

American Fork Junior High School

EMPOWERING EVERY STUDENT TO SUCCEED IN LEARNING AND IN LIFE



*Student and Parent
Handbook
2023-2024*

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

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

Welcome to American Fork Junior High

Dear Parents and Cavemen:

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

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



Kirk Johnson
Principal
kjohnson@alpinedistrict.org



Jake Anderson
Assistant Principal
jakeanderson@alpinedistrict.org



Thomas Paul
Assistant Principal
thpaul@alpinedistrict.org



Lorrie Crandall
Assistant Principal
lcrandall@alpinedistrict.org



Dane Hanvey
Assistant Principal
dhanvey@alpinedistrict.org

Front Office Secretaries: (801) 610-8750
Ms. Chappell, Ms. Odette, Ms. Rawlings, Ms. Wagner, Ms. Wettstein

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

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

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

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

Bus Garage: (801) 610-8850

Seminary: (801) 763-4534

20 West 1120 North
American Fork, UT 84003

afjh.alpineschools.org 801-610-8750



RESPECT

HONOR

PRIDE

WE STAND AS ONE AS WE:

RESPECT OTHERS

HONOR OUR CAVE

TAKE PRIDE IN OUR LEARNING



American Fork Junior High

Bell Schedules

Monday, Tuesday, Thursday, Friday

1st Lunch

A1/B5	8:15 - 9:30
A2/B6	9:35 - 10:55
Cavetime	11:00 - 11:30
Lunch	11:30 - 12:00
A3/B7	12:05 - 1:20
A4/B8	1:25 - 2:45

2nd Lunch

A1/B5	8:15 - 9:30
A2/B6	9:35 - 10:55
Cavetime	11:00 - 11:30
A3/B7	11:35 - 12:50
Lunch	12:50 - 1:20
A4/B8	1:25 - 2:45

Wednesday Early Out

A1/B5	8:15 - 9:25
A2/B6	9:30 - 10:40
Passing Period	10:40 - 10:50
A3/B7	10:50 - 12:00
A4/B8	12:05 - 1:15
Lunch	1:15 - 1:45

AFJH SCHOOL POLICIES, PROCEDURES, AND INFORMATION

AFJH STUDENT CODE OF CONDUCT:

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

	ASD Policy	AFJH Policy	CLASSROOM	SUPPORT STAFF	DISTRICT
Bullying: Verbal, Physical, and/or Written	Policy 5181	AFJH	-Private chat w/ student -Email to parent	Severe or repeated incidents should be reported to admin by email with all relevant facts	Severe incidents of bullying may be referred for district disciplinary action
Cell Phones/ Electronic Devices	Policy 5250	AFJH	-Teacher options: warnings, keep phone on desk until end of class period	Send student to office for 3 step interventions, notify secretary when sending a student	Electronics used in bullying or pornography may be referred for district disciplinary action
Cheating		AFJH	-Private chat w/ student -Email to parent	Repeated incidents should be reported to admin by email with all relevant facts	
Disrespect/ Disruptive		AFJH	-Private chat w/ student -Email to parent	Repeated incidents may be reported to admin by email with all relevant facts	Extreme disrespect may be considered bullying (see bullying above)
Dress Standards	Policy 5152	AFJH	-Private chat w/ student -Email information to administration	Called down by admin to: change shirt, call home, or go into ISS	
Public Displays of Affection		AFJH	-Private chat w/ student(s) -Email to parent	Report repeated incidents to admin by email with all relevant facts	
Profanity		AFJH	-Private chat w/ student -Email to parent	Repeated incidents should be reported to admin by email with all relevant facts	
Safe Schools Violations	Policy 5182		INCLUDES: Violent Acts/ Fights Dangerous Weapons Gang Affiliation	Call office secretary to report problem immediately and admin will conduct threat assessment	Referral to district disciplinary action depending on investigation
Sexual Harassment	Policy 5185		INCLUDES: Unwelcome conduct that is severe, pervasive, and objectively offensive	Incidents should be reported immediately and documented in an email to admin	Referral to district disciplinary action depending on investigation
Substance Use	Policy 5430		INCLUDES: Tobacco/Nicotine Drugs Alcohol Paraphernalia	Sightings should be reported immediately and any paraphernalia should be confiscated and turned over to admin	Referral to district disciplinary action depending on investigation
Vandalism/ Theft		AFJH	Report vandalism or theft to front office secretaries	Investigation conducted by admin: collect statements, check cameras, etc.	Referral to district disciplinary action depending on investigation

Rules and regulations are necessary for the development and maintenance of an orderly and safe environment. Consequently, certain behaviors are recognized as being inappropriate, unacceptable, and/or disruptive of the educational process. Any school infractions of the AFJH conduct code may result in the following discipline management techniques, used alone or in combination. Refer to [ASD Discipline Policy \(5180\)](#) for more information.

