

Teacher-Advisors

Each student will have a teacher who acts as his or her “advisor” or mentor. Students will meet with their teacher-advisor three times a week. Students will remain with the same teacher-advisor for all three years so that students and teacher can develop a positive mentoring relationship. In addition to building relationships, teacher-advisors will teach behavioral expectations, study skills and will help students track their attendance and citizenship grades.

The theme of the advisory class corresponds to the acronym F.R.O.G. that stands for:

Fully Realizing Our Greatness

Panther Standards and Expectations

All students at Joel P. Jensen are important and valuable individuals. As such, all students have certain rights once they enter school property. These include:

- The right to acquire a quality education in a safe environment.
- The right to be treated with respect by fellow students and teachers.
- The right to express thoughts and feelings in an appropriate manner.

With these rights come certain responsibilities. All students have the responsibility to:

- Refrain from inappropriate or distracting behavior that endangers them or others, or that interrupts classroom instructional activities.
- Treat fellow students and teachers with the same respect that they expect.

If students have difficulty meeting these responsibilities, teachers and/or administrators will intervene in one or more of the following ways:

- A call home to parents
- An in-school consultation with parents
- “Think Time” in another classroom
- After school detention
- Suspension
- Expulsion
- Other appropriate consequences

Administrators will follow district policies AS67 and AS90 when dealing with serious discipline issues.

School Rules

- F – Follow Directions
- R – Be Responsible
- O – Be On Time
- G – Give respect, Get respect
- S – Be Safe

Citizenship Policy

	H-Honors	S-Satisfactory	N-Needs Improvement	U-Unsatisfactory
Punctuality	No tardies	No more than two unexcused tardies	3 or more unexcused tardies	Habitually tardy
Referrals	No referrals	No more than 1 referral	No more than two referrals	Three or more referrals
Work Completion	Consistently completes work on time	Completes work on time	Completes some work	Not doing assignments
Manners	Is polite & positive	Is polite & positive	Rude	Rude
Participation	Pays attention and actively participates in classroom discussion	Pays attention and talks when appropriate	Talks and does not pay attention to what they are supposed to be doing in class	Continually interrupts and talks about non-related topics
Compliance	Follows class rules without being reminded	Follows class rules regularly	Has to be reminded continually about class rules	Does not follow class rules

PLANNER USE

Student Responsibility

1. Take planner to every class, every day.
2. Write assignments from each class in planner.
3. Check before going home to see if you have the material you need to complete homework.
4. Check again at home to see if you have all assignments completed for the following day.
5. Show any messages to parents or teachers.

Parent Responsibility

1. Check planner often.
2. Ask to see assignments listed.
3. Encourage student to carry and utilize planner on a daily basis.

Teacher Responsibility

1. List daily assignments and important upcoming due dates in a visible place in the classroom.
2. Encourage students to write assignments in planners.
3. Utilize planner to communicate grades or messages to parents.

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 each school. Under no circumstances may a student leave school without permission from the office. Students who leave without permission will be considered truant.

Visitors

Due to liability issues, Jordan School District does not allow student visitors on any campus. Exceptions will be made for students who are invited to participate in the regular instructional process.

ALL VISITORS MUST REPORT TO THE MAIN OFFICE,
SIGN IN, AND RECEIVE A VISITOR'S PASS.

Attendance Policy

Rationale:

The philosophy of Joel P. Jensen Middle School is that the explanations, clarifications, demonstrations and discussions that take place in the classroom are invaluable components of the learning experience, and that a natural consequence of absence from the classroom is reduced academic performance. The benefits of face-to-face instruction, once lost, cannot be entirely regained. Utah's Compulsory Education Law states that all school age children must be in attendance at school unless there is a valid and legitimate excuse (Utah Code 53-A-11-101). The goal of the Joel P. Jensen Middle School attendance policy is to increase student success by encouraging daily attendance and make up of work missed due to excused absence, and to help students develop personal responsibility in preparation for attendance expectations in their future.

Responsibilities:

Parent

- ❖ Ensure that their student attends regularly and on time
- ❖ Notify attendance office in case of legitimate absence
- ❖ Notify attendance office prior to student being checked out

Student

- ❖ Be in school regularly and on time
- ❖ Arrive to all classes on time
- ❖ Collect work missed during absence
- ❖ Obtain a check-out/in slip when leaving or returning

Teacher

- ❖ Greet students at your door
- ❖ Enter attendance/tardies every period
- ❖ Start each class with a starter activity. Score each activity and count it towards the student's final grade.

