

Oak Canyon Junior High School

Mission, Vision, Values and Goals

Mission Statement

Together, We Learn For Life

Vision

Ensuring student success through:

- Collaboration
- Data Analysis
- Collective Inquiry

Beliefs (Values)

- Education becomes a lifelong process when students enjoy learning.
- Students learn responsible behavior when respect for others is encouraged, expected, and modeled.
- Quality education results when all students' needs are met through the cooperative efforts of diligent students, effective educators, involved and concerned families, and the community.
- The ethical use of technology combined with effective teaching promotes student learning.
- Skills, knowledge, and values are best acquired in a safe environment.
- Students learn to become well-rounded, contributing citizens in a world community.
- Students learn best when academic learning time is valued and protected from distractions.

Desired Results of Student Learning (Goals)

- Lifelong Learning
- Effective Communication
- Responsible Citizenship

SCHOOL POLICY

Excused Absences

In the event a student is unable to attend school, a parent/guardian must notify the school requesting the absence be excused. This may be done with a note or by calling the Attendance Office at 801-610-8138 within five days of the absence. After five days, excused absences will need approval through the administration.

Check-In

Students arriving late with a parent excuse note may go to the front office to receive a pass to class. Students arriving late without an excused note will **report to Room A128 for a class admit slip.**

Check-Out

Student check-outs **will not** be taken over the phone for safety reasons. If a student needs to check out or leave campus a parent or guardian must come to the front office and sign for their student. Identification may be necessary. Students may be checked out by individuals listed on the student Information Form if we have approval from a parent/guardian.

Attendance Policy

The purpose and intent of the Alpine Board of Education Policy of Participation and Attendance is to:

- Promote student attendance and participation. Students should be in attendance and participate every possible day of the school year in order to receive maximum benefit from their educational opportunities.
- Allow teachers to exercise reasonable discretion in determining the relationship between attendance, class participation, and grades.
- Encourage administrators and teachers to coordinate extracurricular activities in order to allow students full attendance and participation in class work.

Auditorium Conduct

The auditorium is the showplace of the school. This is the part of the school that is usually seen by visitors as they come to special meetings and productions. For these reasons students are expected to act appropriately and observe the following guidelines:

- Keep feet off of the seats and other furniture.
- No food or drink is allowed in the auditorium.
- Show respect for the performers and those participating.
- Remain seated during assemblies.

Bicycles

Bicycles must be locked in the designated bike rack located on the northwest side of the school. Oak Canyon is not responsible for damaged or stolen bicycles.

Tardy/Truancy Policy and Procedure

Students are expected to be on time to class, prepared and ready to work when the tardy bell rings. There is a 5 minute passing period between each class. There is a warning bell at 4 minutes, leaving 1 minute to be in their seat ready to learn.

- Any student not in the classroom before the doors are closed is considered tardy and must report to room A128 to record the tardy and receive a class admit slip.
- Students reporting to school late must check in with either the front office if they have an excuse note or to Room A128 if the tardy is unexcused.
- Excessive excused check-ins will be addressed by the trackers/administration.
- Missed detention will result in double time.
- Consequences for unexcused tardies include the following:

Tardies per Term	Consequence	Referred to
1	Student is warned, reads and signs the policy showing he/she understands attendance expectations.	Tracker
2	Student phone call to parents(s). Parent is notified that on the next tardy they will need to sign the attendance contract.	Tracker
3	Parent is required to sign a contract regarding tardy/lateness to school. Student serves a 30 minute detention if parent does not sign and return contract within 3 days.	Tracker
4	Parent is contacted and student is assigned a 30 minute after school detention or a lunch detention.	Tracker
5	Parent is contacted and student is assigned a 45 minute after school detention or lunch detention.	Tracker
6,7,8	Parent, Student, Administrator meeting. Student is assigned a 60 minute after school detention or two lunch detentions.	Administrator
9	Parent contacted and student assigned to ISS for the day.	Tracker
10	Out-of school suspension, referral to Truancy School, reinstatement meeting with Administration.	Administration
Single Class Truant	Time for time: One after school truancy detention per period missed, phone call to parent(s).	Administration Tracker
All Day Truant	Send home Utah Law regarding school attendance. In or out of school suspension possible. Phone call or meeting with parent(s), referred to conference with Counselor.	Administration Counselor
Continued Truant	Referral to Truancy School and/or Court	Administration Counselor

Oak Canyon Campus:

Oak Canyon is a closed campus. Students are to remain on campus during the entire school day unless properly checked out by a legal guardian or person appointed by the guardian that is listed on the student information form.

Buses

Bus safety is serious. All students are under the supervision and authority of the bus driver and must obey their instructions at all times. Students must demonstrate responsible behavior when riding the bus so everyone arrives to their intended destination safely. Riding the bus is not a right. Students who do not follow the following rules may lose their bus riding privileges.

