

South Jordan Middle School



Home of the Snow Leopards

School Colors: Blue, Grey, White

10245 South 2700 West, South Jordan Utah, 84095

Main Office: 801-412-2900

Attendance: 801-412-2907

Counseling: 801-412-2911

Instagram: @sojomiddle

SJMS Homepage www.sojomiddle.org

Principal: Curtis Jenson

Vice Principals:

Kami Taylor (A-K)

Josh Ricks (L-Z)

School and office hours are 7:30-3:15.

Students should not be in the building before or after these times.

2022-2023 Student Handbook

Our Mission

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

We Believe

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

Expectations for Learning

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

P

*COMES **PREPARED**:*

R

*IS **RESPECTFUL**:*

O

*IS **ON TIME**:*

W

*HAS A **WINNING ATTITUDE**:*

L

***LISTENS & LEARNS**:*

Jordan School District

TRADITIONAL SCHOOL YEAR CALENDAR 2022-2023

7th Grade Orientation..... Wednesday, August 17, 2022
Beginning of classwork for students (grades 8-9)..... Thursday, August 18, 2022
End of classwork for 7th grade..... Thursday, June 1, 2023
End of classwork for students (grades 8-9)..... Friday, June 2, 2023

HOLIDAYS AND OTHER DAYS SCHOOL WILL BE CLOSED

Labor Day Monday, September 5, 2022
Middle School Compensatory Recess- Parent-Teacher Conferences... Friday, September 30, 2022
Grade Transmittal Day (students do not attend) Friday, October 21, 2022
Fall Recess Monday, October 24- Friday, October 28, 2022
Thanksgiving Recess Wednesday, November 23- Friday, November 25, 2022
Winter Recess..... Thursday, December 22- Monday, January 2, 2023
School resumes on Tuesday, January 3, 2023
Martin Luther King, Jr. Day Monday, January 16, 2023
Grade Transmittal Day (students do not attend) Tuesday, January 17, 2023
Middle School Compensatory Recess- Parent-Teacher Conferences.... Friday, February 17, 2023
Washington & Lincoln Day Monday, February 20, 2023
Grade Transmittal Day (students do not attend) Monday, March 27, 2023
Spring Recess Tuesday, March 28- Friday, March 31, 2023
Mid-Spring Recess..... Monday, April 24, 2023
Memorial Day Monday, May 29, 2023

PARENT- TEACHER CONFERENCE SCHEDULES

Fall Conferences Wednesday, September 28 and Thursday, September 29, 2022
Spring Conferences Wednesday, February 15 and Thursday, February 16, 2023

END OF QUARTERS

1st Quarter- Thursday, October 20, 2022
2nd Quarter- Friday, January 13, 2023
3rd Quarter- Friday, March 24, 2023
4th Quarter- Friday, June 2, 2023

PROFESSIONAL DEVELOPMENT DAYS (NO STUDENTS)

Friday, September 16, 2022
Friday, November 4, 2022
Friday, February 10, 2023 (Health and Wellness Virtual Day)
Friday, April 21, 2023

BELL SCHEDULES

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

MONDAY-WEDNESDAY BELL SCHEDULE

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

THURSDAY BELL SCHEDULE

1 st Period	8:00 - 8:45
2 nd Period	8:50 - 9:38
PROWL	9:40 - 10:10
3 rd Period	10:15 - 11:00
4 th Period	11:05 - 11:50
5 th Period**	11:55 - 1:20
6 th Period	1:25 - 2:10
7 th Period	2:15 - 3:00

FRIDAY BELL SCHEDULE

PLC (Teachers)	7:30 - 9:30
1 st Period	10:00 - 10:30
2 nd Period	10:35 - 11:10
3 rd Period	11:15 - 11:45
4 th Period	11:50 - 12:20
5 th Period**	12:25 - 1:50
6 th Period	1:55 - 2:25
7 th Period	2:30 - 3:00

STUDENT EXPECTATIONS

1. Electronic Devices/Earbuds

Expectations: Cell phones, other electronic devices, and earbuds may be used during class breaks and your lunch. All electronic devices, including earbuds, should remain **out of sight** when a student is inside of a classroom unless directed otherwise by their teacher. Please remember that the school is not responsible for lost or stolen electronic devices.

