

# Student Handbook



MIDDLE SCHOOL

599 W 700 S SPRINGVILLE UT 84663 801.609.2400

# Welcome to our P.A.C.K.

**WE ARE:**



**P**OSITIVE

**A**CCOUNTABLE

**C**OURAGEOUS

**K**IND

Here at Spring Canyon Middle School we are proud of our community and students. As we work together as a P.A.C.K. we know that we will see students excel academically, socially and emotionally.

It is the policy of the Nebo School District not to discriminate on the basis of sex, race, color, national origin, religion, disabilities, or any other legally protected class(es) as defined by applicable state and federal law, in its educational programs, activities, admissions, access, treatment, or employment practices. Questions, concerns complaints, and requests regarding this nondiscrimination policy should be directed to the Director of Human Resources at the Nebo School District administration office, located at 350 South Main Street in Spanish Fork, Utah (801-354-7400). Additionally, concerns may be directed to the Denver Office for Civil Rights, U.S. Department of Education. 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582. Telephone: 303-844-5695; Fax: 303-844-4303; TDD: 877-521-2172.

# Spring Canyon Middle School Student Handbook

## General Guidelines

1. Students are expected to adhere to all Nebo District policies, including but not limited to Student Dress and Grooming Standards, Closed Campus, Attendance and Citizenship, Safe School, and Student Discrimination and Harassment Policies (Policy Links included at the end of the document).
2. Each student is expected to show courtesy and respect and to follow the directions of school personnel (in other words be a member of the PACK)! Appropriate behavior is expected throughout the school, while riding the bus and on any school sponsored activity.
3. Students need to check in and out through the main office. Parents need to come into the office to sign out their student.
4. Students are to be respectful of school property and will be held personally liable for repair or replacement of damaged property.
5. Students are not to have possession of any tobacco products, alcohol, or drugs while at school, as described in the Nebo District Drug, Alcohol, and Tobacco Policy.
6. Students are expected to keep the school grounds, rooms, and hallways clean.
7. Students are to keep their cellphones in the backpacks or lockers while at school. **If students choose to bring electronic devices to school, Spring Canyon Middle School will not be held responsible for loss or damage to the item(s).** Students may not have out or use their electronic devices without teacher approval. Devices out or used during class time will be subject to our electronic devices policy.
8. Spring Canyon Middle School will not allow:
  - a. Deliberate disruption of any school function
  - b. Violence of any form.
  - c. Any form of vulgarity, obscenity, or profanity
  - d. Actions which damage or destroy property
  - e. Possession of fireworks, knives, slingshots, bean shooters, water balloons, matches, or any other dangerous items or facsimiles of weapons.
  - f. Leaving campus without permission (we are a closed campus).
  - g. Acts of dishonesty, such as lying, stealing, cheating, etc...
  - h. Habitual tardiness or truancy.
  - i. Public displays of affection including hand holding, kissing etc...
9. The school administration reserves the right to establish additional rules not published in this handbook.

## **Attendance**

Student achievement and success in school is directly affected by attendance. Students' attitudes towards school attendance will follow them well beyond middle school. In order to give students the opportunity to be academically successful now and responsible citizens later, SCMS expects students to be in class, on time, and prepared each day.

The objectives of the Spring Canyon Middle School Attendance Policy are to:

- Provide students with successful learning experiences in each class.
- Teach responsible behavior by requiring students to be accountable for their attendance.
- Support parent efforts in promotion of student attendance.
- Provide a safe, effective, and uninterrupted learning environment for each student.

SCMS supports both the state and district attendance policies which call for fairness and provides flexibility and accountability on the part of students, parents, and the school. SCMS believes school attendance is a student-parent-school responsibility which involves all three participants in order to resolve attendance issues before referring attendance problems to the district or juvenile court systems. High attendance expectations have been shown to improve academic achievement, graduation rates, responsibility, respect, school climate, and school safety. Students who demonstrate excessive attendance problems (as defined by school, district, and state policy) will be subject to actions that could result in referrals to in-district court.

## **Absences/Tardies**

Students may occasionally need to be absent for illness, emergencies, etc. In such cases, students may be excused but are responsible to make up any work missed. Students have the responsibility to arrange with their teachers for make-up work. Parents/guardians are advised not to check students out of school for anything other than emergencies, as a student's academics can be significantly affected as a result.

A "tardy" is when a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue.

