American Fork Junior High School

EMPOWERING EVERY STUDENT TO SUCCEED IN LEARNING AND IN LIFE

Student and Parent Handbook
2022-2023
It is the commitment of the Alpine School District to maintain safe and successful learning and working environments. To this end, the District prohibits discrimination, harassment, or retaliation in its programs, activities, or employment practices on the basis of race, color, age, religion, national origin, gender, sexual orientation, or any other classification protected by law. See Policy 7100 for additional information about district protocols for reporting, investigating, and resolving complaints of this nature.

Es el compromiso del Distrito Escolar Alpine mantener entornos de aprendizaje y trabajo seguros y exitosos. Con este fin, el Distrito prohíbe la discriminación, el acoso o las represalias en sus programas, actividades o prácticas de empleo por motivos de raza, color, edad, religión, origen nacional, género, orientación sexual o cualquier otra clasificación protegida por la ley. Consulte Política 7100 para información adicional sobre los protocolos distrital para reportar, investigar y resolver quejas de este tipo.
Welcome to American Fork Junior High

Dear Parents and Cavemen:

American Fork Junior High is a beautiful school that is well known for its outstanding staff, students, and academic programs. We hope you will take advantage of the rich academic opportunities your teachers will provide. We invite you to become active in the student activities here at school. The information in this handbook has been prepared to answer questions you may have about the school. We hope you have a great school year!

Please let us know how we can help you. Your success is very important to us. We wish you the very best!

Kirk Johnson
Principal
kjohnson@alpinedistrict.org

Jake Anderson
Assistant Principal
jakeanderson@alpinedistrict.org

Thomas Paul
Assistant Principal
thpaul@alpinedistrict.org

Lorrie Crandall
Assistant Principal
lcrandall@alpinedistrict.org

Dane Hanvey
Assistant Principal
dhanvey@alpinedistrict.org

Front Office: (801) 610-8750
Ms. Odette, Ms. Vernon, Ms. Wagner, Ms. Wettstein

Attendance: (801) 610-8752
Ms. Daley, Secretary

Administration: (801) 610-8753
Ms. Jolley, Secretary

Bus Garage: (801) 610-8850

Counseling: (801) 610-8751
Ms. Wells, Secretary

Financial: (801) 610-8750
Ms. Cleveland, Secretary

Seminary: (801) 763-4534

20 West 1120 North
American Fork, UT 84003

afjhs.alpineschools.org 801-610-8750
RESPECT
HONOR
PRIDE
WE STAND AS ONE AS WE:
RESPECT OTHERS
HONOR OUR CAVE
TAKE PRIDE IN OUR LEARNING
American Fork Junior High
Bell Schedules

Monday, Tuesday, Thursday, Friday

<table>
<thead>
<tr>
<th>1st Lunch</th>
<th>2nd Lunch</th>
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<tbody>
<tr>
<td>A1/B5</td>
<td>A1/B5</td>
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<tr>
<td>A2/B6</td>
<td>A2/B6</td>
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<tr>
<td>Cavetime</td>
<td>Cavetime</td>
</tr>
<tr>
<td>Lunch</td>
<td>A3/B7</td>
</tr>
<tr>
<td>A3/B7</td>
<td>Lunch</td>
</tr>
<tr>
<td>A4/B8</td>
<td>A4/B8</td>
</tr>
</tbody>
</table>

12:05 - 1:20 | 11:35 - 12:50 |

Wednesday Early Out

<table>
<thead>
<tr>
<th></th>
<th>8:15 - 9:15</th>
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<tbody>
<tr>
<td>A1/B5</td>
<td>8:15 - 9:15</td>
</tr>
<tr>
<td>A2/B6</td>
<td>9:20 - 10:20</td>
</tr>
<tr>
<td>A3/B7</td>
<td>10:25 - 11:25</td>
</tr>
<tr>
<td>A4/B8</td>
<td>11:30 - 12:30</td>
</tr>
</tbody>
</table>

1:25 - 2:45     | 12:50 - 1:20 |

Lunch          | Lunch       |
AFJH STUDENT CODE OF CONDUCT

Each student has the right to attend school in an environment that is safe, free of disruptive influences, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his/her maturity, interest and abilities. Students vary considerably in their maturity, motivation, academic development, social background, values, expectations, interests, intelligence, abilities, and experience. As a result, it is inevitable that problems will occur as people interact and strive to cope with the complexities of the school environment. One of the keys to a positive school experience is a discipline structure that helps you learn to behave responsibly.