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

Consequences:

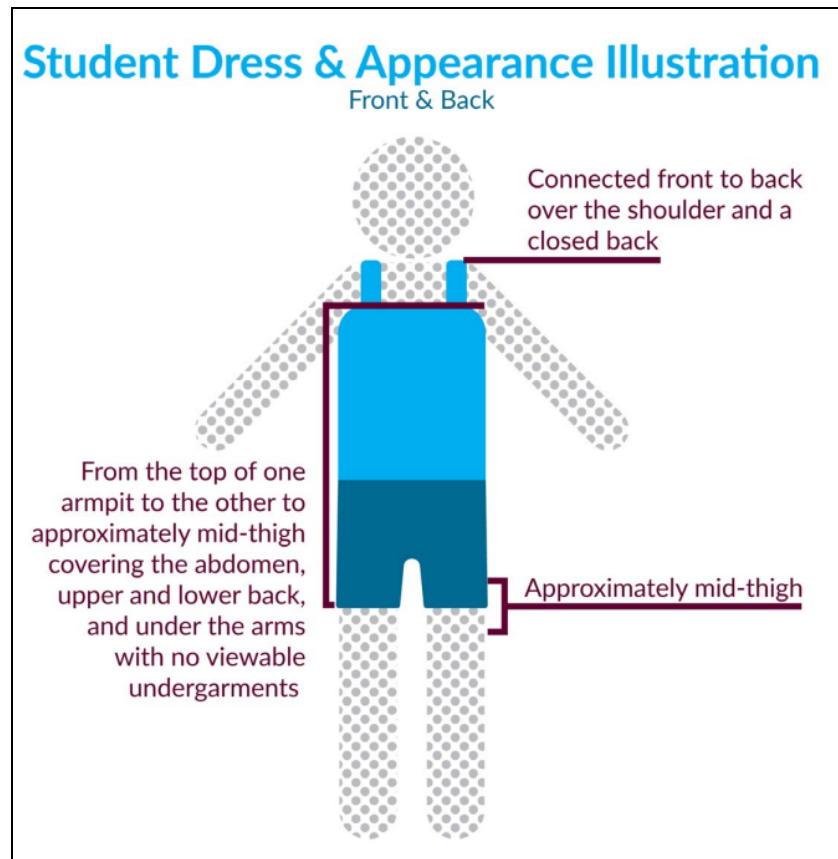
- 1st offense: Teacher will ask the student to put the device away and give a warning about subsequent use of the device in class.
- 2nd offense: Teacher may take the device and keep it until the end of class, or they may bring the device to the office and the student can get it back at the end of the day.
- 3rd offense: The device will be delivered to the attendance office and a parent will come and pick it up in person.
- All subsequent offenses will be handled between the admin and the parents.

2. Dress Code

Expectations: We expect students to dress in a way that does not disrupt the learning environment or pose a safety risk to others. Dress and Appearance Standards include (but are not limited to) the following:

1. Clothing should be clean and in good repair.
2. Hats and other headwear:
 - a. May be worn unless it disrupts the school or school activity, poses a danger to self or others, or limits the ability of others to identify the student.
 - b. Any headwear that does not allow the student's face to be visible is not allowed.
3. Clothing (See figure below):
 - a. Must cover from the top of the armpit to approximately mid-thigh with no viewable undergarments (waistbands and bra straps excluded).
 - b. Must be from the top of one armpit to another and connected from the front to back over the shoulder, have fabric in the front (covering the abdomen), on the sides (under the arms), and have a closed back (covering the upper and lower back).
4. Provide coverage of the buttocks, genitals, and chest with a fabric that is not see-through. Clothing, appearance, jewelry, accessory, footwear, or personal item shall be free of any writing, images, symbols, or any other insignias that:
 - a. Are lewd, vulgar, profane, obscene, or sexually suggestive.
 - b. Advocates, represents, or promotes racism, discrimination, violence or hate in any form.

- c. Signifies or depicts gangs and/or illegal or criminal activities. (Administrators in consultation with law enforcement agencies will determine what signifies and/or depicts these activities.)
- d. Shows or references tobacco, alcohol, drugs, or any illegal substance.
5. Except as a part of an approved school activity or medical reasons, sunglasses may not be worn in school during the school day.
6. Footwear, appropriate for the day's activities, shall be worn at all times.
7. Any dress or appearance item or practice that creates an unhealthy, unsafe, or disruption to the school or school activity may be prohibited.



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

Consequences:

- 1st offense: Student will meet with an administrator to review the school dress code. The student will need to change the clothing.
- 2nd offense: Student will meet with an administrator to review the school dress code. Parent contact and the student will need to change the clothing.
- 3rd Offense: Conference between administrator, parent, and student.