Students who are habitually tardy will have appropriate steps taken with the administration including:

- Students with 4 or more tardies will serve lunch detention for every subsequent tardy. A student's tardy count resets every term.
- Student who continue to arrive late to class or fail to go to lunch detention will meet with a member of the administration where other options will be explored to help students be on time to class.

## **Checking Student Attendance:**

Student attendance and grades can be checked online at the Nebo School District Web Site at [www.nebo.edu](http://www.nebo.edu). Go to the parent section, and click on "Infinite Campus Parent Portal."

## **Excusing/Reporting Absences and Tardies**

Parents may excuse absences and 1<sup>st</sup> period tardies by sending a note or calling the attendance office at 801-609-2400. An excused absence clears a student from truancy; however, it does not remove the absence from attendance records. Unexcused absences should be cleared by the end of each term.

When calling to excuse an absence or 1<sup>st</sup> period tardy, please provide a phone number where a parent can be reached if it becomes necessary to verify information. When clearing an absence or tardy with a note, parents should include the date of the absence/tardy, the date and time the note was written (if student is checking in during or after first period), specific class periods missed (if student did not miss an entire day), a phone number where a parent can be reached, and the reason for the absence. Fraudulent excusing of absences and tardies by students will result in school discipline.

**Other attendance:**

School excused absences (field trips, extracurricular activities, etc.) do not count against attendance. A parent excused absence does not remove the absence. SCMS will follow the state law concerning school attendance as approved by the district and our school community council. For additional information concerning attendance please refer to Nebo School District policy JED.

**Spring Canyon Bell Schedule 2024-2025**

Monday

1st lunch			2nd lunch		
Per 1	8:25-9:10	45	Per 1	8:25-9:10	45
Per 2	9:15-9:55	40	Per 2	9:15-9:55	40
Per 3	10:00-10:40	40	Per 3	10:00-10:40	40
*Per 4	10:45-11:25/30	40/45	Per 4	10:45-11:30	45
Lunch	11:30-12:00	30	*Per 5	11:35-12:15/20	40-45
Per 5	12:00-12:45	45	Lunch	12:20-12:50	30
Per 6	12:50-1:30	40	Per 6	12:50-1:30	40
Per 7	1:35-2:20	45	Per 7	1:35-2:20	45

*\*staggered entry into lunch room for line control*

Tuesday, Wednesday, Thursday, Friday

1st lunch			2nd lunch		
Per 1	8:25-9:15	50	Per 1	8:25-9:15	50
Per 2	9:20-10:07	47	Per 2	9:20-10:07	47
Per 3	10:12-11:00	48	Per 3	10:12-11:00	48
*Per 4	11:05-11:50/55	45-50	Per 4	11:05-11:55	50
Lunch	11:55-12:25	30	*Per 5	12:00-12:45/50	45-50
Per 5	12:25-1:15	50	Lunch	12:50-1:20	30
Per 6	1:20-2:08	48	Per 6	1:20-2:08	48
Per 7	2:13-3:05	52	Per 7	2:13-3:05	52

*\*staggered entry into lunch room for line control*

**Bicycles**

If you wish to ride a bicycle to school, you should have a good lock for it. Once you arrive at school, you should lock it in the fenced bicycle area (East side of the school next to custodial storage area). Do not ride your bicycle in between buses and cars. You may not ride skateboards, rollerblades, or scooters on school property.

## **Books**

The textbooks and library books you use are the property of Nebo School District. Library books are fined five cents a day, each day they are late. If they are lost or damaged, you must pay for their replacement or repair.

## **Building Etiquette**

- You may enter the building at 7:45 a.m. and are requested to be out of the building by 3:35 p.m. (2:45 p.m. on early out days) unless you are under the direct supervision of a teacher (doing intramurals or getting extra help). This should give you ample time to take care of any necessary school business before and after school.
- Students are not to be in the halls during class time. However, if it is necessary for you to be out of class, you are required to have a hall pass. In between classes, students should walk and not run from one class to the next.
- We take pride in the neat appearance of our school. Students are asked to clean up after each class and to not drop litter in the halls.
- When you enter the building in the morning and after you have finished eating your lunch, you may visit in the main hall but we ask that you sit down. When the weather is comfortable, we prefer that you remain outside after you have eaten lunch.
- Please do not stand in or around doorways so that people may access the building freely, particularly before/after school and during lunch.
- Please do not be in the parking lots.

## **BULLYING**

SCMS closely enforces the Nebo School District bullying, hazing and retaliation policy.