Rules and regulations are necessary for the development and maintenance of an orderly and safe environment. Consequently, certain behaviors are recognized as being inappropriate, unacceptable, and/or disruptive of the educational process. Any school infractions of the conduct code may result in the following discipline management techniques, used alone or in combination:

- Verbal correction; warning
- Cooling-off time
- Counseling by teachers, counselors, or administrative personnel
- Parent conferences either in person or by phone
- Behavioral contracts
- In-School Suspension
- Out-of-School Suspension
- After School detention
- Withdrawal of privileges; extracurricular(s), field trips
- Participate in the cleaning/repair of any damage caused at school
- Financial restitution
- Referral to an outside agency and/or legal authority
- Schedule changes assigned to another classroom or teacher
- Other strategies and consequences as determined by school officials
ACADEMIC ELIGIBILITY FOR SPORTS
In order to participate in a UHSAA sanctioned event, a student must have a G.P.A. of 2.0 or higher and no more than one failing grade for the term prior to the beginning of the event. It is against UHSAA bylaws for a teacher to change a grade so that a student can qualify for a sport. It is inappropriate for a student or a parent to request make-up work or a grade change to meet academic eligibility requirements. An incomplete term grade “I” is treated as an “F” for athletic eligibility.

AFTER SCHOOL HOURS
Students must exit the building by 3:00 pm Monday & Tuesday/ Thursday & Friday, and by 2:00pm on Wednesday, unless accompanied by a parent or working in a classroom with a specific teacher or group.

After School Remediation - Check with your teachers or counselors to find out your options for after school remediation. The starting date and times will be announced. An after school bus runs on Monday, Tuesday and Thursday, which leaves the school at 4pm. The bus stops at Shelley, Forbes, Greenwood, Barrett and AFHS. Only students who are receiving assistance with school work may ride the after school bus.

ANNOUNCEMENTS
Announcements will be made over the school intercom system each day at the beginning of second period. They are also posted daily on the monitors in the commons area. Information about school activities and sports are made during morning announcements.

ATTENDANCE
Policy - Students are expected to be in attendance and participate every day of the school year in order to receive maximum benefit from their educational opportunities. If students need to leave campus for any reason, they are expected to be checked out at the attendance window. (See the check-out procedure below)

Absence from School - Students who are absent for any reason should have a parent or guardian report the absence within one week using one of the following methods:
- Excuse FULL DAY absences in your parent Skyward (link for tutorial)
- Email afjhattendance@alpinedistrict.org
- Call (801) 610-8752
- Get a doctor’s note and bring it to the attendance office
*Please allow one business day for attendance to be entered into Skyward*

Check-in Late - Students who arrive late to school should report immediately to the attendance office to receive a check-in-slip. To excuse the late entry, you must have one of the following:
- Email afjhattendance@alpinedistrict.org
- Parent call (801) 610-8752
- Doctor’s statement
- Dated note signed by a parent stating the time you arrived at school
- Parent present to check-in

Check-out Early - If a student needs to leave school during school hours, he/she must check out at the attendance office. Please plan time for the checkout. The following procedure should be followed:
- Only a parent, guardian, or others on the approved emergency contact form (located in Skyward) may check out a student.
- A qualified person MUST come to the attendance office window and present a photo ID to sign the student out.
- Students who leave school without checking out will be marked unexcused or truant.
- Students who return to school the same day must report to the attendance office to check-in before returning to class.

