assignments, make-up exams, or meet assignment deadlines.
3. Students who sluff may receive a "0" on all assignments, quizzes, and/or tests that are missed as a result of their sluff.

4. School-wide Late Work Policy:

1. Due dates for all assignments will be clearly established and communicated in advance, giving students sufficient time to complete their work.
2. All late work is due by the teacher's cut-off date. Situations involving extenuating circumstances may be addressed on a case-by-case basis.

5. Language Arts Accelerated Reading Program:

1. Reading assignments and assessments will count as 10% of the final quarter grade.
2. Students are required to read two books per quarter. Honors students are required to read three texts. Genre and specific requirements for personal reading books may vary per teacher.

3. Students will complete additional assignments connected to their reading that fulfill ELA standards.

6. SJMS Science Student Safety Contract:

1. To protect your eyes from injury, always wear safety goggles in the lab when using sharp objects, chemicals, heat or glassware.
2. Handle all equipment as instructed by your teacher or written directions.
3. Do not touch any equipment without permission.
4. Wash your hands after every experiment.
5. Never eat or drink in the lab.
6. Always follow your teacher's instructions.

7. PROWL Time:

This program is setup to provide students with an opportunity to receive academic remediation or participate in curriculum-based enrichment activities. The focus of PROWL time is for additional learning support.

8. Consultations:

Students and parents are encouraged to contact teachers if they have questions or concerns. This may be done by calling SJMS at (801) 412-2900, sending an email, or coming in before or after school.

** Please check in at the main office

Please note: Department teams may create an addendum with additional information regarding disclosure expectations. This information is available on the SJMS website.

www.sjomiddle.org

SOUTH JORDAN STUDENT ASSISTANCE

Contact the Attendance office (412-2903) regarding:

- Collecting homework for sick students (see section titled "Absences and Academics" in this handbook)
- Home and Hospital (see section titled "Prolonged Absence" in this handbook)

Contact the Counseling office (412-2911) regarding:

- Counseling services
- Academic and behavioral monitoring via Student Tracker sheets
- Lunch School – a lunchtime program designed to provide time and assistance to students who have fallen behind academically. Students eat lunch while completing work.
- Study Skills class – a semester course designed to provide time and assistance to students who need help with organization, planning/prioritizing, focus, comprehension, turning work in on time, grade monitoring, test taking skills, etc. (Multiple failing grades is a typical indicator that a Study Skills course could be beneficial).
- Tutoring

ATTENDANCE

The South Jordan Middle School attendance policy is based on the knowledge that the explanations, clarifications, and discussions taking place in the classroom are invaluable components of the school learning experience. The benefits of instruction, once lost cannot be entirely regained. Punctuality and regular attendance are not only necessary for school success but also required by Utah State Law (Public Law 53A-11-101). The law further states that every parent or guardian has the responsibility of sending his or her child to school. The Administration and Staff at South Jordan Middle School are committed to the success of the students. Student success can best be achieved when Students, Parents, Teachers and School Administrators work together toward a common goal.

CHECK IN

A student coming to school late should always report to the attendance office to check in.

Excused admittance will be determined by an appropriate note or phone call that explains the reason for the check in (Please see the Types of Absences #1 below). The attendance secretaries must receive this information at the time of check in. Students who fail to check in will be considered truant.

CHECK OUT

During the school day when a student needs to leave school for any reason, it is imperative that the student check out through the attendance office. A parent or guardian must come **IN PERSON** to the attendance office where **ID is REQUIRED** to sign-out their student. **Please add the names of those you authorize to check out your student on the Skyward Parent Contact and Emergency Contact information page. You may UPDATE this information throughout the school year. ONLY those names listed on the Skyward Parent/Emergency Contact page will be allowed to check out your student.**

When checking your student out please allow sufficient time to send for the student. Parents who notify the attendance office prior to the check out time will have their student waiting for them in the attendance office. When other arrangements need to be made, contact the Attendance office for assistance at 412-2903.