Administration

- ❖ Be present in halls before and after school and during class changes
- ❖ Be involved in tracking student attendance
- ❖ Notify parents of attendance/tardy problems
- ❖ Intervene according to Jordan School District “earnest and persistent” truancy procedures when necessary
- ❖ Develop procedures and guidelines that promote good attendance
- ❖ Provide rewards and incentives for good attendance and consequences for poor attendance

Absences:

Reasons for which an absence may be excused:

- ❖ Illness (if absences become excessive, you may need to verify an illness by providing a doctor's note to Attendance Office.)
- ❖ Medical appointments (provide note to Attendance Office from health care provider)
- ❖ Family wedding and emergencies
- ❖ Death of a family member or close friend
- ❖ Family activity or travel consistent with district/school policy (Educational Leave)
- ❖ Court appearance
- ❖ Parent-excuse absences deemed necessary by parent

Check-ins:

Students arriving at school after 7:45 a.m. must check in at the Attendance Office to receive an admit slip to class. Late arrivals due to illness, medical or dental appointments are considered excused. Parent/Guardian excuses will also be accepted. All other late arrivals are considered unexcused and are subject to disciplinary action according to the school tardy policy.

Check-outs:

Student checkouts are to be handled in advance. To alleviate disruption of classes, assemblies and activities, notes are to be brought to the Attendance office before school begins. A phone call will be made to the parent for confirmation. Students will be checked out only to adults listed on their registration card. If a student must leave school during the day they are required to use a school phone, not a personal cell phone, to contact their parent.

STUDENTS WHO SLUFF A CLASS WILL RECEIVE 0% ON ANY ASSIGNMENT DUE IN THAT CLASS THAT DAY AND ON ANY ASSIGNMENT GIVEN IN THAT CLASS FOR THAT DAY.

School-wide Tardy Policy:

Students are expected to be in their assigned seats in the appropriate classroom with required materials when the bell rings. All teachers will adhere to this requirement in all classes.

1. All teachers will require their classes to do a graded activity each day as soon as the bell rings. This “starter activity” will be worth points and all teachers will record these points on a daily basis.
2. If a student is tardy (unexcused) he/she will receive zero points on that day’s starter activity. These points cannot be made up.
3. If a student is tardy (excused) or absent, teachers will have the option of allowing a make-up of that day’s starter activity OR not counting it. An excused tardy or absence will not adversely affect a student’s grade.
4. Students will have no penalty for the first tardy in each class, each quarter. After the first penalty-free tardy, additional tardies will affect the student’s citizenship grade. The following citizenship grades will be based on class behavior, attitude, and attendance.

H=Honor S=Satisfactory N=Needs Improvement U=Unsatisfactory

H – 0 tardies
 S – 1-2 tardies
 N – 4-6 tardies
 U – 7+ tardies

5. In addition, tardies beyond the first penalty-free tardy in each class each quarter will be addressed by the administration. Consequences for these additional tardies include, but are not limited to, the following: parent notification, parent and student attendance at a one hour tardy prevention class held once a quarter, possible ASD or ISS, possible loss of activities, possible suspension and further parent/student/administrator conferences.
6. **Tardy sweeps will be conducted throughout the year. Students caught in a tardy sweep may be assigned to After School Detention or In School Suspension.**

Tardy Notification:

1. Parents are strongly urged to access their student’s attendance and punctuality data on a daily basis. This can be done online via Powerschool. Students can access this information in the same way at home or in the school library.
2. After a student acquires fifteen cumulative tardies, the administration will notify student and parents by letter. This letter will detail the negative effects of tardies on the student’s grade and will explain future consequences of additional tardies. During 4th quarter, the consequences of accumulated tardies will include, but not be limited to, restriction from student activities.

Tardy Prevention Class:

1. After students acquire twenty cumulative tardies they will be called to the assistant principal’s office. Parents will be contacted and the assistant principal will schedule both student and parent to attend a one-hour class on tardy prevention. This class will be taught by Jordan District counselors and will be held once a quarter at Joel P. Jensen Middle School.
2. If student and parent attend and fulfill the requirements of the tardy prevention class, five tardies will be deducted from the student’s cumulative tardies. The student may deduct tardies from the class or classes of their choice.
3. Students will only be given the opportunity of attending the tardy prevention class just one time. After that, they are expected to be to all their classes on time. Further tardies will be considered insubordination. Suspension and parent conference are possible consequences.