Remember we are a P.A.C.K. (Positive. Accountable. Courageous. Kind) and we work hard to ensure that every student has a great experience while here at SCMS. Remember the following when seeing any form of bullying:

- **STAND UP TO BULLYING:** When you see instances of bullying, step in, stand up, and speak up for those who are victims.
- Report immediately to a trusted adult any instance of bullying, which you see or personally experience. Bring a witness if possible.
- If you are bullied, remain calm, ask the bully to stop, walk away if possible.
- Ask a bystander to be a witness.

## **Bus**

Riding the bus is a privilege offered only to those students who have been scheduled to do so. Improper conduct could result in that privilege being denied. If you are a regularly scheduled bus student, you'll need to go immediately to the bus pickup when school is dismissed, or you will miss your ride. School buses are an extension of the classroom and all school policies and rules still apply while riding the bus.

## **COMPUTER/INTERNET USE POLICY SUMMARY**

The district computer/internet use policy will be strictly enforced at SCMS. Listed here are some of the important points in the policy:

- Access only appropriate and relevant material while on school computers.
- Any and all forms of electronic communication must be respectful and courteous.
- Game playing is allowed only with teacher permission and under direct supervision.
- Each student must be on task at all times: no surfing.
- Students may print only school-related material and with teacher permission.
- No computer use before, during, or after school without teacher supervision.
- No food or drinks near computers at any time.
- Theft, destruction, or misuse is not tolerated and will be aggressively investigated, with appropriate action taken.

## **Campus – Closed**

Because Spring Canyon Middle School is a closed campus, once you arrive at school, you must remain until school is dismissed at 3:05 (2:20 on Mondays) or until you have been properly checked out. You may check out through the attendance office by having a parent/guardian come into the attendance office and check you out.

## **Crisis Management Plan**

The district has specific campus crisis intervention plans in place. To ensure the safety of all students, we have occasional earthquake and fire drills. In the event of an emergency such as a blackout or earthquake, our students will remain safely at the school or a secondary location (Meadowbrook Elementary) until they are either picked up by an adult designated in your emergency contacts or bused home by the district, when possible. When possible, parents/guardians would be kept aware of events through Blackboard Communications. Further information regarding reunification plans will be sent home to parents/guardians during that time.

## **Dress Code**

The Nebo School District Board of Education recognizes that students' dress and appearance can affect their education. Experience and research show that the learning atmosphere improves when students' appearance is not distracting. In addition, appropriate student appearance helps increase safety. Cooperation among schools, parents, and students will promote appropriate dress and appearance. Parents are primarily responsible for their students' appearance.

Students shall comply with the following dress and appearance standards at school and at school activities or events:

- Clothing must be neat, clean, and in good repair.
- In general, clothing must cover from one armpit to the other down to mid-thigh on the front, sides, and back, with no viewable underwear, and must connect from front to back over the shoulders with at least a wide strap.
- Clothing and personal items such as jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias that are lewd, obscene, vulgar, or profane; are violent or advocate hate; signify gang affiliation; promote or represent tobacco, alcohol, drugs, or illegal substances; promote or represent criminal or illegal activities; infringe upon the rights of others; or are sexually suggestive.

Violation of the dress code will result in action from the administration which may include the student working with the parent to change the item or exclusion from school activities until a replacement is found.

## **Electronic Devices**

Spring Canyon Middle School discourages the inappropriate use of electronic devices and does not allow cell phone use except under the direct instruction of a teacher. We encourage both students and parents to

help us monitor cell phone use. **WE HIGHLY RECOMMEND** that if a student brings a cell phone to school that they keep their phone in their backpack or locker except before and after school, pass time or when a teacher allows for educational uses.

- Failure to comply with both this school and school board policy will result in the confiscation of the device by the teacher where it will be taken to the front office. The device will be returned to the student at the main office at the end of the day **unless** there is a pattern of device use problems (4+ confiscations) and then a parent will need to pick up the phone after meeting with a member of the administration team where additional steps may be taken.

The use of cameras or camera phones is strictly prohibited in certain areas (locker rooms, restrooms, dressing areas, etc.) where there is an expectation of privacy.

## **ELL**

English language learners are monitored for language development regularly and given the appropriate supports needed to be successful in school and the community. Translators are also available for parents at any time. Please contact us if you are need of assistance.

## **Grades**

All teachers a SCMS are ready to work with students to help them find success. Students are encouraged to regularly check their grades on Infinite Campus to keep track of missing assignments and understand how they are doing on specific assignments. Parents are also encouraged to regularly access their Parent Portal in order to see how their student is doing. Teachers will update Infinite Campus regularly and many classroom resources can be found by communicating with teachers to access their class' Canvas page etc..