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AUDITORIUM / ASSEMBLY
The auditoriums should be treated as a fine theater. The highest level of respect should be shown to performers.
- Students are expected to sit in a seat/section as directed by their teacher.
- Students are expected to use aisles, do not climb on or over seats.
- Immediate and respectful attention should be given to the student or adult addressing the audience.
- Clapping is an acceptable expression of appreciation during assemblies.
- No food or drinks are allowed in the auditorium.

BICYCLES
Bicycles should be walked on the sidewalks immediately surrounding the school building. Bicycles must be locked in the designated bike rack located on the southwest side of the school. AFJH is not responsible for damaged or stolen bicycles.

BULLYING / INTIMIDATION / HARASSMENT
Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bullying and/or intimidation of others may include but is not limited to any aggressive, or negative gesture(s), or written (including the internet), verbal, or physical behavior that places another student in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school environment. Bullying/Intimidation/Harassment in any form will not be tolerated and should be reported to a school official.

BUSES
School bus safety is a priority at American Fork Junior High. Bus service is a privilege. To ensure safety, students must demonstrate responsible behavior when riding the school bus. While being transported students are under the direction of the bus driver and must obey his/her request. Concerns regarding busing should be directed to district transportation services. Bus routes will be posted the first week of school and are available on the Alpine School District website. The bus garage phone number is (801) 610-8850.

CALENDAR – P/T Conferences and End-of-Terms
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Time</th>
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<tbody>
<tr>
<td>Thursday, September 29, 2022</td>
<td>Parent/Teacher Conference</td>
<td>3:30-6 pm</td>
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<tr>
<td>Thursday, February 16, 2023</td>
<td>Parent/Teacher Conference</td>
<td>3:30-6 pm</td>
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<tr>
<td>October 12, 2022</td>
<td>1st Term Ends</td>
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<tr>
<td>December 16, 2022</td>
<td>2nd Term Ends</td>
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<tr>
<td>March 10, 2023</td>
<td>3rd Term Ends</td>
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<tr>
<td>May 26, 2023</td>
<td>4th Term Ends</td>
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*For all other calendar items, see AFJH website at: afjh.alpineschools.org

CANCELLATION OF SCHOOL
Schools may be closed during periods of inclement weather. Early morning announcements of closure will be made over local radio and television stations or you may check the district web page at http://alpineschools.org When possible the School Messenger (caller) will go out as well as information placed on the school website.

CAVE TIME
Cave Time is scheduled from 11:00–11:30 am on Monday, Tuesday, Thursday, and Friday. This time is allocated to students to improve their grades and learning. All students will receive a Cave Time slip with a printout of their current grades during second period. If the student is passing all of their classes, the slip will be on colored paper and the student is allowed to attend an activity of their choice. If the student is failing one or more classes, the slip will be printed on white paper and the student is expected to attend an intervention class to work on the failing grade. Cave Time activities and intervention schedules are posted throughout the school and on the school website. Students with special circumstances may be directed to the lunchroom for Cave Time and are to remain

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in the lunchroom, unless other arrangements have been made with their counselor or administration. They will receive assistance from school personnel.

**Cave Time Tip** - When checking your student out during Cave Time please plan ahead. Discuss with your student where they are going to be during Cave Time, as it is difficult to locate students during this time.

**CHEATING**
Cheating on schoolwork by giving or receiving unauthorized help is not acceptable. Each teacher will have an individual classroom policy regarding cheating in their disclosure document. Incidents of cheating will be addressed appropriately.

**CLASS CHANGES**
Only on a rare occasion should you or your parents ask for a class change during a term. Changes should be requested at the end of a term or at the end of a semester by contacting the counseling center. A $5.00 schedule change fee and a note from a parent/guardian are required before a class change will be considered. No fee will be assessed if a class change resulted from scheduling errors or administrative interventions.