3. Tardiness/Hallway Behavior/Language

Expectation:

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

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

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

Why:

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

Consequences:

- 1st tardy- teacher discussion with student
- 2nd tardy- teacher calls home
- 3rd tardy- teacher referral for 45 min ASD. Admin call home to set up ASD.
- 5th tardy- two 45 min ASD.
- 7th tardy- parent meeting with teacher/admin.

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

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

4. Backpacks/Lockers

Expectation: Students ARE allowed to bring backpacks to school and carry them throughout the day. Students will not be assigned lockers at this time, but are available upon request in the attendance office.

Why:

- Using backpacks during the school day allows students to get to class quicker, allowing the halls to clear out faster.
- The school will be issuing computers to each student. Allowing students to carry their backpacks provides a place for students to put their computers and transport them safely.

5. Insubordination

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

Why:

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

Consequences: Possible parent meeting with administration, behavior contract, after school detention, in-school suspension, and/or out-of-school suspension.

6. Bullying/Harassment/Social Media

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

- When someone says or does something unintentionally hurtful and they do it once, that's RUDE.
- When someone says or does something intentionally hurtful and they do it once, that's MEAN.
- When someone says or does something intentionally hurtful and they keep doing it- even if you tell them to stop or show them that you are upset- that's BULLYING

Why:

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

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

7. Cafeteria

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

Why:

- We need to be able to clean up quickly for the next group. When students clean up their own mess, it helps our lunch staff to clean up more quickly.
- Trying to feed all students in just 30 minutes is very difficult. Our system needs to be followed so that everyone has enough time to eat.

Consequences:

- Students who do not clean up after themselves, throw food, or misbehave will serve lunch detention and parents will be notified.
- If a student cuts in line or does not follow lunch line rules, they will wait until all students have been served and then the student will be able to get his or her lunch.
- If multiple infractions occur in the cafeteria, please see procedures for insubordination.

8. PROWL

Expectations: Students are expected to stay in their 2nd period class unless they have a PROWL pass. If you have a PROWL pass, you have 5 minutes to get to class. Students will not be allowed to leave class during the first or last 10 minutes of PROWL.

Why:

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

Consequences: Teachers talk with students, communicate with parents, and potentially meet with an administrator.

9. After School Detention (ASD)

Expectations: ASDs will be assigned to specific students by an administrator. Students must arrive on time prepared to do school work or read a book. If a student is talking, disrupting, or on a device, their time in ASD will be voided and the student will be invited to leave. ASD will also be used for students who sluff.

When: After school as needed from 3:05-3:50 p.m.

10. Chromebooks

Expectations: Students will be assigned a Chromebook at the beginning of the school year for classroom use. These will be given to students in their Language Arts classes during the first few days of school. Students are expected to bring their Chromebook to school each day fully charged. Students should carry their Chromebook in their backpacks.

Why:

- Chromebooks will need to be brought to school each day **charged** so that students can fully participate in each of their classes.
- Chromebooks need to be carried in backpacks to minimize the risk of damaging the device.

Consequences:

- Students will fall behind in class if they do not bring their Chromebook each day.
- Students will pay for any damage to their Chromebook.
 - Cracked Screen \$25.00
 - Missing Charger \$25.00
 - Missing Keys/Keyboard Repair \$80.00
 - Battery \$45.00
 - Missing Feet \$10.00
 - Front Bezel \$20.00
 - Hinge Cover \$15.00
 - Cleaning Fee \$10.00
 - Lost or Damaged Beyond Repair \$260.00