Attendance/Tardy Codes:

The following table provides the different letters and codes with the accompanying definitions to enable parent/guardian to determine the status of student’s absence/tardy record.

Attendance Codes

Letter	Code	Definition
A	Absent	The student was absent and the school received no call or note from the parent or guardian.
T	Tardy	The student came to class 10 minutes or less late.
L	Excused made up Tardy	The student came to class late or left early with a valid and verified excuse or has made-up a tardy.
C	Check in or out	The student checked in with a valid and verified excuse and then checked out later.
E	Verified excused absence	The student was absent and is considered excused because of illness, medical or dental appointment (verified by note from doctor), death or funeral of family member, family wedding, or court appearance, etc.
G	Guardian knowledge	The student was absent and is considered unexcused because the parent or guardian provided a call or note with an excuse not considered excused by the Truancy Court or Jordan School District.
I	Check in	The student was absent at the beginning of the day or 1st period and checked in with a valid and verified excuse.
N	School Activity	The student is out of class due to a school-sponsored activity.
O	Check out	The student was absent during the end of the day or period and checked out with a valid and verified excuse.
V	Educational Leave or vacation	The student is absent due to a prearranged vacation or educational leave
Z	Verified Truancy	The student was truant and parents, police or school officials verified the truancy. This includes a student leaving school without checking out thru the attendance office, not arriving at school as expected by parents and school authorities, or missing any part of or all of a scheduled class without permission.

School-Wide Make-up Work Policy

- ❖ It is the student's responsibility to ask teachers for assignments missed due to an excused absence.
- ❖ Students will be given **one week** to turn in all make-up work.
- ❖ Make-up work turned in after the one week time limit will be subject to the school-wide late work policy.

School-Wide Late Work Policy

- ❖ Teachers will provide students with sufficient time to complete assignments, and will clearly inform students of assignment due dates.
- ❖ Students will be allowed to turn in **3** late assignments per class, per quarter, without penalty. These assignments must be **totally complete** to be eligible to receive full credit.
- ❖ Any additional late assignments (**if complete**) will receive a minimum of 60%.
- ❖ Any late work must be received by the teacher's cut off date each quarter.

Before School

The building will be open for students at 7:10 a.m. Prior to that time they may wait in the main foyer behind the maroon line. If a student is required by a teacher to be in the building prior to 7:00 a.m., an extra hours pass will be issued to that student.

After School

Students are welcome in the building until 2:40 p.m. At that time they should be on their way home or be with a teacher for enrichment. If it is necessary for a student to remain in the building after 2:40 p.m. it is the student's responsibility to obtain an extra hours pass from the teacher they will be working with. After 2:45 p.m., students must remain west of the maroon line located near the Kiva.

Clinic/Illness

A student who becomes ill during the school day will report to the clinic for permission to call home. Parents are requested to provide transportation to the doctor or to the home as soon as possible. In case of an emergency, the rescue squad and the student's parents will be notified. **Under no circumstances may a student leave school without permission from the principal's office.**

Educational Leave

The school is aware that situations do occur in which family or cultural enrichment activities are necessary. This type of absence will be permitted without penalty of any kind, provided that a phone call or a note to the Attendance Office is submitted two days prior to the anticipated absences. Only ten days a year are allowed for Educational Leave.

Personal Items At School

Jordan School District is not responsible for any personal property that is lost, stolen, or vandalized. There are no provisions which allow payment for any personal item which is taken from a student enrolled in Jordan School District.

Bicycles and Skateboards

Some students use a bicycle or a skateboard as a means of transportation to and from school. Students must walk their bikes and carry skateboards when on school property. The student is responsible for securing their bicycle at the bike rack.

Harassment/Bullying Policy

Harassment may include:

- Verbal Abuse (propositions, comments, and insults).
- Visual Abuse (leering, embarrassing material).
- Physical contact * (touching, pinching, cornering).
*May also be a violation of law

What should I do?

