

# **Sugar-Salem Junior High School**

## **Student Handbook 2019/2020**

### Message from the principal

Our school believes that each day, each period, the students, teachers, and staff should be Ready, Respectful, and Responsible. Being Ready requires us to complete the necessary preparation to do our best every period, every day. Being Respectful requires us to treat all members of our educational community the way that we would like to be treated ourselves. Being Responsible requires us to accept ownership of our social and academic actions. When we consistently achieve all three of these qualities, we succeed as individuals and as a school.

Your junior high school experience is designed to help you set the tone for your final years of public education. The junior high school administration, faculty, and staff expect that you will put forth your best effort every day in the classroom. You will find that we have created a learning environment that will challenge you academically, but one that also lends support.

The classroom and school-wide activities that we have planned will allow you to grow socially, forming new friendships and reinforcing existing ones that will stay with you for years to come. Sugar-Salem Junior High School is a school for everyone. We want all of our students to be involved in the classroom and also to participate in school-wide functions. Academic and extracurricular involvement allows students to become active participants in their own futures.

I look forward to meeting all of you and watching you grow into prosperous young adults.

Sincerely,

Kevin G. Schultz  
Principal

### **Sugar-Salem Junior High Mission Statement**

Our mission is to establish an environment that promotes academic excellence and positive social skills to empower students to be accountable for their personal growth, realize their potential, and prepare for their future.

Sugar-Salem Junior High School  
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**2018-19 Bell Schedule  
Monday through Thursday**

First bell	8:05	
1 <sup>st</sup> period	8:10—9:08	58 minutes
2 <sup>nd</sup> period	9:12—10:15	63 minutes
3 <sup>rd</sup> period	10:19—11:16	57 minutes
4 <sup>th</sup> period	11:20—12:17	57 minutes
lunch	12:10—12:48	38 minutes
	12:17—12:48	31 minutes
	12:24—12:48	24 minutes
5 <sup>th</sup> period	12:48—1:46	58 minutes
6 <sup>th</sup> period	1:50—2:47	57 minutes
Home room	2:47—2:50	3 minutes

**Friday**

First bell	8:05	
1 <sup>st</sup> period	8:10—8:58	48 minutes
2 <sup>nd</sup> period	9:02—9:55	53 minutes
3 <sup>rd</sup> period	9:59—10:47	48 minutes
4 <sup>th</sup> period	10:51—11:38	47 minutes
lunch	11:31—12:09	38 minutes
	11:38—12:09	31 minutes
	11:45—12:09	24 minutes
5 <sup>th</sup> period	12:09—12:56	47 minutes
6 <sup>th</sup> period	1:00—1:47	47 minutes
Homerroom	1:47—1:50	3 minutes

**Staff**

Jennifer Barrus	Orchestra	<a href="mailto:jbarrus@sugarsalem.com">jbarrus@sugarsalem.com</a>
Louis Bean	7& 8 Social Studies	<a href="mailto:lbean@sugarsalem.com">lbean@sugarsalem.com</a>
Preston Bowthorpe	Choir, computers	<a href="mailto:pbowthorpe@sugarsalem.com">pbowthorpe@sugarsalem.com</a>
Tyrel Brown	Language Arts	<a href="mailto:tbrown@sugarsalem.com">tbrown@sugarsalem.com</a>
Amy Christean	English as Second Language	<a href="mailto:achristean@sugarsalem.com">achristean@sugarsalem.com</a>
Leslie Evaans	Gifted/Talented	<a href="mailto:levans@sugarsalem.com">levans@sugarsalem.com</a>
Karen Fogle	Library Specialist, Yearbook	<a href="mailto:kfogle@sugarsalem.com">kfogle@sugarsalem.com</a>
Brad Hansen	7& 8 P.E./Health	<a href="mailto:bhansen@sugarsalem.com">bhansen@sugarsalem.com</a>
Kyle Hansen	Language Arts,	<a href="mailto:khansen@sugarsalem.com">khansen@sugarsalem.com</a>
Mark Harrison	7& 8 Math/Geography	<a href="mailto:mharrison@sugarsalem.com">mharrison@sugarsalem.com</a>
Chris Jensen	Special Education	<a href="mailto:cjensen@sugarsalem.com">cjensen@sugarsalem.com</a>
Travis Lundquist	Pre algebra, 8 Science	<a href="mailto:tlundquist@sugarsalem.com">tlundquist@sugarsalem.com</a>
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Kerry Moser	Art, Photography	kmoser@sugarsalem.com
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Jeanette Schmidt	Kitchen Manager	
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Mark Seare	Band	<a href="mailto:mseare@sugarsalem.com">mseare@sugarsalem.com</a>
Sari Shawcroft	7 Math, Pre-Algebra, Finance	sshawcroft@sugarsalem.com
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Bryan Westfall	Social Studies	<a href="mailto:bwestfall@sugarsalem.com">bwestfall@sugarsalem.com</a>

### Grades

Grades will be assigned by the following criteria:

A	93 – 100%	A-	90-92%		
B+	87 – 89%	B	83-87%	B-	80-82%
C+	77 – 79%	C	73-76%	C-	70-72%
D+	67 – 69%	D	63-66%	D-	60-62%
F	0 – 59%				

The following grade points will be used to compute grade point average.