SCHOOL POLICY AND PROCEDURES

Based on Jordan School District Policy

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

Range of Consequences

SCHOOL INFRACTION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	SCHOOL INFRACTION	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Attendance Tardies	1st tardy - teacher discussion with student 2nd tardy - teacher calls home	3rd tardy - teacher referral for 45 min ASD. Admin call home to set up ASD.	5th tardy - two ASDs 7th tardy - parent meeting with teacher/ admin.	Cheating	Parent contact, loss of grade earned on assignment,	Parent contact, loss of grade on assignment, admin conference with parent and teacher	Parent contact, loss of grade on assignment, consequence assigned by administrator
Attendance Truancy	Class penalty, ASD, ISS or Makeup hours After school	Class penalty, ASD, Parent Conference, ISS or Makeup hours After school	Class penalty, ASD, Parent Conference, ISS/OSS,	Gang Activity Dress, graffiti, signs, paint, tagging, etc. (assault, intimidation, violence)	Warning Parent contact Possible consequences assigned	Parent contact, consequence assigned	Suspension Possible district hearing
Confiscated Items (this includes ALL electronic devices)	Warning	Confiscation With the item being returned at the end of the school day	Confiscation Parent must come pick up the item in person	Inappropriate Language or Insubordination (Refusal to Cooperate)	Parent contact Written apology, Consult with Admin	Parent contact, potential ISS/ASD or suspension	Parent contact, potential ISS/ASD or suspension
Disruptive Behavior Hallways	Positive corrective instruction. Document student and infraction.	Positive corrective instruction. Administrative referral. Parent Contact	Positive corrective instruction Parent Contact Consequences assigned	Lewd Conduct Mooning, pantsing, lewd conduct	Parent conference, Consequence assigned	Suspension Parent conference Police may be notified	Possible district hearing Parent conference Police may be notified
Disruptive Behavior Cafeteria	Clean cafeteria	Clean cafeteria Lunch Detention	Clean cafeteria Parent notification Lunch Detention, ISS	Bullying / harassment: -Verbal /nonverbal -Physical -Cyber -Sexual	Warning Parent contact ISS, Lunch Detention, Conflict Resolution	Parent contact ISS /OSS	ISS Suspension Parent Conference Possible District Hearing
Disruptive Behavior Kiva	Positive corrective instruction. Removal from the assembly	Removal from the assembly Parent contact	Parent contact Restriction from activities and assemblies in Kiva.	Bullying/harassment may result in suspension and legal consequences			
Dress Code	Admin Warning and instruction Change clothing	Warning and instruction Change clothing Parent contact	Administrative referral. Parent contact Change clothing, consequence assigned	Public Display of Affection	Teacher or Administrator conference with student Possible parent contact	Teacher or Administrator conference with student Parent contact	1 day ISS Parent conference consequence assigned
Fighting/ Assault	1-3 days suspension Parent conference Possible district hearing Police may be notified	3-5 days suspension Parent conference Possible district hearing Police may be notified	Long-term suspension Parent conference Possible district hearing Police may be notified	Trespassing	Warning Possible police citation	Police citation	Police citation
Physical Aggression Rough-housing, Throwing, Shoving, Pushing, Tripping.	Warning Parent Contact	Warning Parent Contact Possible ISS Possible ASD, Possible Lunch Detentions	Warning Parent Contact Possible ISS, ASD, and/or OSS	Vandalism	Restitution Parent conference Possible suspension Possible district hearing Possible police notification	Restitution Parent conference Possible suspension Possible district hearing Possible police notification	Restitution Parent conference Possible suspension Possible district hearing Possible police notification
				Theft	Parent Contact Possible ISS/OSS Restitution Police Notification	Parent Contact OSS Restitution Police Notification	Parent Contact OSS Restitution Police Notification

South Jordan Middle School

DISCLOSURE STATEMENT 2022-2023

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

1. School-Wide Rules / Citizenship Guidelines:

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

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

*Cheating and plagiarism may result in an automatic U.

Citizenship marks will be given based on student behavior. Marks will be assessed based on students' adherence to the school-wide rules. Lowered marks may be improved by consistent, appropriate behavior and/or by a contract with the teacher.

REWARDS

Praise
Parents notified
Class Reward
Nominations for Student of the Day/Month

CONSEQUENCES

Warning
Lowered citizenship marks
Conference with teacher
Parent notified or after school detention
Referral to administration

2. School-Wide Grading Policy:

All classes will use the School-Wide Grading Scale or the Standards-Based Grading Scale (4, 3, 2, 1).

School-Wide Grading Scale:

Assessments will comprise **80%** of their overall grade, and practice (homework, class assignments etc.) will be the other **20%** of their grade.

A	100% - 93 %	B-	82% - 80%	D+	69% - 67%
A-	92% - 90%	C+	79% - 77%	D	66% - 63%
B+	89% - 87%	C	76% - 73%	D-	62% - 60%
B	86% - 83%	C-	72% - 70%	F	59% - below

Standards-Based Grading Scale:

The Jordan School District is using Standards–Based Grading in all middle schools, which is research-based to improve student learning and retention. South Jordan Middle School is implementing Standards-Based Grading during the 2021-22 school year. Utah Core Standards are what students are expected to learn. Class standards, or learning goals, are broken down into two parts: academic knowledge and academic skills. In the past, elements such as turning assignments in on time, participation in class, preparation, and behavior in class have been factored into the academic grade. These factors are not a true representation of a student’s academic knowledge. Students’ grades should be determined by demonstrating proficiency of the standard. At South Jordan Middle School, we want the students’ grades to be the BEST REFLECTION possible of what they have learned.