**CLOSED CAMPUS**
Once students arrive at school, they may not leave until school is dismissed or unless properly checked out through the attendance office (see page 8). If a student is officially checked out of school, we ask that they check in with the front office when they return to the campus. Students who live close enough to eat lunch at home and return in time for their next class may apply for a “Home Lunch Permit.” This permit is available from the front office and must be signed by the student’s parent/guardian and returned to Mrs. Crandall before they are valid. Lack of adherence to this policy will be considered a truancy.

**COMPUTER USE AND INTERNET ACCEPTABLE USE POLICY**
Alpine Board of Education requires all students, patrons, or employees of the district to sign and comply with the ASD Acceptable Use Policy.

- Public school students may have permission to use the Internet at AFJH, if they have parental permission and are under direct school supervision.
- No student should be identified or private information published on any school sponsored website.
- ASD filters access to the Internet. However, some accessible sites may contain illegal, defamatory, inaccurate, or potentially offensive material. Students who encounter inappropriate material are to contact a teacher or supervisor immediately.
- Appropriate disciplinary action shall be taken against any student who willfully and knowingly violates the Acceptable Use Policy.

The privilege of computer use at AFJH depends on students acting responsibly and appropriately. The computers are not to be used to access or create materials that are inappropriate in a school setting. This includes, but is not limited to: images or messages that are sexually explicit, grotesquely violent, or seek to demean or harass others.

**COUNSELING**
The Counseling Center is available to respond to a wide variety of student and parent needs. Which is staffed by caring, qualified counselors and aides, the counseling center is prepared to assist when problems of an educational, vocational, or personal nature arise. Students, parents, and staff members are encouraged to seek assistance by contacting the counseling secretary for appointments. A school psychologist can be available with a referral from a counselor. The counseling office phone number is (801) 610-8751.

**Counselor Assignments:**

<table>
<thead>
<tr>
<th>A - Ch</th>
<th>Ms. Wood</th>
<th>H - Le</th>
<th>Mr. Sannar</th>
<th>Si - Z</th>
<th>Ms. Elzey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ci - D</td>
<td>Ms. Jepperson</td>
<td>Li - M</td>
<td>Ms. Flynn</td>
<td>Secretary</td>
<td>Ms. Wells</td>
</tr>
<tr>
<td>E - G</td>
<td>Ms. Behm</td>
<td>N - Sh</td>
<td>Ms. Te’o</td>
<td>Registrar</td>
<td>Ms. Cetraro</td>
</tr>
</tbody>
</table>
DANCES
School dances are held several times during the year from 2:45 p.m. to 4:00 p.m. Dances are for AFJH students only and the school dress code will be enforced at all dances. A student ID card is required for all dances. Please see the school website at afjh.alpineschools.org for dates and times of school dances.

DELIVERIES
**Balloons** - Balloons are not allowed in school due to students with Latex intolerance.
**Food** - The school will not accept commercial food deliveries on behalf of students.

DRESS CODE
Dressing appropriately in school demonstrates respect towards self and others, and creates a comfortable learning environment. See page 17 for examples of dress code violations. Interpretation of the dress code is the right and responsibility of the school administration. Students who violate the dress code will be provided with alternate clothing, or sent home to change. Repeat offenders or those who refuse to comply with the dress code may be subject to additional discipline.

ELECTRONIC DEVICE / CELL PHONE POLICY
At American Fork Jr. High, we expect that students will have the opportunity to engage in meaningful learning experiences with our highly qualified teachers. To accomplish this, personal electronic devices should not be out during class time. The primary goal of this policy is to reduce distractions from learning and to educate students about the appropriate, respectful, and timely use of personal electronic devices in the classroom.

EMERGENCY PROCEDURES
Students will be instructed in and practice appropriate safety and evacuation procedures. The school participates in at least 4 emergency drills throughout the school year. Emergency procedure information is available in each classroom and is posted on our school website. Each classroom is equipped with emergency supplies.