Students are not allowed to leave the South Jordan Middle School campus without verified permission through the attendance office. Students leaving the school without following the proper check out procedure will be considered truant. Students that do not abide by this policy may be suspended until a parent/administrator conference is held.

TYPES OF ABSENCES

1. Excused absences include the following:

- The student was absent and is considered excused because of illness, medical, or dental appointment confirmed with a timely note from doctor, or verified documentation indicating death/funeral of a family member, family wedding, court appearance, etc.
- The student was absent and the parent provided a written excuse note indicating the date of the absence in a timely manner. (Electronic note – school will contact the parent to indicate receipt of the electronic note). *Notes to excuse an absence will be accepted by the attendance office **up to five school days** after the student returns to school.
- Activity absences which are approved by a teacher, advisor or coach, and administrator, with the student on the activity list prior to the absence.
- Vacation absences/educational leave and special types of obligations that have prior approval in accordance with Jordan school district policy with the prior completion of the Vacation/Educational Leave Form (up to ten days per school year.) Vacation days may be used if the absence will be for two or more school days.
- Home and hospital instruction

2. Unexcused absences The student was absent and the school received no call or note from the parent or guardian. The student was absent and the parent or guardian called with an excuse not considered excused by the Truancy Court or Jordan School District. (Going out to lunch, snowboarding, sleeping in, etc.) Additionally, students will be considered unexcused if a parent does not excuse an absence through a written note to the attendance office **within five school days** of the absence.

3. Truancy absences The student was truant and the truancy was verified by parents, police or school officials. This includes a student leaving school without checking out through the attendance office, not arriving at school as expected by parents and school authorities, or missing part or all of a scheduled class without permission.

A student is considered absent from school or from a class any time he/she is not present. School activities and assemblies that are scheduled during school time between 7:50 AM - 2:50 PM are considered part of the regular school day.

A	<i>Absence</i>	<i>Unexcused Absence</i>
C	<i>Check in/out</i>	<i>Student checks in and out in the same period</i>

<i>Code</i>	<i>Attendance Code For:</i>	<i>Definition</i>
O	<i>Check Out</i>	<i>Student checked out with a valid and verified excuse</i>
P	<i>Present</i>	<i>Positive Attendance</i>

D	<i>In School Suspension</i>	<i>Student was in In School Suspension</i>	Q	<i>Parent Written Note</i>	<i>Parent provided a written excused note indicating the date of the absence in a timely manner.</i>
E	<i>Excused Absence</i>	<i>Student absence was confirmed with a timely note (see Types of Absences #1)</i>	S	<i>Suspension</i>	<i>Student out of school suspended</i>
G	<i>Guardian Knowledge</i>	<i>Unexcused absence with parent knowledge (see Types of Absences #2)</i>	T	<i>Tardy</i>	<i>Student came to class late (10 minutes or less)</i>
H	<i>Home and Hospital</i>	<i>Student receiving educational services at home due to extended illness, injury, or disciplinary placement</i>	U	<i>Unexcused Check in</i>	<i>Student checked in late with no valid excuse</i>
I	<i>Check In</i>	<i>Student checked in with a valid and verified excuse</i>	V	<i>Educational leave/vacation</i>	<i>Student excused absence due to a prearranged vacation or educational leave</i>
J	<i>Testing/SEOP</i>	<i>School wide testing, individualized testing, or SEOP conference</i>	W	<i>Way Late Tardy</i>	<i>Student was more than 10 minutes late for class</i>
K	<i>Detention/Crisis Center</i>	<i>Student is being held in the county detention or crisis center</i>	X	<i>Counselor Conference</i>	<i>Student in conference with counselor</i>
L	<i>Excused Tardy</i>	<i>Student came late to class with a valid and verified excuse</i>	Y	<i>Administrative Conference</i>	<i>Student in conference with administrator or office staff</i>
N	<i>School Activity</i>	<i>Student out of class due to a school sponsored activity</i>	Z	<i>Verified Sluff or Truancy</i>	<i>Student sluffed one or more classes</i>