We determine students’ proficiency through formative assessments. Formative assessments can include paper/pencil tests, reports, essays, projects, presentations and even a conversation where students can clearly demonstrate that they are proficient in the standard. Students will have many opportunities to practice before an assessment and will be able to retake assessments to demonstrate proficiency (see Retake Policy below). For each assessment, a students’ score will correlate with a proficiency scale of 4, 3, 2, 1, or 0.

Students will know what to expect for each assessment and what they need to do to demonstrate proficiency. There is support for students who do not meet proficiency. Teachers use data collected through assessments to arrange for remediation opportunities during PROWL. Additionally, tutoring is offered after school. Also, teachers implement intervention as needed during class time.

Grade	4 Point Scale	Percentages
A	3.30 to 4.00	82.25 to 100%
A-	3.00 to 3.29	75.00 to 82.24%
B+	2.85 to 2.99	71.25 to 74.99%
B	2.65 to 2.84	66.25 to 71.24%
B-	2.50 to 2.64	62.50 to 66.24%
C+	2.35 to 2.49	58.75 to 62.49%
C	2.15 to 2.34	53.75 to 58.74%
C-	2.00 to 2.14	50.00 to 53.74%
D+	1.85 to 1.99	46.25 to 49.99%
D	1.65 to 1.84	41.25 to 46.24%
D-	1.50 to 1.64	37.50 to 41.24%
F	0.00 to 1.49	0.00 to 37.49%

3. School-wide Make-up Work Policy:

1. When absent, the student is responsible for gathering and completing all work missed due to the absence.
2. For each day that a student is absent, an equal number of days will be given to complete missed assignments, make-up exams, or meet assignment deadlines.
3. Students who sluff may receive a “0” on all assignments, quizzes, and/or tests that are missed as a result of their sluff. However, students who sluff may still complete their assignments and assessments as long as they fulfill the specific requirements set by the teacher.

4. School-wide Late Work Policy:

1. Due dates for all assignments will be clearly established and communicated to students and parents in advance, giving students sufficient time to complete their work.
2. All late work is due by the teacher’s cut-off date, which is a minimum of 2 weeks after the due date. Situations involving extenuating circumstances may be addressed on a case-by-case basis.
3. According to true Standards-Based Grading, all late work will be accepted for full credit. However, there will be due dates and deadlines in each class to ensure success.

5. Retake Policy

1. Prerequisites (determined by individual teachers which should demonstrate student learning) need to be met before retakes can be given.
2. Deadlines for retakes on assessments are at least one week before the end of the quarter. Deadlines can be extended based on individual student needs. The teachers do, however, need to

have clear communication with parents and students about cut off dates. These dates will also be posted in Canvas for each class/teacher.

3. Students should be able to receive full credit for retakes. Assessments should show what students know and what they did to relearn the material.
4. Students should be able to retake assessments as many times as needed. If they try multiple times and fail, then the teacher should move to a different format for reteaching the material or ask students to demonstrate their learning in another way.

6. Extra Credit

1. No extra credit will be offered in any class at South Jordan Middle School.
2. Extra credit is not necessary because students can retake or redo any assignment and assessment to show mastery of the material. We want students' grades to accurately reflect their knowledge of the content in each of their classes.

7. SJMS Science Student Safety Contract:

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

8. Consultations:

Students and parents are encouraged to contact teachers if they have questions or concerns. This may be done by calling SJMS at 801-412-2900 or by sending an email to an individual teacher directly.

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

www.sjomiddle.org

SOUTH JORDAN STUDENT ASSISTANCE

Contact the Attendance office 801-412-2903 regarding:

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

Contact the Counseling office 801-412-2911 regarding:

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

ATTENDANCE

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

CHECK IN

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

CHECK OUT

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

When checking your student out please allow sufficient time to send for the student. Parents must come in to sign the student out and show ID. We will send for your student at that time.

Students are not allowed to leave the South Jordan Middle School campus without verified permission through the attendance office. Students leaving the school without following the proper check out procedure will be considered truant. Students that do not abide by this policy may be assigned consequences by an administrator and a parent will be contacted.

TYPES OF ABSENCES

1. **Excused absences** include the following:

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

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

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

A student is considered absent from school or from a class any time he/she is not present. School activities and assemblies that are scheduled during school time between 8:00 a.m. - 3:00 p.m. are considered part of the regular school day.