- Verbal prompt/ correction/ warning from teacher
- Email to parents from teacher
- Cooling-off time
- Counseling by teachers, counselors, or administrative personnel
- Withdrawal of privileges: hall pass, Cavetime, field trip, extracurricular, etc.
- Lunch Detention
- Parent conferences either in person or by phone
- Behavioral contracts
- In-School Suspension
- Out-of-School Suspension
- Schedule changes: assigned to another teacher/classroom
- Participate in the cleaning/repair of any damage caused at school
- Financial restitution
- Based on reasonable suspicion, admin may search a student's clothing, backpack or locker as well as confiscate items in order to maintain a safe school environment
- Referral to an outside agency and/or legal authority
- Other strategies and consequences as determined by school officials

ACADEMIC ELIGIBILITY FOR SPORTS

In order to participate in a UHSAA sanctioned event, a student must have a G.P.A. of 2.0 or higher and no more than one failing grade for the term prior to the beginning of the event. It is against UHSAA bylaws for a teacher to change a grade so that a student can qualify for a sport. It is inappropriate for a student or a parent to request make-up work or a grade change to meet academic eligibility requirements. An incomplete term grade "I" is treated as an "F" for athletic eligibility.

AFTER SCHOOL REMEDIATION

Students should exit the building by 3:00 pm unless accompanied by a parent or working in a classroom with a specific teacher or group. Check with your teachers or counselors to find out your options for after school remediation. You must provide your own transportation if staying after school beyond bus pick up times.

ANNOUNCEMENTS

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

ATTENDANCE

[ASD Policy 5156](#) - Students are expected to be in attendance and participate every day of the school year in order to receive maximum benefit from their educational opportunities. If students need to leave campus for any reason, they are expected to be checked out at the attendance window.

Absence from School - Students who are absent for any reason should have a parent or guardian report the absence within one week using one of the following methods:

- Excuse FULL DAY absences in your parent Skyward ([link for tutorial](#))
- Email afjhattendance@alpinedistrict.org
- Call (801) 610-8752
- Get a doctor's note and bring it to the attendance office

Please allow one business day for attendance to be entered into Skyward

Check-in Late - Students who arrive late to school should report immediately to the attendance office to receive a check-in-slip. To excuse the late entry, you must have one of the following:

- Dated note signed by a parent stating the time you arrived at school
- Doctor's statement
- Email afjhattendance@alpinedistrict.org
- Parent call to (801) 610-8752
- Parent present to check-in, if not sending student in with a note

Check-out Early - If a student needs to leave school during school hours, he/she must check out at the attendance office. Please plan time for the checkout. The following procedure should be followed:

- Only a parent, guardian, or others on the approved emergency contact list (located in Skyward) may check out a student.
- A qualified person **MUST come to the attendance office window** and present a photo ID to check the student out.
- Students who leave school without checking out will be marked absent or truant.
- Students who return to school the same day must report to the attendance office to check-in before returning to class.

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

AUDITORIUM / ASSEMBLY

The auditoriums should be treated as a fine theater. The highest level of respect should be shown to performers.

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

BICYCLES

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

BULLYING / INTIMIDATION / HARASSMENT

Every member of the school community is entitled to attend school free from harassment, intimidation, threats, or fear. Bullying and/or intimidation of others may include but is not limited to any aggressive, or negative gesture(s), or written (including the internet), verbal, or physical behavior that places another student in reasonable fear of harm to his or her person or property, or that has the effect of threatening, insulting, demeaning, or intimidating any student in such a way as to disrupt or interfere with the school environment. While everyone makes mistakes, repeated acts of bullying, intimidation, or harassment in any form will not be tolerated and should be reported to a school official. The resulting disciplinary action will be determined after an investigation is conducted.