A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- 0.7
B+ 3.4	C+ 2.4	D+ 1.4	F 0.0

### Attendance

**Overview:** In a school year where eighteen classes are offered, seventh and eighth grade students must earn credit in a minimum of sixteen classes (89% passing). In this program, a grade of D- or higher will be considered passing and worthy of credit. Students will not be promoted if they fail more than one trimester of a core class in any school year. Core classes include Language Arts, Math, Science, and Social Studies. Additionally, students are expected to be in attendance in all classes a minimum of 90% of the days in the trimester. This is the equivalent to allowing six absences per trimester. These attendance guidelines, definitions, and exceptions are aligned to District Policy 3050 Student Attendance—Secondary, Revised February 2006.

If a student does not earn a minimum of sixteen credits in a school year either by academic grades lower than D- in three or more classes, or by exceeding the allowable number of absences in a trimester and, therefore, losing credit in the affected classes, the student must regain those credits through the district credit recovery mechanism before being promoted to the

next grade. When a student loses credit in his/her third class during the school year, the principal, counselor, parents, and student will meet to begin the credit recovery process. The student will begin credit recovery packets. These self-administered packets, created by the junior high school faculty, are specific to each class. The cost of each packet is \$50 payable to the financial secretary at the junior high before the packet is released to the student. Upon receipt of the credit recovery packet, the student will have thirty (30) school days to complete the assigned work. All questions about directions, content, or grading will be directed to the principal and/or counselor. On or before the thirtieth school day after receiving the credit recovery packet, the student will submit the finished product to the principal and or counselor. The student and parents will be informed of the student's grade on the credit recovery packet within five school days of its submission. A grade of D- or higher will earn credit for the packet.

If a student loses credit in the third trimester of his/her seventh or eighth grade year, the student will have until the fourth Friday of June to submit the credit recovery packets to the principal or counselor. If the credit is recovered, the student will then be registered for the next school year.

1. Students must attend 90% of the time class is in session (no more than six absences) to receive passing grade.

3. Definitions:

a. Absent: Being more than 10 minutes late to class.

b. Tardy: Missing less than 10 minutes at the beginning or at the end of class.

c. Truancy: Truancy is any absence which occurs without the prior knowledge or consent of the student's parents or school officials. Truancy will be treated as a discipline problem.

d. Exempt Absence: Bereavement in the immediate family, any court ordered attendance, medical appointments verified by a doctor's note, illness verified by a doctor's note, or disciplinary actions. Exempt absences are not counted toward the six allowed absences.

e. Verified Absence: Absences which are not exempt but have been verified by a parent or guardian. Students will not receive a passing grade in a class where there are more than six verified absences or truanancies.

5. A student may make up schoolwork missed because of a verified absence. When requested, the classroom teacher will provide the student with a list of material covered during the absence; information about assignments or special projects; or, a copy of all handouts given during the excused absence. The student will be allowed one day for each day missed to make up material--not to exceed 5 school days from the date of the absence. Teachers may make exceptions to this in unusual cases.

6. Students are responsible to request and complete make-up work.

7. Absence from school for extended illness, family trips etc. must be worked out with administration in advance.

### **TARDIES –There are no excused tardies.**

10 tardies allowed before consequences are assigned.

11 – 12 one hour of detention

13 – 14 two hours of detention

15 one three-hour session of Saturday school

16 two three-hour sessions of Saturday school

17 one day of in-school suspension

18 two days of in-school suspension

19 three days of in-school suspension

20 three days out of school suspension

21 loss of credit in all classes that trimester

A student cannot make up attendance and tardies or other disciplinary requirements concurrently.

## **Discipline**

Students have a right to study in an atmosphere that is reasonably free from disruption created by other students. Teachers will deal with discipline cases within the classroom as much as possible; however, if classroom policies appear to be ineffective or if behavior is of a severe nature, a student will be referred to the principal. When a student is referred to the principal for disciplinary reasons, the student may be subject to the following disciplinary steps and parents will be notified:

Step 1 (1<sup>st</sup> Offence): One hour of detention.