Code	Attendance Code For:	Definition
A	<i>Absence</i>	<i>Unexcused Absence</i>
B	<i>Made-up/Cleared absence by student</i>	<i>Student has made up an unexcused absence/truancy</i>
C	<i>Check in/out</i>	<i>Student checks in and out by a guardian</i>
D	<i>In School Suspension</i>	<i>Student was in In School Suspension</i>
E	<i>Excused Absence</i>	<i>Student absence was confirmed with a timely note by a guardian (see Types of Absences #1)</i>
F	<i>Made-up/Cleared absence by administrator</i>	<i>Administrator cleared an absence/truancy</i>
H	<i>Home and Hospital</i>	<i>Student receiving educational services at home due to extended illness, injury, or disciplinary placement</i>
K	<i>Detention/Crisis Center</i>	<i>Student is being held in the county detention or crisis center</i>
L	<i>Excused Tardy</i>	<i>Student came late to class with a valid and verified excuse</i>

Code	Attendance Code For:	Definition
N	<i>School Activity</i>	<i>Student out of class due to a school sponsored activity</i>
P	<i>Present</i>	<i>Positive Attendance</i>
S	<i>Suspension</i>	<i>Student out of school suspended</i>
T	<i>Tardy</i>	<i>Student came to class late (10 minutes or less)</i>
U	<i>Unexcused Check in</i>	<i>Student checked in late with no valid excuse</i>
V	<i>Educational leave/vacation</i>	<i>Student excused absence due to a prearranged vacation or educational leave</i>
W	<i>Way Late Tardy</i>	<i>Student was more than 10 minutes late for class</i>
Z	<i>Verified Sluff or Truancy</i>	<i>Student sluffed one or more classes</i>

ABSENCES AND ACADEMICS

If a student is unable to attend school for two or more days because of illness or injury, parents may contact the attendance office 801-412-2903 to make arrangements for homework to be picked up at a designated date and time. If notified after 11 a.m., the pick up time will be the following day at 3 p.m. Students will be given a minimum of one day for each day missed to make up missed assignments, exams, or meet assignment deadlines. It remains the student's responsibility to ascertain what work was missed and then ensure that the work is completed and turned into the teacher by the established deadline.

PROLONGED ABSENCE: If a student will have a prolonged absence, please contact an administrator to discuss options on how to best address educational needs while the student is away from school. Parents and students are encouraged to maintain communication with their teachers via email or phone during times of prolonged absence.

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

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

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

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

CLASS SCHEDULE CHANGES: Much time and consideration has gone into your student’s placement and schedule at South Jordan Middle School. Class schedule changes will be considered only after necessary movements to accommodate overloaded classes and possible personnel changes. Changing classes to be with friends or in a specific lunch will not be considered. When class changes are requested due to conflicts, a parent, student, teacher, and administrator must first conference to try and resolve the issues.

COSTUME REGULATIONS:

- The School Dress Code and the Student Code of Conduct still applies even though costumes are allowed on special activity days (***Spirit Week activities and Halloween only***).
- Students must come to school already dressed for the day.
- Inappropriately dressed students will be sent to the office to call home for a change of clothing.
- Costumes should not be revealing. No bare shoulders, bare midriffs, bare legs mid-thigh or above.
- No cross-dressing or costumes degrading racial, ethnic, or religious groups.
- Leotards and tights are not to be worn alone.
- No masks, except for use as personal protective equipment.
- Full-face makeup is not allowed.
- Makeup and colored hair for Spirit Week activities and Halloween are fine as long as they are applied at home. **No colored sprays will be allowed in the school.**
- Hats in the building will be acceptable on “hat day” only. Hats are acceptable if they are part of the costume and can be removed for class and are not a problem in the halls.

- Costumes for Spirit Week activities and Halloween should not impair the student's ability to function in class, move through the halls, eat lunch, or cross the street.
- Props or costume parts should not obstruct other students or be a distraction in class.
- Remove any sharp edges or points from costumes or props before coming to school.
- No weapons or facsimile of weapons are allowed.
- **Shoes must be worn all day.**
- Colored hair and face paint is not appropriate for other “holidays”. (Valentine’s Day, St. Patrick’s Day, game days, etc.)