BUSES

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

CALENDAR – P/T Conferences and Term End Dates

Thursday, September 28, 2023	Parent/Teacher Conference – 3:30-6 pm
Thursday, February 22, 2024	Parent/Teacher Conference – 3:30-6 pm
October 18, 2023	1 st Term Ends
December 21, 2023	2 nd Term Ends
March 8, 2024	3 rd Term Ends
May 24, 2024	4 th Term Ends

*For all other calendar items, see AFJH website at: afjh.alpineschools.org

CANCELLATION OF SCHOOL

Schools may be closed during periods of inclement weather. When possible the School Messenger (caller) will go out or you may check the district web page at <http://alpineschools.org>

CAVE TIME

Cave Time is scheduled from 11:00– 11:30 am on Monday, Tuesday, Thursday, and Friday. This time is allocated to students to improve their grades and learning. All students will receive a Cave Time slip with a printout of their current grades during second period. If the student is passing all of their classes (C- or better), the slip will be on colored paper and the student is allowed to attend an activity of their choice. If the student has a D or F in one or more classes, the slip will be printed on white paper and the student is expected to attend an intervention class to work on the failing grade. Cave Time activities and intervention schedules are posted throughout the school and

on the school website. Students with special circumstances may be directed to the lunchroom for Cave Time and are to remain in the lunchroom, unless other arrangements have been made with their counselor or administration. They will receive assistance from school personnel.

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

CELL PHONE POLICY / ELECTRONIC DEVICES

At American Fork Jr. High, we expect that students will have the opportunity to engage in meaningful learning experiences with our highly qualified teachers. To accomplish this, personal electronic devices should not be out during class time. Cell phone usage and text messaging are not allowed during class time. **The school will not be held responsible for lost or stolen items.**

The primary goal of this policy is to reduce distractions from learning and to educate students about the appropriate, respectful, and timely use of personal electronic devices in the classroom. In addition, ANY item that interferes with learning and causes disruption to the learning environment or learning of another person is not allowed at school. Items deemed as inappropriate and disruptive are not to be brought to school; these items will be confiscated.

CHEATING / PLAGIARIZING

Cheating on schoolwork by giving or receiving unauthorized help is not acceptable. In addition, plagiarizing or copying another person's work (including use of AI technology) is dishonest and is also considered cheating. Each teacher will have an individual classroom policy regarding cheating or plagiarizing in their disclosure document. Incidents of cheating will be addressed appropriately.

CLASS CHANGES

Only on a rare occasion should you or your parents ask for a class change during a term. Changes should be requested at the end of a term or at the end of a semester by contacting the counseling center. Once the term has started, class changes must be authorized by an administrator.

CLOSED CAMPUS

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

COMPUTER USE AND INTERNET ACCEPTABLE USE POLICY

Alpine Board of Education requires all students, patrons, or employees of the district to sign and comply with the ASD Acceptable Use Policy.

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

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

COUNSELING

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

Counselor Assignments:

A - C	Ms. Wood	K - M	Ms. Flynn	Receptionist	Ms Green
Co - F	Ms. Behm	N - Sh	Ms. Te'o	Registrar	Ms. Cetraro
G - J	Mr. Sannar	Si - Z	Ms. Elzey		

DANCES

School dances are held several times during the year from 2:45 p.m. to 4:00 p.m. Dances are for AFJH students only and the school dress code will be enforced at all dances. A student ID card may be required for all dances. Please see the school website at afjh.alpineschools.org for dates and times of school dances.

DELIVERIES

Balloons - Balloons are not allowed in school due to students with Latex intolerance.

Food - The school will not accept commercial food deliveries on behalf of students. Students should not order food/drinks to be delivered to the school or leave the school campus to accept deliveries. When a parent/guardian brings something to the school for their student, it should be dropped off in the front office.

DISRESPECT / INSUBORDINATION

Students are to respond promptly and respectfully to the directions of all adult staff members and to act respectfully toward staff members at all times. Substitute teachers are to be given the same respect as classroom teachers. Failure to do so may be considered bullying or harassment and will result in disciplinary action.

DRESS STANDARD

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

EMERGENCY PROCEDURES

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

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

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

FEES and FINES

Please pay fees/fines early in the year to avoid long lines, delays, or collections at the end of the school year.

FIELD TRIPS

School-sponsored activities use district approved transportation for travel. Depending on the type of trip, a participation fee may be assessed to defray transportation costs. These are paid to the financial office or through My School Fees – afjh.alpineschools.org

- Students are expected to adhere to AFJH dress code, behavior guidelines, and policies while participating in school-sponsored activities.
- Students missing class to participate in any school-sponsored event will be considered school-excused provided they have followed proper procedures. Any work missed should be made up.

