

SNOWFLAKE JUNIOR HIGH SCHOOL

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

MISSION STATEMENT

The mission of our school community is to increase student Achievement while developing a Love for lifelong Learning.

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

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

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

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

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

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

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

ANNUAL REWARD ACTIVITY

The criterion to attend REWARD ACTIVITY is:

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

In efforts to not ask the community for money, students may be required to pay for all or part of the trip. If this is necessary, notices will be sent home appraising parents of this fee.

ATTENDANCE

Parents have the right to excuse their children from school for any reason deemed important, they assume the responsibility for the loss of any academic material presented during the student's absence and may be responsible for loss of credit if absences are excessive.

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

Admit slips are required for students returning to class following an absence if they have not been excused by a parent.

ATTENDANCE ON DAY OF ACTIVITY

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

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

opportunity and sends the message that they are not responsible for their department or grades.

CLEARING ABSENCES

Parents/guardians should clear a student's absence within 24 hours by calling the attendance office (536- 4156 ext. 7311) and specifying the date of the absence. Parents may leave a message before or after office hours.

Students who fail to clear an absence will be considered truant and will be disciplined accordingly.

TARDIES

Each teacher has a tardy policy consistent with school policy and philosophy. Failure on the part of a student to satisfactorily complete assigned behavior management from the teacher may result in further behavior management procedures by the administration including referrals and consequences.

BACKPACKS

A set of books are provided in the classroom. Students are encouraged to bring a large notebook that will hold writing materials and folders for homework, etc. Backpacks are allowed, but must be small enough to hang on the back of a student desk without sticking out into the aisle. Backpacks have been a hazard in the past in regards to allowing students efficient access in and out of rooms and in walk areas of rooms. Backpacks have been areas of concealing inappropriate materials and have been a disruption on campus. Backpacks may be searched and inappropriate items confiscated. **Students should not have a heavy backpack stuffed full of items.** They are a danger to themselves and others. A large notebook should be sufficient to hold all materials needed for school.

CAFETERIA

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

CHILD ABUSE

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

DISCIPLINE

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

DRESS CODE

REFER TO SCHOOL POLICY JICA

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

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

CLOTHING AND GROOMING REGULATIONS

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

the edge of the shoulder may be worn. Armhole openings must not be so large that the student's underwear or bare chest is seen.

6. Only hemmed pants, shorts, skirts may be worn. Clothing that is intentionally frayed, torn and without hems will not be allowed.

7. Bare midriffs, halter tops, tank tops, spaghetti straps, spandex as outer wear, swimsuits, and any see through clothing are not acceptable. Clothing that exposes any portion of the midriff upon moving (such as raising their arms or walking) is unacceptable.

8. Clothing should conceal underwear at all times. This includes bra straps and boxer shorts, etc.

9. Oversized shirts and T-shirts must be tucked in at the waist (shirts that hang longer than where the upper leg bends at the hip are to be tucked in).

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

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

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

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

14. Inappropriate use of safety pins is not allowed.

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

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

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

EXTRACURRICULAR ACTIVITIES

Any student participating in an extracurricular activity (i.e. music, drama, sports) must obtain a consent form from the Junior High Office. The consent form is given to the coach on the first day of practice and informs the coach that the participant has met all of the requirements needed to participate. A

student will not be allowed to practice, even once, without a completed consent form. The requirements for obtaining a consent form are as follows:

Medical Consent Forms, obtainable in the Junior High Office

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

The following is also required:

- **Physical —none for junior high. If a student has had health problems, a physical may be required with a clearance.**
- **A participation fee of \$20 for junior high students**
- **Equipment and uniform returned from a previous sport**
- **Must be passing all classes (the district has a no pass, no play policy which is determined by an eligibility check. Students will be informed that they are ineligible and are responsible to bring their grades up to passing (C- or better). While a student is ineligible, they may practice but are not eligible to participate in any meets or games. Students cannot clear their grades the day of a meet or game. It must be done by the date indicated by the office when they are told they are ineligible.**
- **Athletes must be enrolled in the 7th or 8th grade. 5th & 6th grade students may wrestle and participate in track only.**

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

All 7-8 grade students participating in the following extracurricular activities will be required to pay a participation fee: Junior high - \$20 per student per activity

1. All athletics
2. Junior high choir, band, orchestra \$30 (If a student is involved in more than one choir group, he/she will be required to pay only one participation fee for all of them.)
3. Any other extracurricular activities involving competition or out of-district travel.