ABSENCES AND ACADEMICS

If a student is unable to attend school for two or more days because of illness or injury, parents may contact the attendance office (412-2903) to make arrangements for homework to be picked up at a designated date and time. If notified after 11 a.m., the pick up time will be the following day at 3 p.m. Students will be given a minimum of one day for each day missed to make up missed assignments, exams, or meet assignment deadlines. It remains the student's responsibility to ascertain what work was missed and then ensure that the work is completed and turned into the teacher by the established deadline.

PROLONGED ABSENCE: Parents and students are encouraged to maintain communication with their teachers via email or phone during times of prolonged absence. Parents may request home and hospital instruction for student absences resulting from injury or illness that may exceed 10 consecutive school days. (A doctor's note must be provided to the attendance office prior to home and hospital implementation.) Parents may contact the attendance office (412-2903) to make arrangements for home and hospital.

ASSEMBLIES AND ACTIVITY PRIVILEGES: Assemblies and activities shall be considered special student privileges where participation is contingent upon appropriate behavior. Students shall show respect to all performers. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending and may be subjected to disciplinary action. Students have the responsibility of keeping their assembly and activity privileges. These privileges include but are not limited to: attending dances and assemblies, bus transportation to Lagoon for 9th graders, and participation in NJHS, SBO, PTSA, Stage Crew, and Ambassadors. The assistant principals may work with students on an individual basis to allow students an opportunity to regain their privileges for truanancies, suspensions and/or behavioral referrals.

BACKPACK POLICY: Students will be required to place their backpacks in their lockers for the full day. Students ARE allowed to bring backpacks, bookbags, purses, and coats to school, however it is expected that ALL students leave them in their lockers. If there is a medical reason for your student to carry a backpack (broken leg, crutches, wheelchair) please contact an administrator.

BULLYING/HARASSMENT: Bullying and Harassment are not tolerated at South Jordan Middle. Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. A student is being bullied or victimized when he or she is exposed to negative actions that are unwanted, with the intent to harm, and repeated over time. Harassment can include any of the following: Physical--hitting and/or punching, Verbal--teasing or name calling, Non-verbal or emotional--intimidation through gestures, social exclusion and relational aggression, Cyber --sending insulting, threatening or harassing messages by phone or computer, or electronic messaging, and Sexual -- unwanted actions and language of a sexual nature.

CLOSED CAMPUS: All middle schools in the district operate under a “closed campus” policy. Students are to remain on campus throughout the school day unless they have been properly checked out of school according to procedures outlined by each school.

CAFETERIA: South Jordan Middle School is equipped with a large cafeteria where our students may enjoy their lunches. Nutritional, low-cost lunches are available to students. Each student is assigned a computerized lunch number that will be used while at South Jordan Middle School. This number must be kept confidential and will be used each time the student goes through a lunch line. Students are asked to make deposits to their lunch account in the main office before school, but deposits must be made by 10:00 AM to receive credit for that day. With a large number of students present, appropriate behavior is critical. Students should ensure that the area in which they eat is free from trash. Running, shouting, food throwing, or other disruptive behavior will not be tolerated.

CLASS TRANSFERS: Much time and consideration has gone into your student’s placement and schedule at South Jordan Middle School. At South Jordan Middle School, we believe that every voice counts and that every child is as equally entitled to a positive learning experience as another. The Class change request policy was designed in accordance with Utah SB 122. Transfers will be considered only after necessary movements to accommodate overloaded classes and possible personnel changes. Changing classes to be with friends or in a specific lunch will not be considered. When class changes are requested due to conflicts, a parent, student, teacher, and administrator must first conference to try and resolve the issues.