- Tell the person harassing you, "stop harassing me, it's not OK." and/or
- Report the harassment to a teacher or administrator.
- For more information see Jordan District Policy AS94- *Student Discrimination and Harassment*

Consequences—What happens to students who harass another student? Depending on the circumstances:

- Students will be notified that their behavior is harassing another student, that it is wrong, it must stop, and the consequences of continued harassment. Parent(s) will be notified.
- Any of the consequences listed in Jordan District Policy AS67 *Discipline of Students* may be utilized.

Sexual Harassment Policy

Premise - The purpose of this policy is to assure a learning environment that is free from sexual harassment and is in compliance with state and federal law. It is the intention of Joel P. Jensen Middle School to provide a safe, orderly environment where students, staff, parents, and all other people are treated with courtesy and respect. Any form of sexual harassment by staff or students is prohibited.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct that adversely affects a person's educational opportunities, relationships, or environment.

Examples include:

- Using unacceptable words or phrases of a sexual nature
- Displaying demeaning posters or cartoons
- Telling offensive jokes
- Inappropriate touch
- Using lewd or suggestive gestures

Students who feel they have been sexually harassed are encouraged to report the harassment to a responsible adult such as a counselor, a teacher, or a school administrator. Disciplinary action shall be taken against individuals who are guilty of sexual harassment activity.

Dress Code—School Dress, Grooming and Appearance



(Policy AA419) Experience indicates that there are sanitation and safety factors directly related to proper dress and grooming. Furthermore, experience indicates that there is a real and reasonable connection between proper dress/grooming and the successful operation of the school with respect to discipline. Therefore, the Board of Education has set the following standards for school dress and appearance:

1. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
3. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair, which is so conspicuous, extreme, odd in color or style that it draws undue attention, disrupts, or tends to disrupt or interfere with the learning atmosphere at the school, shall not be allowed.
4. All students shall wear clean clothing. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they may draw undue attention, disrupt, or tend to disrupt, interfere with or pose a health or safety issue to the learning atmosphere at the school, shall not be allowed.
5. Students shall not wear clothes that are mutilated, cut off, or immodest, e.g., short shorts, mini skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, or similar clothing. Clothing shall cover the midriff, underwear, backs, and cleavage at all times. All shirts and blouses must have sleeves. Skirts, dresses and shorts must be at least mid-thigh length or longer when seated.
6. Jackets or clothing with insignias representing any branch of the U.S. Armed Forces or insignias that do not reflect the dignity of learning, modesty, and the principles of education are not to be worn.
7. Hats or gloves of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.
8. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
9. Gang-related clothing, colors, and paraphernalia shall not be allowed in schools or activities. School officials will determine what constitutes “gang” clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
10. Shoes shall be worn at all times that ensure personal safety and hygiene. Slippers will not be allowed.

Drug and Alcohol Policy

The administration recognizes that the possession, use, or distribution of illegal substances constitutes a hazard to students and is disruptive to the educational process. The following substances are prohibited at school:

- Illegal drugs
- Illegal psycho-toxic chemicals (inhalants)
- Alcoholic beverages
- Prescription 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 application of Jordan School District’s Drug and Alcohol Policy AS90. The school principal can provide a complete copy of this policy.

Safe Schools Policy Summary

Jordan School District students and employees are entitled to a learning/working environment that is free from unlawful and violent acts. Therefore, the Jordan District Board of Education shall not tolerate acts of violence, use or possession of weapons, 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 from school until a District hearing is held.** (Board Policy AS67)

Gang-Related Activity

1. Students who are involved in gang-related activity, which is deemed by the administration to be dangerous or disruptive in a public school setting, shall be subjected to disciplinary action.
2. Gang-related activity may include, but is not necessarily limited to, the following:
 - a. Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang.
 - b. Use of a name, which is associated with or attributable to a gang.
 - c. Designating turf or an area for gang activities or occupation or ownership.
 - d. Any combination of items a, b, and c.

Student discipline is essential to further the educational process and provide an environment conducive to learning. The Board of Education authorizes school administrators to take appropriate action to preserve order among the students and staff and to protect school property. Acts of violence, use or possession of a weapon or facsimile, criminal behavior, and gang activity in or about district schools, property, or activities are dealt with in accordance to district policy and the law.