FIRST AID

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

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

Medication Policy - It is [Alpine District Policy \(5410\)](#) that no student will have any prescription medication on his/her person. If a student needs prescription medication during the school day, an authorization form can be picked up in the front office. If proper authorization has been obtained, a parent must bring medication to the school in its original prescription bottle with the original pharmacist label. All medication is kept in a locked cabinet and dispensed by a school employee.

HALL PASSES

You must have a hall pass if you are out in the hallway during class time. The hall passes are obtained from your teacher. Students out of class without a hall pass will be escorted back to their respective classes. Teachers reserve the right to limit hall pass use if a student has had previous problems with mis-using the pass.

HOMEWORK

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

LOST AND FOUND

The lost and found is located in the NE corner of the lunchroom. Please look there first for any lost items. Lost and found items are taken to the D.I. after each P/T Conference and at the end of the school year. The school is not responsible for any lost items.

LUNCHES / CAFETERIA

The cafeteria is a place where you can enjoy a meal with your friends. There are two lunch periods. You will be assigned to one of them each day based on your 3rd period teacher. You may purchase lunch from the main line, the sandwich line, the pizza line, or bring lunch from home. You may also pay for lunches before school in the lunchroom or prepay for multiple lunches or by creating a login at [LINQ Connect](#)

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

MEDIA CENTER

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

PROFANITY

Inappropriate and/or foul language is a sign of disrespect towards others. Name-calling that references race or gender is considered bullying/harassment/discrimination. Sexually explicit language and references may also be considered sexual harassment. Repeated use of this type of language, especially after warnings have been given, will be met with appropriate disciplinary action.

PTSA

President: Brittany Tuckett - andiestipp@gmail.com

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

PUBLIC DISPLAY OF AFFECTION

Inappropriate, overly-affectionate physical contact between students makes others feel uncomfortable and is not permitted. This applies everywhere on the school campus and school buses.

REPORT CARDS

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

SEARCH AND SEIZURE (ASD Policy No. 5435)

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

SKATEBOARDS / SCOOTERS

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

SKYWARD

Students and parents have their own log-ins and passwords. Please check grades and attendance regularly. Students may go to the Media Center to recover lost passwords. Parents should contact the counseling office with questions about Skyward.

SPORTSMANSHIP

We expect all students attending sporting events to treat the visiting team and fans with the utmost class and respect. Unsportsmanlike conduct may result in disciplinary action.

STUDENT GOVERNMENT

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

Student Council Members

President: Bronson Miller

Secretary: Bethany Baldwin

Vice President: Lucy Armstrong

Publicity: Ruby Widdison

9th Grade Cabinet

Trace Cook

Abby Jensen

Emma Price

Lucie Stephenson

Joshua West

8th Grade Cabinet

Brynlee Day

William DeLange

McKay Stratton

Allyson Swallow

7th Grade Cabinet

*To be elected in August 2023

STUDENT ID CARDS

Student ID cards are handed out with school pictures.

STUDENT RESPONSIBILITIES

The faculty and staff at American Fork Junior High strive to provide an environment where students can learn responsibility, build self-esteem, and achieve their personal educational goals. In order to accomplish those objectives, students will be expected to follow these guidelines:

- Accept responsibility for their education, decisions, words and actions.
- Act in a way that best represents their school, parents, community, and self to promote a safe, healthy environment in which to learn.
- Maintain a balance between academics and co-curricular activities while giving their best effort.
- Respect cultural diversity, individuality, and choices and rights of others.

TARDY POLICY

Arriving late to class interrupts student learning and teacher instruction. It is a sign of disrespect towards others. Excessive tardies will result in a series of escalating consequences including: warnings, parent call or email, lunch detention, in-school suspension, or out-of-school suspension. All tardies will reset to zero each term to give students the opportunity to try again. (See AFJH Tardy Policy on page 15.)

TELEPHONE FOR STUDENTS

A phone in the front office may be used by students, with permission, for emergencies or illnesses.

TEXTBOOKS, EQUIPMENT, LOCKERS, AND SCHOOL PROPERTY

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

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

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

VANDALISM / THEFT

Students are expected to respect one another's personal property and school property. Theft and vandalism will result in school discipline which may involve restitution. In addition, students guilty of such behavior may be referred to the police.

VISITORS

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

AFJH TARDY POLICY

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

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

*If a student chooses not to attend lunch detention, further consequences will be determined by the administrator.



AMERICAN FORK JUNIOR HIGH

AFJH Dress Code

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

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



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

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



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