- Students should line up single file to enter the bus. Walking behind or between buses is unsafe.
- Be seated and stay seated while the bus is moving. Do not place objects or any part of your body out the window, even if the bus is stopped.
- Do not open emergency doors or windows except in case of an actual emergency.
- Do not eat, drink or leave litter on the bus.
- Vandalism and inappropriate student interactions will be handled as a violation of the Safe Schools Policy.

Electronic Devices and Computer Use

Should electronic devices become a nuisance item they will be confiscated. If there are any questions please refer to District policy on Electronic Devices.

When using school electronic devices with internet access at Oak Canyon, students must first have parents or guardians sign the online acceptable use agreement. School electronic devices must be used responsibly by students. School electronic devices must not be used to access or create materials that are considered inappropriate at school. This includes, but is not limited to: images and messages that are sexually explicit, violent, grotesque, or are meant to demean or harass others. Computer use is a privilege and may be taken away if students use the computers in an inappropriate fashion. Oak Canyon strictly enforces the policies set forth by the Alpine School District's Acceptable Use Policy.

Dress Code

Fads and extremes in dress and appearance interrupt school decorum and adversely affect the education process. Clothing should be modest and not revealing. Appropriate undergarments and suitable footwear should be worn at all times. Attendance at Oak Canyon requires conformity to the dress code policy which includes:

- No head coverings (hats, hoods (hoodies), bandanas, scarves, etc.)
- All shirts and blouses must have a sleeve (no tank tops, muscle shirts or spaghetti straps)
- No display of undergarments
- No clothing or displays with reference to drugs or alcohol
- No displays or language of profanity or vulgarity
- No over-sized pants or low-riders
- No short shorts or short skirts. With arms by your side, fingers must touch the hem of shorts/skirt.
- No bare midriffs (midriffs should remain covered when student lifts arms)
- No hair colors or styles that distract from the educational process as determined by the administration.
- No gang related displays including: baggy pants, gang color displays, hanging belts or chains, bandanas, slogans, symbols, or gestures
- No piercings that are distracting because of number or location
- No low necklines
- No pants may be worn that are grungy, holey, or are see through

The Alpine School District Board of Education requires all of its students to conform to standards, avoid extremes, and exemplify personal cleanliness. Clothing should be free of tears or frays. The school administration will make the final determination on clothing, styles, and attire that is inappropriate.

Emergency Procedures

In the case of an emergency you are asked to stay calm and follow the instructions of your teacher.

In case of an actual emergency when student pick up is required, students will only be released to parents or legal guardians.

Extra Curricular Activities

The minimum requirement from the Utah High Schools Activity Association for all students to participate in school sports or extracurricular activities is a 2.0 GPA with no more than one "F" (failing grade) the previous term. Students involved in competition must maintain a 2.0 grade point average ("C" average) throughout the activity to remain eligible. No student is eligible to represent the school if they have failed more than one subject in the preceding quarter or if they are failing more than one subject during the quarter in which they participate.

Grade Reports

Students are given a grade summary four days a week as part of our eTime program to keep them informed of their academic progress. Mid-term grades are issued once per term. Official report cards are issued online four times per year, one to two weeks after the term ends. Fourth term grades will be mailed home.

Halls

Students should be considerate of other persons and to respect their "space" is essential. Students should not use any profane or vulgar language, should never run, and should not yell, scream, hit lockers or otherwise make excessive noise while in the halls. Students should not be in the halls during class without a pass. Students out of class without a teacher pass will be escorted back to their respective classes and may be sent to see an administrator. It is the student's responsibility to secure a pass prior to leaving. In short, be where you are supposed to be, when you are supposed to be there. Take pride in your school and do your part to keep it clean. Please do not litter.

Locker Information

Lockers are made available for student use at a nominal charge. Each student will be issued a combination to his/her locker upon payment of fees. Lockers are not to be shared with anyone other than their assigned locker partner. Each student is responsible for the care of his/her locker and liable for any damage. Lockers are not to be used as a reason to be tardy to class. If there are locker problems, the student should report to his/her assigned class on time and report the problem to the teacher. Lockers remain the property of the school, and the school authorities have a responsibility and a right to examine the contents of those lockers for reasons of health, safety, and security. Acceptance on the part of the student of a locker is acknowledgment of this privilege and retained by the school district to examine the contents of that locker whenever determined appropriate.

Locker Guidelines

- All books and personal belongings are to be kept in a neat, orderly manner.
- Locker combinations are private information and should not be given out to anyone.
- Students are not to share lockers other than with their assigned locker partner.
- When your locker does not function properly, report this immediately to the office.