Dangerous Or Disruptive Conduct

1. Possessing (regardless of intent), using, selling or attempting to possess, use or sell any firearm, weapon, knife, explosive device, noxious or flammable material, fireworks, chemical weapon, martial arts weapon or other instrument including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.
2. Causing, or attempting, threatening or conspiring to cause damage to personal or real property, or causing or attempting, threatening or conspiring to cause harm to a person through:

- a. Possession or distribution of drugs or alcoholic beverages. (See policy AS90–Drugs and Alcohol.)
 - b. Sexual harassment.
 - c. Arson—the willful and malicious destruction of any part of a building or its contents or occupants by use of fire or explosive.
 - d. Burglary—breaking, entering or remaining in a structure without authorization during the hours when the premises are closed to students.
 - e. Larceny or Stealing—the intentional unlawful taking and/or carrying away of property belonging to or in the lawful possession or custody of another.
 - f. Criminal Mischief—willful or malicious injury or damage in excess of \$200.00 to public property or to real or personal property belonging to another.
 - g. Battery—the unlawful and intentional touching or striking of another person against his or her will.
 - h. Assault—placing another person in fear or apprehension of a harmful or offensive touching, whether or not touching is actually intended.
3. Involvement in any activity which violates federal, state or local law or regulation, disrupting normal school proceedings, or causing, or attempting, threatening or conspiring to cause other students to violate federal, state or local law or regulation or to disrupt school proceedings, or attempting, threatening or conspiring to do any of these.

Discrimination/Harassment Issues

It is the policy of Jordan School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program. All students and employees of Jordan School District are expected to adhere to this policy.

In addition, demeaning references (written or verbal) to a person’s ethnicity, race, or gender will constitute harassment and will be subject to immediate disciplinary action by the school administration. Initiating any unwelcome behavior such as taunting or teasing will not be tolerated. Students and parents are encouraged to report these incidents to a teacher, counselor, or an administrator.

Fee Waivers

(Policy AA408) Adequate fee waivers have been provided to ensure that no student is denied the opportunity to participate in any class or school.

Lockers

Lockers are school property and are issued to students for storage of schoolbooks and school equipment. Students are responsible for keeping their lockers neat and clean, both inside and out. They must not write on, scratch, carve, dent or in any way deface or mutilate their lockers or anyone else’s locker. Students who violate these regulations will lose locker privileges and will be required to make payment sufficient to cover damages. School officials reserve the right to search any or all lockers. Illegal items found in lockers may be confiscated, and students to whom the lockers are assigned may be prosecuted. The school is not responsible for stolen items. A student’s locker combination is confidential, and is not to be given to other students.

Textbooks

The school furnishes books to students with the hope that students recognize the books as a major investment and will properly safeguard them. Reasonable damage is expected as a result of daily use. Fines will be charged for unreasonable damage or loss of textbooks.



Lunch Policy



JPJMS uses a computerized lunch system. Students may pay for their lunches by putting money into their personal lunch accounts, or they may pay with cash as they go through the lunch line. Payment by check is encouraged.

When putting money into their numbered accounts, the students must fill out a lunch deposit slip and turn the money and the slip into the Main Office before 9:30 a.m.. The check will not be deposited until the next day. When a check is sent to pay for the student’s lunch, it must be deposited into the student’s account. The cashiers in the cafeteria will not accept checks. The a la carte line in the cafeteria is a cash only line. Money in the students account cannot be used in this line. A student’s lunch number should remain confidential.

Counseling Center

Counseling services are available to all students. The school counseling staff can help students with personal problems, social issues, academics, and planning for the future. To meet individually with a counselor, students and/or parents can schedule an appointment with the secretary in the Counseling Office.

Each student will have an annual Student Education/Occupation Plan (SEOP) conference. Students and their parents will be invited to meet with a teacher or counselor to discuss and plan a course of study related to the student’s career and life goals. SEOP conferences are scheduled throughout the school year: 7th graders—through TLC/Guidance classes; 8th graders—through Keyboarding 1 classes; and Freshmen—in February prior to registration.

The counselors will also work with students and parents on scheduling problems. If a student is in the wrong class (e.g., math) or has an incomplete schedule, he/she should contact the counselor as soon as possible and a schedule change will be done automatically. For nonessential schedule changes, students should complete a “class transfer request,” which is available in the Counseling Office. Because of the large number of students, some changes cannot be made. Decisions will be based on what is best for the student academically and the amount of space available. Class transfers will not be made to change lunches or put friends together.

Medications

Short-term—8 hours worth of medication may be carried by the student with a note from a parent.