The following procedures are intended for all emergency situations. If evacuation of the building is necessary, the alarm will sound. Teachers and students are to follow the procedures outlined below:

- **Follow the pre-arranged evacuation route** described on the Evacuation Diagrams posted in each room.
- **Proceed to the P.E. field** on the north side of the main building.
- **Students will immediately find and line up behind their A1 teacher. No matter what time the evacuation occurs, or which class the students are in, they will ALWAYS go to their A1 teacher on the field.**
- **Teachers will take roll.** If anyone is missing, their names will be written on a Missing Student Form and the form given to one of the emergency team members.
- **All teachers are required to stay with their class until the all clear sign is given.** All students must remain with their teachers until they can be released to a previously identified parent, guardian, or neighbor who is on the emergency check-out form.

FREQUENTLY ASKED QUESTIONS

- How do I pay a fee or fine? See Mrs. Cleveland, the financial secretary.
- How can I pay for lunches? Go the lunchroom before school or go to www.mealpaymentplus.com
- If I have a question about grades or credit? The counseling office can help you.
- Where can I pick up my homework if I am going to be absent for three consecutive days? If possible, notify your teacher beforehand, or contact your teacher by email, to request it.
- If I am being picked on or bullied, who do I talk to? A principal.
- What do I do with my backpack during lunch? It is best to place it in your locker or take it with you!
- When will the school nurse be available? She is here most Thursdays.
- What do I do if my locker is jammed? Find a custodian, administrator, or go to the front office.
- Where can I find calendar information, school committees, and forms? On the school web site at afjh.alpineschools.org
FIELD TRIPS
School-sponsored activities use district approved transportation for travel. Depending on the type of trip, a participation fee may be assessed to defray transportation costs. These are paid to the financial office or through My School Fees – afjh.alpineschools.org
- Students are expected to adhere to AFJH dress code, behavior guidelines, and policies while participating in school-sponsored activities.
- Students missing class to participate in any school-sponsored event will be considered school-excused provided they have followed proper procedures. Any work missed should be made up.

FINES, FEES, AND SCHOOL PROJECTS
Students are expected to pay all financial obligations in a timely manner.

FIRST AID
We are prepared to administer first aid to anyone injured at school. However, we are not permitted to change any dressing/bandages from previous injuries. If you become ill during the day, report to your current teacher who will give you a hall pass to come to the office. Attempts will be made to contact a parent or guardian. Do not stay in the rest rooms.

Students may carry a single dose of over the counter medication. In addition, pain relieving medication is available in the office, but can only be administered with parent permission via phone and is intended for emergency use only. If your student requires regular doses of medication, please fill out a medical form signed by a doctor and supply the office with the medication. Do not send medication to school with your student. Students who are found in possession of excessive over-the-counter medication or any prescription medications without proper authorizations may be subject to disciplinary action.

Medication Policy - It is Alpine District Policy that no student will have any prescription medication on his/her person. If a student requires prescription medication during the school day, an authorization form can be picked up in the front office. If proper authorization has been obtained, a parent must bring medication to the school in its original prescription bottle with the original pharmacist label. All medication is kept in a locked cabinet and dispensed by a school employee.

HALL PASSES
You must have a hall pass if you are out in the hallway during class time. The hall passes are obtained from your teacher. Students out of class without a hall pass will be escorted back to their respective classes.

HOMEWORK
Students may contact their teachers directly to request missed work due to absences. Teacher email addresses may be found on the school website at afjh.alpineschools.org Students are responsible for making up missed school assignments.

INSUBORDINATION / DISRESPECT
Students are to respond promptly and respectfully to the directions of staff members and to act respectfully toward staff members at all times. Failure to do so may result in administrative action.

LOST AND FOUND
The lost and found is located in the NE corner of the lunchroom. Please look there first for any lost items. Lost and found items are taken to the D.I. after each P/T Conference and at the end of school. The school is not responsible for any lost items.
LUNCHROOM
The cafeteria is a place where you can enjoy a meal with your friends. There are two lunch periods. You will be assigned to one of them each day by your 3rd period teacher. You may purchase lunch from the main line, sandwich line, salad line, pizza line, buy items from the “a la carte” line, or bring lunch from home.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Please be responsible for the condition of your eating area. All cafeteria food must remain in the cafeteria. The upstairs and east side of the school are off limits because students are in class during this time.