Step 2: Two one hour detentions.

Step 3: Saturday School

Step 4: Two Saturday School sessions

Step 5: 1-3 days of In-School Suspension

Step 6: 1-5 days of Out-of-School Suspension and/or recommendation for expulsion.

Definitions:

**Detention:** Detention will be held on Tuesdays and Thursdays at the junior high school from 6:50 – 7:50 A.M. Students are required to be on time and be prepared to help with school cleaning. Students must provide their own transportation to the junior high school before 6:50 A.M. At the conclusion of the detention, student will be release to begin the normal school day. If students are late or come unprepared, they will re-do the detention.

**Saturday School:** Each Saturday School session will run from 8:00-11:00 a.m. at the high school. Students will provide their own transportation to and from the session. Students are expected to be prepared with independent school-related assignments to work on. If students are late, unprepared, or do not follow established guidelines, they will repeat the session. Students are allowed a drink/restroom break at appropriate times.

**In-School Suspension:** Students spend the school day in the ISS room at the junior high. Students are supervised by an adult. Students are expected to be prepared with independent school-related assignments to work on. If students are unprepared or do not follow established guidelines, they may repeat the suspension. Students are allowed a drink/restroom break at appropriate times. Students will arrive at school and go home in the way they usually do.

**Out of school Suspension:** Students are not allowed on campus or to attend any school activity during the suspension period.. The principal has the authority to suspend a student up to five (5) days. The superintendent may extend the suspension an additional ten (10) days. The school board may extend the suspension an additional five (5) days.

## **Classroom Behavior**

Students are expected to follow the teacher's classroom rules. Each teacher will communicate how the students are expected to behave in classroom situations. Consequences for misbehavior in the classroom will be handled by the teacher in a manner consistent with the philosophy and guidelines of Sugar-Salem Junior High School.

## **Dress Code (District Policy 3260)**

Dress, grooming and appearance must not present a health or safety hazard, be disruptive, or be distracting.

The personal dress and appearance of students is left to the good taste and discretion of the individual student and his/her parent(s) or guardian(s) within the following guidelines:

1. All clothing shall be neat, clean and appropriate to the circumstances.
2. Hats and bandanas are prohibited in the building unless it is for a specific, planned, and approved purpose.
3. The length of shorts, skirts or dresses should be no shorter than mid-thigh and not compromise

modesty. Shorts are to be dress shorts that are hemmed and free from holes.

4. Modest athletic attire may be worn during P.E. only.

5. Shoes must be worn for health and safety reasons.

6. Hair shall be neatly trimmed, clean and of a length that does not impair vision. Hair may not be dyed any unnatural color. (green, blue, etc.)

7. Facial or body piercing (except for the ears) is prohibited.

8. Sunglasses may not be worn in the building.

9. Shirts, tops and blouses must have sleeves. Sleeves may not be pulled or tied up. No tank tops. No bare shoulders. No off-the-shoulder tops. Necklines should not compromise modesty

10. Prohibited at school:

a. Jeans with holes above the knee unless leggings cover the thigh

b. Underwear as outerwear

c. Sleepwear including pajama pants

d. Clothing that advertises alcoholic beverages, tobacco or illegal drugs

e. Clothing that displays obscene, immoral or indecent pictures or slogans

f. Clothing articles that are identified as gang or gang related attire

g. Clothing that reveals the midriff or compromises modesty

h. Unnatural markings on the face, hands or arms.

**11. If there is any question, the administrator will determine if attire or appearance is inappropriate, disruptive or distracting. Students in violation of the dress code will have the option of correcting the violation immediately or having their parents bring a change of clothing to correct the violation before the student returns to class.**

## **Lockers**

Lockers are the property of the school district. This allows the administration to inspect the lockers whenever they feel there is a need.

1. No offensive pictures or words are to be displayed in or on lockers.

2. Our hallways need to remain clear at all times. Students may be assigned an additional locker if needed to help keep hallways clear.

3. Students will be responsible for the locker(s) checked out to them at the beginning of the year.

**They may not change lockers mid-year unless there is a physical problem with the locker.**

4. If valuable items must be brought to school, they may be checked in at the office for safe keeping.

## **Health**

Parents will be notified if an accident or illness will require further treatment from a physician or hospital. The parent should transport the child unless the parents cannot be reached or the situation is so serious that it will not allow delay.

Medications administered to students by school personnel must be in the original container with original instructions.

## **Internet Use**

The Sugar-Salem School District is pleased to offer students access to a computer network for electronic information services. The Sugar-Salem School District will make every effort to protect students and staff from any misuses or abuses as a result of their experience with an information service. Students and staff are expected to sign the district's Network Services Acceptable Use Agreement Form and will be expected to abide by the generally accepted rules of network etiquette.