COSTUME REGULATIONS:

- The School Dress Code and the Student Code of Conduct still applies even though costumes are allowed on special activity days (*Spirit Week activities and Halloween only*).
- Students must come to school already dressed for the day.
- Inappropriately dressed students will be sent to the office to call home for a change of clothing.
- Costumes should not be revealing. No bare shoulders, bare midriffs, bare legs above the knee.
- No cross-dressing or costumes degrading racial, ethnic, or religious groups.
- Leotards and tights are not to be worn alone.
- No masks of any kind.
- Full-face make up is not allowed.
- Makeup and colored hair for Spirit Week activities and Halloween are fine as long as they are applied at home. **No colored sprays will be allowed in the school.**
- Hats in the building will be acceptable on “hat day” only. Hats are acceptable if they are part of the costume and can be removed for class and are not a problem in the halls.
- Costumes for Spirit Week activities and Halloween should not impair the student's' ability to function in class, move through the halls, eat lunch, or cross the street.
- Props or costume parts should not obstruct other students or be a distraction in class.
- Remove any sharp edges or points from costumes or props before coming to school.
- No weapons or facsimile of weapons are allowed.
- **Shoes must be worn all day**; no slippers unless specifically stated during Spirit Week.
- Colored hair and face paint is not appropriate for other “holidays”. (Valentine’s Day, St. Patrick’s Day, game days, etc.)

DANGEROUS OR DISRUPTIVE CONDUCT: Students who engage in dangerous or disruptive conduct, including bringing any weapon or facsimile of a weapon to school, committing arson, burglary, larceny, criminal mischief, battery or assault, or who engage in activities which violate federal, state or local laws, shall be suspended to a district hearing (see Policy AS67 – Student Discipline). State Law enables a school to suspend or expel a student from a public school for “frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.”

DRESS CODE-SCHOOL DRESS, GROOMING AND APPEARANCE-JSD POLICY AA419: Students shall dress in a manner that shows respect for the educational environment and is befitting the day’s activities. Students’ clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student confrontations or complaints.

1. **Holes or tears in pants/shorts/or skirts that are above mid-thigh must not show skin.**
2. **Shorts, skirts or dresses must extend to mid-thigh when the student is seated.**
3. **Shirts need to cover chest, back and shoulders. No gaps in clothing between the top of the pants and the bottom of the shirt. If a shirt is sheer, or has rips or tears, an undershirt must be worn beneath.**

4. **No crude or vulgar images should be on a student's attire or belongings.**
5. **No hats of any kind except as a part of an approved school activity, or for religious, or medical purposes.**
6. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
7. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
8. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.
9. All students shall wear clean clothing. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.
10. Students shall comply with the laws that govern wearing military uniforms and insignias (Title 10, USC §771-772, and Army Regulation 670-1 §29-4).
11. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
12. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes "gang" clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed. (SJMS includes bandanas in "gang" clothing.)
13. Shoes shall be worn at all times that ensure personal safety and hygiene.

ELECTRONIC DEVICES: This includes cell phones, music/video game devices, electronic readers/tablets, AND EARBUDS etc. *These items are allowed usage in the hallways and in the cafeteria during lunch.* These items are **prohibited** during classroom instructional time between 7:50 AM and 2:50 PM unless permitted for educational purposes by an instructor. These items may be confiscated if seen or heard during classroom instructional time – or – if used inappropriately when permitted in a class. Confiscated electronic items are subject to the consequences found in the section titled "Range of Consequences" in this handbook.

FEE WAIVERS (Policy AA408): The state requires that schools receive documentation of fee waiver eligibility. Information and application forms can be obtained at the school main office.

FIRE AND EMERGENCY DRILLS: Fire drills are required by law as an important safety precaution. At the first signal, everyone must promptly vacate the building by the prescribed route. Students must be present for roll call with their teacher outside the building and remain with their teacher until allowed back inside the school building. In any emergency situation, it is critical that all students follow the directions of school and safety personnel.