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

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

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

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

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

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

DISTRICT POLICY VIOLATIONS	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Substance Distribution (Share or sell) Illegal drugs and substances, alcohol, and prescription medications	45 days suspension Home-based alternative education program and assessment Parent conference Police notification	180 days suspension Home-based alternative education program and assessment Parent conference Police notification	
Substance Distribution (Share or sell) Over-the-counter medications	Suspension to Parent Conference	45 days home-based alternative education program and assessment.	
Substance Possession or Use Illegal drugs and psychotoxic substances, alcohol	10 days suspension or early drug and alcohol intervention Parent conference Police notification	45 days suspension Home-based alternative education program and assessment Parent conference Police notification	180 days suspension Home based alternative education program and assessment Parent conference Police notification
Substance Possession or Use Prescription Medications	Suspension to Parent Conference	10 day suspension Home-based alternative education program or Early intervention class	45 day suspension Home-based alternative education program and assessment

DISTRICT POLICY VIOLATIONS	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE
Substance Possession or Use Over-the-counter medications in excess of 8 hr dosage	Administrative warning Suspension to Parent conference	10 day suspension Home-based alternative education program or Early intervention class	45 day suspension Home-based alternative education program and assessment
Substance Possession or Use Tobacco	Possible Suspension Parent phone contact Possible Police Involvement Tobacco Citation	Possible Suspension Parent phone contact Possible Police Involvement Tobacco Citation	Possible Suspension Parent phone contact Possible Police Involvement Tobacco Citation
Weapons Weapon Facsimile Flammable Material Arson Explosives Fireworks	Suspension to District Hearing Parent contact Possible police citation		

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

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

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

HALL PASS: Students are to be in class on time and remain in class until that class period is over. Each student who leaves class for a school related purpose or individual needs, must obtain a hall pass from the teacher. Hall passes will not be given the first and last 10 minutes of class, except for emergencies.

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

REPORT CARDS: Student grade information is located on Skyward. Only the fourth term report card will be mailed to the parents. Also, please note there will be a mid-term report which will be available on Skyward. Please contact the counseling center at 801-412-2911 with questions regarding Skyward access.

SKYWARD (GRADES & ATTENDANCE): South Jordan Middle School provides computerized attendance and class grade records over the Internet. Parents and students can check current grades, missing assignments, and attendance on Skyward. Skyward can be accessed from the school's website: www.sojomiddle.org. You will need your login and password to access the site. These are available through the Counseling office, 801-412-2911.

SUSPENSION: The suspended student is counted as excused on attendance records and cannot be penalized for non-attendance on days of suspension. Make-up work arrangements are the responsibility of the suspended student who needs to communicate with his or her teacher. Work must be completed within the time requirements noted in the teacher's disclosure. A suspended student is not allowed on any Jordan School District property.

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

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

TRANSPORTATION:

BUSSING	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Disruptive Behavior	Warning Bus ticket Parent contact	Warning Bus ticket Parent contact Probation	Bus suspension Bus ticket Parent contact
Lewd Conduct Mooning, panting	1-5 day suspension Parent conference Bus Ticket Possible police citation	1-10 day suspension Parent conference Bus Ticket Possible police citation	District Hearing Parent conference Bus Ticket Possible police citation
Throwing Object Out Window	Warning Bus ticket Parent contact 1-5 day bus suspension Possible Police Citation	5 day bus suspension Parent conference. Bus Ticket Possible Police Citation	10 day bus suspension Parent conference Bus Ticket Possible Police Citation

BUSSING	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Exiting out of the emergency exit when no emergency exists	5 day bus suspension and parent conference. Possible Police Citation	10 day bus suspension and parent conference Possible Police Citation	Loss of riding privileges
Vandalism to the bus	Restitution Possible bus suspension Parent conference. Possible Police Citation	Restitution Possible bus suspension Parent conference Possible Police Citation	Loss of riding privileges

TRUANCY/SLUFFING: Excessive tardiness and unexcused absences may result in a student being disciplined according to their teacher's disclosure and/or other administrative consequences. Truancy may lead to letters from the school informing the parents of the problem and encouraging a joint solution between the home and the school. A conference between parents and school administrators may also be necessary. If truancy continues, the students may be referred to truancy court. Students who sluff may receive a "0" on all assignments, quizzes, and/or tests that are missed as a result of their sluff. However, students who sluff may still complete their assignments and assessments as long as they fulfill the specific requirements set by the teacher. Assemblies and activity privileges may also be revoked as per administration discretion.

VISITOR POLICY: Because of the crowded conditions in the middle schools throughout the district, it has become necessary to not to allow student visitors in the school. The only exception would be students/adults invited into the building as part of the regular instructional process. These approved visitors must check in at the front office to receive their visitor badge. Badges must be worn in a visible location at all times and must be returned at the end of the day.