### **School laptops and labs**

Teachers and students are encouraged to use technology to assist in the learning process. Students are expected to treat school computers with care. If a student's computer is not working properly, students will alert the computer homeroom teacher to the problem immediately. Malicious damage to a computer will result in disciplinary action, and the student will be responsible the cost of repair. If a student cannot keep track of his/her computer, discipline actions will follow.

### **Lunchroom**

Sugar-Salem Junior High School cooks provide a delicious, nutritious lunch for our students every day. We expect that students conduct themselves in our lunchroom as they are expected to conduct themselves in their homes.

### **Fire and emergency drills**

Emergency drills will occur at least once per month. Students will follow adult directions immediately and quietly.

### **Lockdown/earthquake drills**

Several times during the course of the year students will participate in lockdown and/or earthquake drills. These are "shelter in place" situations that will be directed by teachers, administration and law enforcement.

### **Assemblies**

Periodically during the year, assemblies of various kinds will be held. All assemblies have a purpose and students are expected to behave appropriately and to pay attention.

### **Visitors**

1. All visitors must check in with the office before entering our school.
2. Friends and relatives of students are not allowed to accompany students to SSJH or school activities.

### **Responsibilities:**

#### **Parents:**

1. For safety reasons do not allow your student to arrive at school before 7:45 a.m.
2. Make sure students arrive to school on time with proper clothing and materials.
3. Keep current personal information in the office so the school may contact you at any time for emergencies or behavioral concerns.
4. Notify the office when your student is or will be absent.
5. Make sure lunch payments are made in advance.

#### **Students:**

1. Walk in halls and have proper materials to be on time.
2. Follow adult directions.
3. Through words and actions, respect others.
4. Report weapons or illegal substances at school.
5. Students will remain on campus from the time they arrive at school or the bus stop) until school is released. Exceptions must be made through the office.
6. Refrain from disruptive behavior: fighting, bullying, stealing, sexual harassment.
7. Refrain from public displays of affection..

8. Students may be in possession of a cellular telephone, pager/beeper other related electronic devices on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger, or a certified employee authorizes the student to do otherwise, devices shall not be used during any class time. The school is not responsible for the loss of student electronic devices.

### **Sexual Harassment/Intimidation of Students**

Sexual harassment is a form of sex discrimination and is prohibited in the District. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, or engages in other verbal, non-verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

I. denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or

II. has the purpose or effect of:

1. substantially interfering with the student's educational environment;
2. creating an intimidating, hostile, or offensive educational environment;
3. depriving a student of educational aid, benefits, services, opportunities or treatment; or
4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

### **Drug Free School Zone**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means where possible.

For purposes of this policy, "Drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Idaho law;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substances so designated and prohibited by law.

In accordance with Federal law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia



at any time on District property, within the Drug-Free School Zone, or at any district-related event. Sanctions for violation of this or any other policy which addresses illegal drug and alcohol possession, use or distribution may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment.

### **Searches and Seizure**

The following rules shall apply to any searches and the seizure of any property by school personnel:

1. The Superintendent, principal, and the authorized assistants of either shall be authorized to conduct any searches or to seize property on or near school premises, as further provided in this procedure.
2. If the administrator has reasonable suspicion to believe that any locker, car or other container of any kind on school premises contains any item or substance which constitutes an imminent danger to the health and safety of any person or to the property of any person or the District, the administrator is authorized to conduct a search of any car or container and to seize any such item or substance.
3. The administrator may perform random searches of any locker, car or container of any kind on school premises without notice or consent.
4. In any instance where an item or substance is found which would appear to be in violation of the law, the circumstance shall be reported promptly to the appropriate law enforcement agency.

### **Athletics**

Sugar-Salem Junior High sponsors extracurricular opportunities for students in the following areas: volleyball, wrestling, girls' basketball, boys' basketball, and track. In order for students to participate, they must maintain a 2.0 grade point average during the season. Failure to do so will result in suspended participation until the grades reach the 2.0 standard.

### **Sportsmanship**

Rationale:

The ideal of sportsmanship permeates virtually every aspect of our culture. The ethic of fair play may be witnessed in all facets of life.

The ideal of sportsmanship has often been relegated to a secondary role; however, need exists to again make this role primary, and to restore placement of interscholastic activities in an educational perspective.

Everyone associated with an athletic event including coaches, athletes, officials, cheerleaders, spectators, and school administration play an important role in seeing that standards of sportsmanship are upheld before, during, and after a contest is played.