DRUG AND ALCOHOL POLICY: The administration recognizes that the possession, use or distribution of illegal drugs, alcoholic beverages, or other prohibited substances constitute a hazard to students and is disruptive to the educational process. The following substances are prohibited at school:

- Illegal drugs
- Alcoholic beverages
- Illegal psycho toxic chemicals (inhalants)
- Tobacco products
- Prescription medications in excess of an 8-hour dosage
- Over-the-counter medications in excess of an 8-hour dosage

The possession, use, or distribution, by students of any substance listed above is prohibited on school district property, during school hours, and at any school-sponsored extracurricular program or activity including those held off school property. Violations will result in the strict applications of Jordan School District's Drug and Alcohol Policy AS90. The school principal can provide a complete copy of this policy.

Substance Distribution (Share or sell) Illegal drugs and substances, alcohol, and	45 days suspension Home-based alternative education program and assessment	180 days suspension Home-based alternative education program and assessment		Substance Possession or Use Over-the-counter medications in excess of 8 hr dosage	Administrative warning Suspension to Parent conference	10 day suspension Home-based alternative education program or	45 day suspension Home-based alternative education program and assessment
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prescription medications	Parent conference Police notification	Parent conference Police notification	
Substance Distribution (Share or sell) Over-the-counter medications	Suspension to Parent Conference	45 days home-based alternative education program and assessment.	
Substance Possession or Use Illegal drugs and psychotoxic substances, alcohol	10 days suspension or early drug and alcohol intervention Parent conference Police notification	45 days suspension Home-based alternative education program and assessment Parent conference Police notification	180 days suspension Home based alternative education program and assessment Parent conference Police notification
Substance Possession or Use Prescription Medications	Suspension to Parent Conference	10 day suspension Home-based alternative education program or Early intervention class	45 day suspension Home-based alternative education program and assessment

		Early intervention class	
Substance Possession or Use Tobacco	Possible Suspension Parent phone contact Possible Police Involvement Tobacco Citation	Possible Suspension Parent phone contact Possible Police Involvement Tobacco Citation	Possible Suspension Parent phone contact Possible Police Involvement Tobacco Citation
Weapons Weapon Facsimile Flammable Material Arson Explosives Fireworks	Suspension to District Hearing Parent contact Possible police citation		

GANG RELATED ACTIVITY: Student involvement in gang-related activity may include but is not necessarily limited to the following:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.
- Use of a name which is associated with or attributable to a gang.
- Designating turf or an area for gang activities or occupation or ownership.
- Any combination of above items.

GRADE AND ATTENDANCE DISCLOSURE STATEMENT: A school wide disclosure, detailing school wide rules and citizenship guidelines, is included in the student planner and posted on the school’s website. Additional class information is included in course addendums that are also posted on the school’s website. Signed parent/student acknowledgment that the school wide disclosure and course addendums will be required at the beginning of all courses.

HALL PASS: Students are to be in class on time and remain in class until that class period is over. Each student who leaves class for a school related purpose or individual needs, must obtain a hall pass from the teacher.

HALLWAY USE: Respect is required at all times in the hallways. Pushing, shoving, running, and “horseplay” are prohibited. All trash should be thrown in garbage cans. Students are NOT to congregate in groups during class changes (this is a safety concern and prevents others from getting to class on time). Possible suspensions will result from unsafe or insubordinate behaviors.

LOCKERS: Lockers are school property and are issued to students for storage of school books and school equipment. Students are responsible for keeping their lockers neat and clean both inside and out. Students must not in any way deface or mutilate their lockers or anyone else’s locker. Each student is assigned their own locker and should not share lockers or give others their combination. Students who violate these regulations can lose locker privileges. We reserve the right to search any or all lockers. Illegal items found in lockers may be confiscated and the students to whom the lockers are assigned may be prosecuted. The school is not responsible for stolen items.