All lunch tickets are purchased in the cafeteria before school.

MEDIA CENTER
The media center is a study area. Students using the media center should come ready to work. If they need help or have questions, they should ask one of the media center staff. The media center is open from 7:45 a.m. to 3:15 p.m. Students are responsible for all books checked out in their name and they will be charged for all damaged or lost books. A ten-cent per day fine will be charged for overdue books. Please treat the media center with respect.

NUISANCE ITEMS
ANY item that interferes with learning and causes a disruption to the learning environment or learning of another person is not allowed at school. This might also include clothing accessories. Items deemed as inappropriate and disruptive are not to be brought to school; these items will be confiscated. Cell phone usage and text messaging are not allowed during school hours. **The school will not be held responsible for lost or stolen items.**

PTSA
President: Kym Woodward

American Fork Junior High PTSA strives to make a difference. We use the PTA motto, "Every Child, One Voice" to convey our commitment to helping provide a positive parental volunteer program to all students at AFJH. We hope to inspire more staff, parents & students to join PTSA so we can continue to make a difference.

PUBLIC DISPLAY OF AFFECTION
Inappropriate, overly-affectionate physical contact between students is not permitted. This applies everywhere on the school campus and school buses.

REPORT CARDS
At the end of each term report cards will be posted to both student and parent Skyward accounts. Report cards may be printed through Skyward. Parents may also request a printed copy from the counseling office at the end of each term.

SAFE SCHOOL POLICY
The Alpine School District Safe School Policy prohibits disruptive acts, weapons or facsimile/look-alike weapons, harassment, promoting fights/violence, gangs, secret societies, and hate groups. None of these acts or groups is conducive to the desired educational atmosphere that AFJH and Alpine School District strives to maintain.

- **Disruptive acts**: These are acts that disrupt the daily operations of the school including, but not limited to, physical or sexual assault, intimidation, aggression, snowballing, possession or displaying a dangerous weapon or facsimile/look-alike weapons.
- **Weapons**: Any item (knife, gun, etc…) capable of causing, or used to cause death or serious bodily injury, or a facsimile or representation of the item.
- **Fighting**: Students are expected to treat one another with respect. Students who choose to resolve conflicts using physical force will be suspended and referred to the School Resource Officer.
- **Profanity**: Students are expected to use clean and appropriate language - free from profanity, religious, racial, or sexual harassment.

[afjh.alpineschools.org 801-610-8750]
- **Gangs**: Student involvement in gangs or gang related activities is strictly prohibited on or about school property or at any school activity.
- **Sexual Harassment**: Defined as unwanted conduct or communication of a sexual nature that adversely affects a person’s educational opportunities, relationships, or environment. Anyone may file a sexual harassment complaint when an incident arises. Forms are available in the front office and the Guidance Center.

**SEARCH AND SEIZURE POLICY**
While on school property, the Administration, Resource Officer, or designee, reserves the right to search for materials to be found in violation of school policy.

By Federal Law, searches of a student’s person (including clothing, pockets, backpacks, purses, etc.) while on school property are permitted if there is reasonable suspicion that a breach of school policy or law is being committed.

**SKATEBOARDS / SCOOTERS**
Anything with wheels should be walked or carried on the sidewalks immediately surrounding the school building. In addition, skateboards and scooters are not to be used in school hallways nor carried into classrooms. Skateboards and collapsible scooters must be stored in a locker. Contact the front office to reserve a locker. Larger scooters must be locked in the designated bike rack located on the southwest side of the school. AFJH is not responsible for damaged or stolen skateboards or scooters.

**SKYWARD**
Students and parents have their own log-ins and passwords. Please check grades and attendance regularly.

**SPORTSMANSHIP**
We expect all students attending sporting events to treat the visiting team and fans with the utmost class and respect. Severe unsportsmanlike conduct may result in administrative consequences.