There is a \$250 cap per family. (Only participation fees count toward this. High school activity cards, shop and arts fees do not count toward the \$250 cap.) It is the responsibility of each individual family to keep payment receipts and verify to the school that the \$250 limit has been reached.

Students will be unable to participate in any way until the participation fee for that particular activity is paid in full.

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

If a student tries out for a team where cuts are made and the student is cut from the team, he or she can receive a refund. The student must request the refund from the office. **If a student pays the participation fee and then voluntarily quits the team, the participation fee is not refunded.**

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

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

- Not 15 prior Sept. 1 of current school
- Health questionnaire on file
- Insurance
- Parent permission
- Meet the no pass-no play policy

FIRE DRILLS/SAFETY PROCEDURES

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

GRADES

The school year is divided into two semesters. Each semester is divided into two nine-week terms. The semester grade is not necessarily an average of the two term grades. It is the responsibility of the student to know his/her grade and be aware of any missing assignments. Teachers will periodically hand out progress reports and it is the responsibility of the student to take

these home and discuss them with their parents/guardians. Improvement reports will be sent to alert students and parents if a student is having difficulty. Parents should contact teachers and be aware of their child's progress throughout the year.

GYM USE

- 1.** No individuals or organization will be allowed in any part of the gym without an adult supervisor present at all times
- 2.** No one will be allowed on the gym floor with "street shoes" (any shoes worn outside of the gym).
- 3.** School equipment will be issued ONLY to the adult supervisor of the group. ALL equipment must be checked out by name and phone number.
- 4.** After use, the gym is to be swept by group members before the group and supervisor leave the building.
- 5. ARRANGEMENTS FOR USE:** Individuals, groups or organizations wishing to use the gym who have the approval of an adult supervisor may schedule it through the administration.

HALL PASS

Students in the hallways and other areas of the campus during class time will be required to have a hall pass in their possession. Students are to fill out the pass (in their planner) when needed and the teacher need only initial the card designating permission for the student to leave the class. Students need to be responsible in choosing reasons for leaving class. Teachers may refuse to allow a student to leave. Students have five minute passing periods between classes. This is the time in which students are to use the restroom, come to the office, or make contact with staff.

HOMEWORK

School assignments should not infringe unnecessarily upon personal family time. Family and other learning experiences contribute greatly to ones overall education. Assignments given in class can often be finished in class.

Students with excessive homework may be using their class time unwisely and parents should contact the teacher. When it is necessary to give homework:

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

HONORS/PROMOTION

The Snowflake Junior High requires that promotion of students be based

upon educational standards. There are basic areas which are considered when making a determination for promotion. These are:

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

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

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

INTERCOM

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

LEAVING CAMPUS

While students are at school, school sponsored activities, or participating in an activity as a representative of the school, the students are subject to school authority. The courts have ruled that schools in effect are acting as parents of the student while under the school's jurisdiction.

Once a student arrives at school, he/she does not have permission to leave, but is required to remain on campus as long as school is in session, except as authorized, and only if office personnel are notified.

SNOWFLAKE JUNIOR HIGH IS A CLOSED CAMPUS.

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

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

Students who live in the immediate vicinity of the school may go home for

lunch if the office has verbal or written consent and the student signs “in and out” at the junior high office.

ALL STUDENTS MUST BE SIGNED IN AND OUT ON THE LIST IN THE OFFICE.

LOCKERS

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

LOST OR STOLEN ITEMS

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

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

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

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

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

MAKE-UP WORK

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

Students may only make up work from the present two-week reporting period. Work from past progress report periods may not be made up.