NON-DISCRIMINATION: It is the policy of the Jordan district not to discriminate on the basis of race, color, national origin, sex, or disability in any educational program.

NON-EDUCATIONAL ITEMS AT SCHOOL: Items deemed hazardous or disruptive to the educational environment do not belong at school. These items include but are not limited to the following: noise makers, silly string, laser pointers, toys, balloons, “shockers”/“buzzers”, etc. These items will be confiscated if discovered at school.

PLANNER USE: Student	Parents	Teachers
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<ul style="list-style-type: none"> • Take your planner to every class, every day • Write assignments from each class in the planner • Check to see if you have the material needed for your homework BEFORE going home • Check your homework to make sure it is completed • Show any messages to parents or teachers 	<ul style="list-style-type: none"> • Check the planner often • Ask to see listed assignments • Encourage your student to carry and utilize the planner daily • Contact teachers regarding questions about your student's grades, projects, assignments, tests, etc. 	<ul style="list-style-type: none"> • List daily assignments and important upcoming due dates in a prominent place in the classroom • Encourage students to write assignments in their planners • Use the planner as a communication tool with parents
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PROFANITY: Students are encouraged to be mindful of others by not using profane language at school. Language that is lewd, vulgar, gross, obscene, defamatory, or otherwise disruptive to the educational environment will not be tolerated. Under state law, any violation of this policy (AA425) may result in suspension. Let's "Keep it Clean, SoJo!"

REPORT CARDS: Student grade information is located on Skyward. In addition, students will have the responsibility of taking their own report cards home for the first, second and third terms. Only the fourth term report card will be mailed to the parents. Also please note there will be a mid-term report which your son/daughter should bring home each quarter. Please contact the counseling center at 412-2911 with questions regarding Skyward access.

SKYWARD (GRADES & ATTENDANCE): As previously noted, student success can best be achieved when students, parents, teachers, and school administration work together toward a common goal. To reach the goal of student success, each member of the school community must recognize, understand, and fulfill their responsibilities. South Jordan Middle School provides computerized attendance and class grade records over the Internet. Parents and students can check current grades, missing assignments, and attendance on Skyward. Skyward can be accessed from the school's website: www.sojomiddle.org. You will need your login and password to access the site. These are available through the Counseling office, 412-2911.

SUSPENSION: The suspended student is counted as excused on attendance records and cannot be penalized for non-attendance on days of suspension. Make-up work arrangements are the responsibility of the suspended student and his or her teachers. Work must be completed within the time requirements noted in the teacher's disclosure. A suspended student is not allowed on any Jordan School District property without the presence of a parent/guardian.

SUSPENSION TO A DISTRICT HEARING: Jordan School District students and employees are entitled to a learning/working environment which is free from unlawful and violent acts. Therefore, the Jordan District Board of Education shall not tolerate acts of violence, use or possession of flammable materials, fireworks, use or possessions of weapons (real or facsimile), criminal behavior or harmful gang activity in schools, on school property, or at or around school activities. Students whose actions pose a threat to the health and/or safety of a student or staff member shall be suspended and/or suspended to a district level appeal hearing (Board Policy AS67).

TARDINESS: Tardiness is disruptive to the educational process. A student is considered tardy to class if he/she is not in their seat and ready when the tardy bell rings. Students arriving to class within the first 10 minutes of the class will be considered tardy after which they may be considered truant. Tardy make-ups may be arranged through the individual teacher according to their disclosure statement and must be resolved within 5 school days. School consequences for excessive tardiness will be the following:

- 1 tardy- teacher discussion with student
- 2 tardy- teacher calls home (Student Citizenship dropped to an S).
- 3 tardy- teacher referral for 45 min ASD. (Student Citizenship dropped to an N) Admin call home to set up ASD.
- 4 tardy- 60 min ASD.
- 5 tardy- parent meeting with teacher/admin. (Student Citizenship dropped to a U).