- Any person caught tampering, opening or removing items from any locker other than his own may face strong disciplinary action.
- Never leave your locker without making sure you have locked it. Shut the door, turn the combination dial and test the door to make sure it is locked.
- Do not leave money or other valuables in lockers.
- Jamming the locks or pulling on the handle repeatedly causes them to break. Replacement fee \$3.

Lost and Found

The schools lost and found is located in the (SC) Student Center in room A-128. Items found should be turned into the SC. An effort will be made to return lost items to their owner if possible. Students should be sure that all items brought to school have been properly labeled with the students' name. **Lost and found will be donated to charity at Christmas Break and after school is out.**

Lunch Information

Payment for lunches is made in the **LUNCHROOM** before school. Each student will be issued a personal identification number which the student will give to the lunch personnel as they go through the lunch line. **STUDENTS ARE RESPONSIBLE TO KEEP THEIR IDENTIFICATION NUMBER CONFIDENTIAL.** If a student determines that someone else knows or is using their identification number, it needs to be reported immediately to the lunchroom management.

Each student is responsible for cleaning up their own garbage. Students who do not follow this rule will stay after lunch and assist in cleaning the cafeteria. All questions and concerns regarding the school lunch program should be directed to the lunchroom manager.

Nuisance Items

Nuisance items that distract from the learning environment may be confiscated and returned to parent.

Recognition Programs

Student of the Week

Students who demonstrate outstanding citizenship, school spirit, an attitude of success, good study habits and academic effort will be recommended by faculty members to receive this award.

Honor Roll

Students who earn a grade point average between 3.7 and 3.95 will be honored for their achievement.

Student of the Year Award

One 9th grade girl and boy will be selected as outstanding students for the year based on academic achievement, citizenship, and overall contribution to the school. These students will be selected by the faculty and will be announced at the Academic Awards Night at the end of the school year.

Academic Awards

All students who have a cumulative GPA of 3.95 or higher at the end of term three will be recognized.

Department Awards

Each department will select a number of students at the end of the year to recognize their accomplishments throughout the school year.

Respecting School Property

Vandalizing Oak Canyon Junior High, the building at large, restrooms, lockers, textbooks, or equipment, with writing, tagging, stickers, or by mistreating them in any way, may result in loss of privileges, restitution fines, student-parent-administrator conference, suspension or expulsion.

Safe Schools

It is the policy of the Alpine School District to prohibit acts of violence, aggression, terrorism, intimidation, use or possession of a weapon, criminal behavior, or gang activity in all Alpine School District schools, on school grounds, at school sanctioned activities, or when students are being transported in vehicles dispatched by the district. To help enforce the safe school policy, Oak Canyon Junior High reserves the right to search backpacks or other personal belongings when the need arises.

Safe Schools Procedures for Students

Abetting is the act of supporting, encouraging, and/or assisting activities which violate the safe school policy.

Bullying is aggressive behavior that is intended to cause harm or distress, exists in a relationship in which there is an imbalance of power or strength and may be repeated over time. Oak Canyon is committed to provide all students with a safe and secure learning environment. Bullying of any form will not be tolerated. Bullying may be physical, verbal, written, psychological, or through cyber space.

Physical Bullying includes, but is not limited to, pushing, grabbing, pinching, shoving, poking, tripping, kicking, hitting, and destroying property.

Verbal/ Written Bullying includes, but is not limited to, name calling, mean teasing, spreading false rumors, intimidation, sexual comments, harassing and threatening comments which are communicated verbally, in writing or through electronic media.

Cyber Bullying includes, but is not limited to, using email, web pages, text messaging, blogs, instant messaging, or any other electronic means for aggression, intimidation, or harassment against another person. Examples may include, but are not limited to sending mean, vulgar, or threatening messages or images; posting inappropriate pictures that are sensitive, private information about the victim; pretending to be someone else to hurt that person; rude comments; lies; stalking; threats; extortion; harassment; and transmission of unflattering or embarrassing photographs.

Acts of Violence that disrupt the daily operation of the school include but are not limited to physical or sexual assault, intimidation, aggression, possessing or displaying a dangerous weapon, or committing acts of terrorism.

Dangerous Weapons include any items capable of causing death or serious bodily injury, or a facsimile or representation of the item. (Weapons shall include but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, or poisonous gases, poisons and drugs.

Hazing/Harassment is intimidation or any act that injures, degrades, or disgraces a student or staff member.

Gang/Secret Societies/Hate Groups is a group of two or more people who form an allegiance and engage in a range of anti-social behaviors that may include violent or unlawful activity which advocates hatred or discrimination on the basis of race, religion, sex, national origin or disability.

Gang Activities shall include students who:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
- Commit any act or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang.
- Use any speech or commit any act in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. soliciting others for membership in gangs
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person
 - c. committing any other illegal act or other violation of school district policies
 - d. inciting other students to act with physical violence upon any other person
 - e. defacing school property (i.e.: books, lockers, walls, etc.)