Long-term—Prescription and over-the-counter medicines in the original container with specific directions, are to be kept in the Counseling Office with a form that has been filled out and signed by the parent and physician. The student is responsible for remembering to take his/her medicine. The required medication forms are available in the Counseling Office.



Homework/Request for Homework

Home study is a necessary part of each student's educational program. Each student is expected to spend some study time in addition to scheduled class instruction to achieve satisfactory work. The amount of homework a student will have will depend upon the nature of the class and the individual instructor.

Some assignments are long-range and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

If a student has been absent three or more days due to illness, or in the event of an emergency, a parent may request homework through the Counseling Office. The Counseling Office must be notified at least 24 hours prior to when the homework is to be picked up.

Report Cards/Midterm

Students will have the responsibility of taking their own report cards home for the first, second, and third terms. Only the fourth term report card will be mailed to parents. Also, please note there will be a midterm report, which your student should bring home each quarter.

Midterm reports with one or more "F's" will be mailed each quarter.

Students and parents may access PowerSchool™ or Internet 24/7 for further information regarding grades and attendance.



Honor Roll/National Junior Honor Society

Honor roll certificates are awarded to 7th, 8th, and 9th grade students who achieve a high measure of success in their course of study at Joel P. Jensen Middle School. Any student is eligible for honor roll providing he/she has obtained a 3.5 average or better. Selected students are recognized each quarter.



Students may be eligible for induction into the National Junior Honor Society in the spring of their 8th grade year providing they have a 3.8 cumulative (7th and 8th grade) GPA; they have no

"N's" or "U's" in citizenship during the 8th grade year; and they have completed a student activity form.

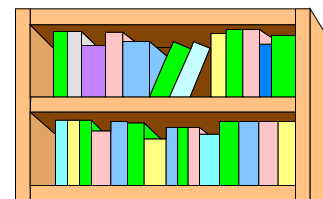
Media Center

The Library Media Center is open from 7:10 a.m. to 3:00 p.m. almost every school day during the year. Each student may check out up to five books. A computer system is used to check in and check out all books at the circulation desks in the Center. Students use an Internet based card catalog system to locate materials for check out. This catalog can be accessed at <http://media.jpjms.jordan.k12.ut.us/>.



Materials need to be returned to the Library Media Center on time, or fines are levied as follows:

- Book check out is for 15 days, with one renewal per book, and a five-book maximum. Student ID cards will serve as your library card. Late materials are fined ten cents per school day until they are returned. Students will be charged the replacement cost for lost or damaged materials. Internet access in the Media Center will be governed by the *Network Acceptable Use Policy*.



Transportation

According to Jordan School District policy, a secondary student qualifies for bus transportation if the student lives two miles or more from the school. District Transportation staff has carefully surveyed our area, and has identified, by house number, those students that qualify.

There are provisions for hazardous bus routes. These routes will be determined every three years by the Jordan Board of Education from recommendations supplied by the District Transportation Committee. Information can be obtained from the school.



By state regulation, students must board the bus at the regular bus stops.

Telephones

The office telephone is a business phone and should be used by students for emergencies only. Parents should not call students at school except in emergencies. Students are welcome to use their cell phones before or after school. Cell phones may not be used or displayed during academic time. If a student uses or displays his/her cell phone during academic time, it will be confiscated. Any type of technology that is being used inappropriately will be confiscated and parent notified.

Student/Parent Teacher Communication

Good communication between home and school will facilitate each student's success. At no time should a parent be in doubt of a child's progress. Parents will be notified of progress through midterms and report cards. If parents have questions, they may e-mail the teacher directly through Power School, or they may call the school and make an appointment with the teacher, counselor, or principal. Students who wish to talk with a teacher about problems should request a conference with the teacher at a time which is convenient to both. Teachers may also request conferences with a students to provide individual help.

School Community Council



Joel P. Jensen has an active School Community Council, which provides the school with valuable community input. This group consists of parents, teachers and administrators who meet quarterly during the school year. The members of the community elect the council members.

P.T.S.A.

We have an active parent-teacher-student organization that works cooperatively in the interest of your child and the school. A small membership fee is collected during registration in August. Your support of P.T.S.A is appreciated.



Health



Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, and medical and dental care. Although a physical examination for each student is not required before entering school each year, it is desirable. It is imperative that your child's immunizations be kept up to date as required by state law. If immunizations are incomplete, parents will be notified.