Additional tardies will result in continued administrative action which may include parent conferences and additional suspensions. The administration reserves the right to adjust these consequences for those students that are habitually tardy.

TELEPHONE: School phones are business phones and are not to be used without permission. Students may get permission from their classroom teacher to use the school phones during school hours. In order to use the office phones, Students must have a hall/phone pass.

TRANSPORTATION:

Disruptive Behavior	Warning Bus ticket Parent contact	Warning Bus ticket Parent contact Probation	Bus suspension Bus ticket Parent contact
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Exiting out of the emergency exit when no emergency exists	10 day bus suspension and parent conference. Possible Police Citation	20 day bus suspension and parent conference Possible Police Citation	Loss of riding privileges
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Lewd Conduct Mooning, pantsing	1-5 day suspension Parent conference Bus Ticket Possible police citation	1-10 day suspension Parent conference Bus Ticket Possible police citation	District Hearing Parent conference Bus Ticket Possible police citation
Throwing Object Out Window	Warning Bus ticket Parent contact 1-5 day suspension Possible Police Citation	5 day bus suspension Parent conference. Bus Ticket Possible Police Citation	10 day bus suspension Parent conference Bus Ticket Possible Police Citation

Vandalism to the bus	Restitution Possible bus suspension Parent conference. Possible Police Citation	Restitution Possible bus suspension Parent conference Possible Police Citation	Loss of riding privileges
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TRUANCY/SLUFFING: Excessive tardiness and unexcused absences may result in a student being disciplined according to their teacher’s disclosure and/or other administrative consequences. Truancy may lead to letters from the school informing the parents of the problem and encouraging a joint solution between the home and the school. A conference between parents and school administrators may also be necessary. If truancy continues, the students may be referred to truancy court. Students who sluff may receive a “0” on all assignments, quizzes, and/or tests that are missed as a result of their sluff. Assemblies and activity privileges may also be revoked as per administration discretion.

VISITOR POLICY: Because of the crowded conditions in the middle schools throughout the district, it has become necessary to disallow student visitors in the school. The only exception would be students/adults invited into the building as part of the regular instructional process. These approved visitors must check in at the front office to receive their visitor badge. Badges must be worn in a visible location at all times and must be returned at the end of the day.

SOUTH JORDAN STUDENT ORGANIZATIONS

S.B.O. = Every year 7th, 8th, and 9th grade students have an opportunity to serve as a student body officer (S.B.O.). They are in charge of school activities, announcements, assemblies, etc. Each candidate must meet specific requirements in order to run for office. Elections take place in the spring.

P.T.S.A. = South Jordan Middle School has an active Parent-Teacher-Student Association (P.T.S.A.). Student PTSA representatives are in charge of several school activities during the year such as Ribbon Week, Diversity Week, etc. The student reps work in conjunction with PTSA parents to provide fun and enriching activities. Student reps from each grade level are selected in the spring.

N.J.H.S. = Belonging to the National Junior Honor Society (N.J.H.S.) is an honor and a privilege. This opportunity is extended to 8th and 9th grade students who have exhibited outstanding academic scholarship and school citizenship. N.J.H.S. students participate in quarterly service projects and activities.

Stage/Tech Crew = 8th and 9th grade students may apply to be a member of the stage/tech crew. These students are trained to assist with all assemblies and performances. Additionally, these students assist with the computer needs of the school under the direction of their faculty advisor. Students must apply for these positions in the spring for the following year.

Ambassadors = Every 7th, 8th, and 9th grade students have the opportunity to serve on South Jordan Middle School’s Ambassadors. Ambassador students extend a helping hand and kindness to all students. They also help with school activities, including SoJo’s Welcome Crew.

M.E.S.A. = Mathematics Engineering Student Achievement (M.E.S.A.) program involves students who are interested in technology related activities that include monthly meetings, academic counseling, tutoring, and frequent interaction with career role models.

SOJO School Map

Portables