MEDICAL INFORMATION

No Student shall carry prescription drugs, over the counter medication or other medicinal like substances on school grounds. Student violation of this policy may result in the seizure of medication and disciplinary action. All Prescriptions and over the counter medication must be delivered by a Parent/Guardian, to the Health Office with all proper forms on file with the Nurse/Health Tech. All prescription medication must be in the original container with the current prescription label on that container. All over the counter medication must be in original container. The only exception to this policy is a student that is required to carry an inhaler or Epi-pen per Physician's Statement and/or prescription and Parent/ Guardian consent. Epi-pens and asthma inhalers must always be checked through the Health Office first, accompanied with the appropriate/current prescription and consent form. **NO naturopathic, homeopathic, or herbal medication** at school. Limited Tylenol/cough drops (8 max) will be available during the school year with parent signed consent.

Students who become ill or receive an injury during school hours should be checked by the nurse/tech. All accidents or injuries occurring at school must be reported to the office.

PARENT-TEACHER CONFERENCES

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

Parents are strongly advised to attend parent-teacher conferences, as this is an opportunity to open communication between parent and teacher and to receive an in-depth report on a child's progress.

Parent conferences are encouraged and can be arranged at any time during the school year. Please call the office to make arrangements.

PERFORMANCE ETIQUETTE

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

- 1.** Quiet conversation is permissible ONLY before the start of a performance. Talking, whispering and other distractions are not appropriate during a performance.
- 2.** All persons are to remain seated during the entire performance.
- 3.** Applause is appropriate and welcome but whistling and shouting are not

appropriate.

4. Please leave all food outside, don't wear hats and keep your hands and feet off of others.

5. Please stay seated until you are dismissed.

6. Any person(s) not in conformance with the above guidelines may be asked to leave and receive disciplinary action.

PETS

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

POLICE OFFICERS ON CAMPUS

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

RELEASE OF RECORDS

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

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

SCHEDULE CHANGES

Schedules are created during the summer or upon entering school. Students need to have structure and consistency in their classes and teachers. Students must not use class changes as a means to avoid working with a teacher or to avoid a class that requires a strong effort on their part. Classes

should not be dropped because the student does not like the class. Class schedules will not be changed unless an unusual circumstance exist. The principal will give final approval to all schedule changes.

SOLICITATION

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

STUDENT COUNCIL/ACTIVITIES

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

STUDENT PICK UP OR DROP OFF

Please do not drop students off or pick them up in the front parking lot. The Student drop off is on the north side of the junior high, between the gym and the football field. Please enter on the north side of the drive and drop off or pick up students next to the fence by the gym/cafeteria. The buses are loading and dropping off on the south side by the softball field. **They often cannot make the turn if a car is waiting in the turn lane to enter the main street. This causes the buses to put traffic in a very hazardous position. The buses are not able to make the wide turns necessary to get to the bus-loading zone.** Also, do not park by the south fence during school hours as this blocks off the loading zone entirely. During the day you are welcome to use the front parking lot as you need to come into the office to sign your child in or out. Thank you for your help.

SUBSTITUTE TEACHERS

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

TELEPHONE

There is a telephone in the office for student use. Students are to use this

phone only for emergency calls or extenuating circumstances. They are not to use the phone to call friends, arrange permission to go to a friend's house after school or other non school related activities. The phone should be used during the break. A student showing up in the office during class will not be allowed to use the phone unless they have a teacher's note.

TEXTBOOKS

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

TRAVEL

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

UNSCHEDULED SCHOOL CLOSING

Occasionally it is necessary to close school because of excessive illness or extreme weather conditions, etc. When such conditions occur the information will be disseminated as possible through a SchoolReach phone call and the following radio stations:

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

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

VALUABLES

The school administrators and staff are not responsible for valuables that students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or important possessions to school, registering

them and leaving them at the administration office may safeguard these items.

VISITORS

All visitors must have legitimate business and sign in at the office. The campus is closed before, during and after school hours to anyone but registered students and personnel.

Students may **not** bring brothers and sisters to school with them nor may a visiting relative or friend spend time with them on campus or attend classes.

WITHDRAWAL FROM SCHOOL

The Attendance Secretary has the necessary forms to be filed out prior to official withdrawal. The forms must be signed by the following:

- The student's parents or guardian
- All of the student's teachers (take all books, etc. with you when you go for their signature)
- Coach (if you are participating in athletics)
- Librarian (any overdue books)
- Attendance Secretary (to make sure all bills are paid and books turned in)

The completed form is then handed in to the Attendance Secretary.