**STUDENT GOVERNMENT**
Elections for student government are typically held in April of each year for the following school year. Candidates must have a current grade point average of at least 3.0 and have acceptable school citizenship. Additional information can be obtained from Mrs. Oney or the main office.

<table>
<thead>
<tr>
<th>Student Council Members</th>
<th>9th Grade Cabinet</th>
<th>8th Grade Cabinet</th>
<th>7th Grade Cabinet</th>
</tr>
</thead>
<tbody>
<tr>
<td>President: Carson Giles</td>
<td>Millie Chappell</td>
<td>Lucy Armstrong</td>
<td>*To be elected in August 2022</td>
</tr>
<tr>
<td>Vice President: Austin Plewe</td>
<td>Brynna Doyle</td>
<td>Sophie Dunn</td>
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<tr>
<td>Life Skills Rep: Nash Murray</td>
<td>Gabi Lindsay</td>
<td>Bronson Miller</td>
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<tr>
<td>Secretary: Scout DeGroot</td>
<td>Porter Paskett</td>
<td>Jay Webb</td>
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**STUDENT ID CARDS**
Student ID cards are handed out with their school pictures. If an ID card is lost, a $5 replacement fee may be paid in the financial office. ID cards are required at all dances.

**STUDENT RESPONSIBILITIES**
The faculty and staff at American Fork Junior High strive to provide an environment where students can learn responsibility, build self-esteem, and achieve their personal educational goals. In order to accomplish those objectives, students will be expected to follow these guidelines:
• Accept responsibility for their education, decisions, words and actions.
• Act in a way that best represents their school, parents, community, and self to promote a safe, healthy environment in which to learn.
• Maintain a balance between academics and co-curricular activities while giving their best effort.
• Respect cultural diversity, individuality, and choices and rights of others.

SUBSTITUTE TEACHERS
Substitute teaching is a difficult task under the best circumstances. Substitute teachers are to be given the same respect as classroom teachers.

TARDY POLICY
Arriving late to class interrupts student learning and teacher instruction. It is a sign of disrespect towards others. Excessive tardies will result in a series of consequences, as explained in detail on page 16. All tardies will reset to zero each term to give students the opportunity to try again.

TELEPHONE FOR STUDENTS
A phone in the front office may be used with permission for emergencies or illness.

TEXTBOOKS, EQUIPMENT, LOCKERS, AND SCHOOL PROPERTY
Students are responsible for respecting and maintaining the school building including textbooks, equipment, lockers, and all other school property. Students are responsible for keeping lockers neat, safe, and secure. Decorating of lockers is prohibited.

Lockers - A locker with a combination lock is assigned to each 7th grade student at the beginning of the year. All 8th and 9th graders will have the option to have a locker. Locker combinations are changed each year and the combination is issued only to those students who are responsible for that locker. Combinations can be found on Skyward or in the front office. Lockers are the property of the school. Authorized personnel have a responsibility and right to examine the content of lockers for reasons of health, safety, and security.

*It is imperative that students keep their combinations confidential. DO NOT leave the combination set on the last number. Do not use or change lockers without permission from the front office. Locker combination changes cost $5.00.

TRUANCY
Truancy is defined as any absence from a class that is not authorized by a parent/guardian, teacher, or school administrator. Excessive truancy may result in loss of hall pass privileges, or referral to Truancy Mediation.

TOBACCO, DRUG, AND ALCOHOL POLICY
The Alpine School District Board of education recognizes that the use, possession, and/or distribution of alcohol, tobacco, electronic cigarettes (and related paraphernalia), controlled substances, or imitation controlled substances constitutes a hazard to the welfare of students, faculty, and to educational programs. The use, possession and/or distribution of the above mentioned substances are illegal under the laws of the State of Utah.

Definitions:
• Tobacco- Any tobacco product, including smokeless tobacco and electronic nicotine delivery systems.
• Drugs- Any controlled substance or imitation. Drug paraphernalia is also included in this definition.
• Alcohol- Any beverages containing alcohol.