Sexual Harassment

Alpine School District policy prohibits sexual harassment of any kind; adult to adult, adult to student, student to adult, or student to student. It is defined as unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, comfort levels, relationships, or environment. This includes electronic harassment in the form of texts, chat rooms, social networking sites, pictures, etc. Students who feel like they have been sexually harassed should file a complaint with a school counselor or administrator. Investigation and resolution of the complaint will take place immediately.

Snowballs

For safety reasons, throwing snowballs anywhere on school grounds is prohibited.

Student relationships

Students are not allowed to hold hands or engage in other inappropriate physical contact anywhere on campus or at any school-sponsored activity.

Substance Abuse Policy

The mission of Alpine School District is to empower each student to function effectively in society as a competent, productive, caring and responsible citizen. Alcohol, drug and tobacco use is injurious to the health and often interferes with school behavior, learning and prevents the student from fully utilizing his/her potential.

The Alpine School District Board of Education recognizes that the use, possession, and/or distribution of **alcohol, controlled substances**, includes prescription drugs, marijuana, cocaine, steroids, or other drugs listed in the law. **Imitation controlled substances**, something that looks like a controlled substance or produces similar effects are

against district policy. This includes a drug known as Black Mamba aka Pep Spice, Bliss, Dragon and Bombay Blue. **Drug paraphernalia**--things like hypodermic needles, bongs, roach clips, hash pipes, etc., which may be used to produce, package, distribute or use drugs, constitute a hazard to the welfare of students, faculty, and to educational programs, and are **illegal** under the laws of the State of Utah and also in violation of district policy.

The use or possession of **tobacco** by students under the age of 19 is also against the Utah State Law. It is illegal for anyone to use tobacco on school property or within 1,000 feet of school property. The Clean Air Act gives non-smokers the right to breathe clean air.

Parents and the community must share the responsibility with the school in attempting to prevent or intervene with problems of substance abuse, and to seek help from the public and private agencies for students who become involved with substance abuse.

SUBSTANCE ABUSE PENALTIES

ALCOHOL & DRUG USE/POSSESSION

First Offense

- *Referral to law enforcement agency
- *Possible suspension for 10 days
- *Parent conference--sign non-use contract
- *Non-participation in music, athletics, etc.

Second and Subsequent Offenses

- *Referral to law enforcement agency
- *Suspension, initiate expulsion procedures

Distribution or Intent to Distribute

- *Referral to law enforcement agency
- *Notify parents
- *Begin immediate expulsion procedures

TOBACCO USE/POSSESSION

First Offense

- *School Suspension
- *Student and Parent sign non-use agreement
- *Police Referral

Second Offense and Subsequent Offenses

- *Submit a court referral
- *Student and Parent sign non-use agreement
- *Ten-day suspension
- * Police Referral

Suspension/Expulsion from School

Students should remember that their right to attend school is subject to their compliance with the rules which are discussed throughout this planner. Any illegal act committed on school grounds may result in court prescribed penalties, but may also result in suspension or expulsion from school.

The following acts committed while under the jurisdiction of the school may constitute good cause for suspension and or expulsion:

- Causes or attempts to cause damage to school property; stealing or attempting to steal school property.

- Causes or attempts to cause damage to private property, steals or attempts to steal private property.
- Causes, attempts to cause, or threatens to cause physical injury to another person. Possesses, sells, or otherwise furnishes any firearm, knife, explosive, or incendiary devices (matches or cigarette lighters) or other dangerous objects.
- Possesses, uses, sells, or otherwise furnishes, or is under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Possesses or uses tobacco.
- Commits an obscene act or engages in habitual profanity or vulgarity.
- Disrupts school activities, the instructional program or other aspects of the school day.
- Willfully defies the valid authority of school personnel.
- Truancy from school.
- Engages in public displays of affection (PDA) and/ or promiscuous sexual activity.
- Commits an act of sexual harassment against another student.
- Possesses or uses, sells or otherwise furnishes poisons, noxious, or poisonous gases.
- Intimidating students or other improper forms harassment.
- Violating the Safe Schools Policy
- Any other act the administration deems that suspension is appropriate.

Visitors

All visitors are expected to adhere to Oak Canyon's policies while visiting the school.

Parents and/or guardians are always welcome at Oak Canyon Junior High School.

- All visitors will need to check in at the front office before visiting areas of the school.
- A visitor pass will be issued in the front office that must be worn in the school.
- Administrators may refuse to issue a visitor pass in order to maintain an appropriate educational environment.
- Students who attend or have attended schools within the Alpine School District may not visit Oak Canyon.
- Any person entering Oak Canyon's grounds without permission is trespassing and may be subject to citation.