SOUTH JORDAN STUDENT ORGANIZATIONS

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

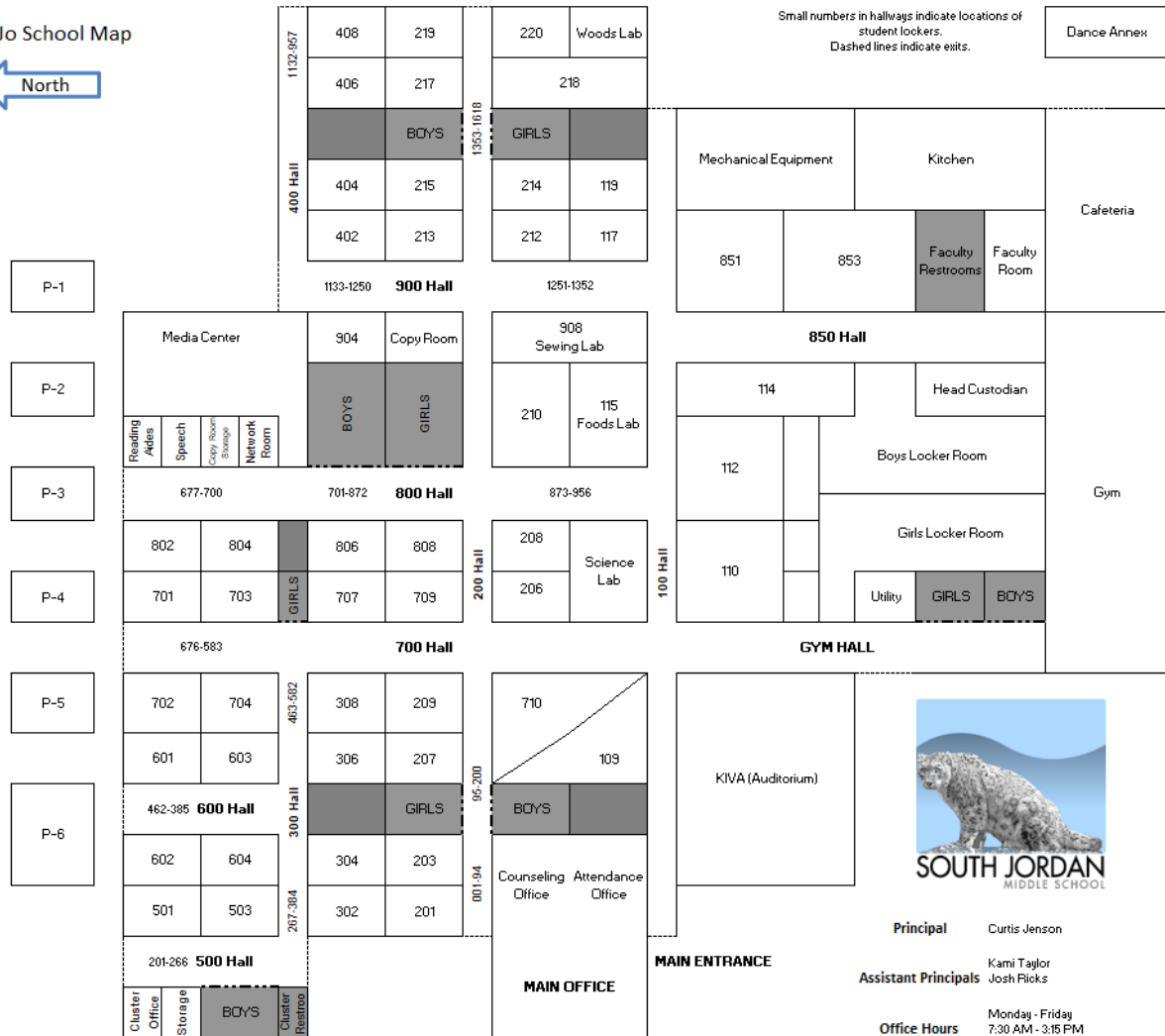
N.J.H.S. = Belonging to the National Junior Honor Society (N.J.H.S.) is an honor and a privilege. This opportunity is extended to 8th and 9th grade students who have exhibited outstanding academic scholarship and school citizenship. N.J.H.S. students participate in quarterly service projects and activities.

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

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

SCHOOL MAP

SoJo School Map



Updated July 2022