VANDALISM / THEFT
Students are expected to respect one another’s personal property and school property. Theft and vandalism will result in school discipline and students guilty of such behavior may be referred to the police.
VISITORS

- For student safety **ALL visitors** must check in and receive a visitor’s pass in the main office. **NOTE:** An administrator may refuse to issue a visitor’s pass in order to maintain an appropriate educational environment.
- Parents/Guardians wishing to visit classes need to check with the administration. If possible please contact the front office, giving 24 hours notice of your visit. Upon your arrival, please check in at the front office and a visitor’s pass will be provided.
- Visitors are expected to adhere to AFJH policies while visiting the school.
- Any person found on school grounds without permission is considered to be trespassing and may be referred to local authorities.
- Students wishing to bring a visitor to AFJH classes must have prior permission and a pass from the principal.
AFJH TARDY POLICY

In order to maximize instructional time, students are expected to arrive to all classes prior to the tardy bell. Teachers will close their doors when the tardy bell rings. Students will not be allowed in class after the tardy bell without a tardy admittance slip obtained from the tardy office. The following consequences will be administered to students for school wide tardies within each term:

<table>
<thead>
<tr>
<th>Tardies per Term</th>
<th>Consequence</th>
<th>Referred to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Student receives a warning.</td>
<td>Tardy Office</td>
</tr>
<tr>
<td>3</td>
<td>Parent receives an email from the school.</td>
<td>Tardy Office</td>
</tr>
<tr>
<td>4</td>
<td>Student conference with tracker. Call home.</td>
<td>Tracker</td>
</tr>
<tr>
<td>5</td>
<td>Meet with an administrator and lunch detention assigned.*</td>
<td>Administrator</td>
</tr>
<tr>
<td>6-7</td>
<td>Lunch detention automatically assigned.</td>
<td>Tardy Office</td>
</tr>
<tr>
<td>8</td>
<td>Meet with an administrator and call home again. Lunch detention assigned.*</td>
<td>Administrator</td>
</tr>
<tr>
<td>9</td>
<td>Lunch detention automatically assigned.*</td>
<td>Tardy Office</td>
</tr>
<tr>
<td>10</td>
<td>In-School Suspension assigned. The student loses extracurricular privileges and additional administrative action may be taken.</td>
<td>Administrator</td>
</tr>
<tr>
<td>11-14</td>
<td>Lunch detention automatically assigned.</td>
<td>Tardy Office</td>
</tr>
<tr>
<td>15</td>
<td>Out-of-School Suspension assigned. Parent, student, administrator and tracker meet to create an attendance plan.</td>
<td>Administrator</td>
</tr>
</tbody>
</table>

*If a student willfully chooses not to attend lunch detention, then In-School Suspension will be assigned for the following day.
AFJH Dress Code

Dressing appropriately in school demonstrates respect towards self and others, and creates a comfortable learning environment. The following pictures are guidelines. Interpretation of the dress code is the right and responsibility of the school administration. Students who violate the dress code will be provided with alternate clothing, or sent home to change. Repeat offenders or those who refuse to comply with the dress code may be subject to additional discipline.

Clothing and accessories with inappropriate slogans, inappropriate images, gang affiliated words or images, or sexually suggestive slogans or images are not permitted.

Clothing or accessories that cause undue attention, are disruptive to the learning environment, or create a safety problem are not allowed. This includes long chains or long belts, garters, and excessive jewelry. Bandanas are not allowed, and NO "hoods" up all day.

Shirts for all students must have sleeves and should not show any portion of the individual’s torso. This includes bare midriffs, low-cut or off-the-shoulder shirts, or any garment that allows for exposure of the undergarments. Also, sheer or see-through material is inappropriate for the school setting.

The length of shorts or skirts should be closer to the knee than the hip. NO ripping in the jeans above mid-thigh, and pants should be worn comfortably at the waist in a manner that does not impede walking and does not expose undergarments.