## **Library/Media Center**

The media center offers a wide range of fiction and non-fiction books that students can check out, including a selection of eBooks. Several textbooks are also available for checkout. You will be assessed a five-cent fine for each day library books are late.

## **Lockers**

It is your responsibility to keep your locker clean and undamaged. Your school materials which you are not using should be kept there. You may not change lockers without a member of the front office's permission, and you must never open another person's locker or interfere with the locker privileges of another student. The locker will be checked from time to time, and it is property of the school. If the locker is damaged, you will be held responsible for its repair. Please do not bring a great deal of money, valuables, or expensive items to school. If a special circumstance arises, bring your treasure to the office and ask a secretary to keep it safe for you.

## **Lost and Found**

The lost and found items will be gathered and are available for review in the main hall. Generally, items of greater value (watches, phones, calculators, jewelry, wallets) are taken to the main office. The lost and found is available for review and we recommend that students review its contents when needed to find their lost treasures. Items that are not claimed will be donated.

## **Lunch/Breakfast**

Students will need to put in their student number or have their student ID card scanned in order to get a lunch or a breakfast. We remind all students to clean up after themselves and students that are found to be purposefully making a mess will help clean the cafeteria or receive further consequences. Remember, we have a closed campus, so come prepared with a lunch and know that leaving campus without properly checking out is a matter of administrative consequences. During lunch, sports equipment is provided for students, and students are invited to participate in games and activities under the supervision of staff members outside.

## **Make-Up Work**

You are expected to make up work missed because of absences. You should contact the teacher as soon as you return to school to find out what you have missed and how to complete the assignments you have missed. If you will be absent for several days, you or your parent are encouraged to contact the school and make arrangements to collect the assignments you are missing so you will not be behind in your classes.

## **SAFE SCHOOL ENVIRONMENT POLICY SUMMARY**

Each student and employee has the right to a safe school environment. Because there are several ways to violate a safe school environment, there are several policies which pertain to and further reinforce or clarify this important idea.

Nebo District Policy JD, Student Conduct and Discipline, clarifies many details of a safe environment and of consequences/penalties when violations occur. Safe school violations are serious, and aggressive measures are taken to enforce the policy and its provisions. Penalties are often long term. Safe school violations often involve police investigation and criminal charges. We expect all of our students to be a part of our PACK and work hard to help everyone have a great experience while here at SCMS.

## **CONDUCT/DISCIPLINE POLICY SUMMARY**

We believe that every student should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. Every student is expected to follow accepted rules of conduct, show respect for other people and property, and obey persons in authority.

Students that engage in insubordination, harassment, gang activities, use or distribution of pornography, trespassing, theft, vandalism, criminal mischief, threats, demeaning behavior, improper use of cell phones or other electronic devices, the use, possession or distribution of alcohol, tobacco or drugs, the use, possession or distribution of a weapon (or facsimile), misuse of computers, truancy, violation of dress and grooming standards, or other serious violations will be subject to appropriate disciplinary action.

**DISCIPLINARY ACTIONS:** Each policy outlines possible corrective actions and/or penalties that can be taken for specific conduct violations. Some are listed below:

- Student conference with teacher, counselor, or administrator
- Parents called and informed
- Parent conference with student, teachers, counselors, administrators.
- Written account of violation posted on permanent school record
- Behavior contract created; breaking contract followed by more severe penalties
- Confiscation of dangerous items or personal nuisance items
- School counseling
- Student placed on School Tracking or Skill Building
- Detention
- In-school suspension or out-of-school suspension
- Referral to Springville Police for charges, arrest, detention, Juvenile Court
- Referral to Nebo District for long-term suspension, expulsion or alternative placement

## **PARKING, STUDENT PICK UP AND DROP OFF**

Student safety is our top concern and parking lots along with drop off zones are a main area of concern. In order to ensure the safety of all, please observe the following guidelines:

- Patron parking is available in the two lots at the North and North East parking lots.
- Students may be dropped off and picked up in the drop-off area to the North of the building. Please use the right and left lane for dropping off or picking up students and the middle lane to travel in.
- Parents should not use bus lanes which is to the West side of the main building.
- Students must not linger in parking lots nor use them for play. Safe play is available in grassy areas around the building.

## **Physical Education Uniforms**

While no specific PE uniform will be required we do ask that students wear appropriate clothes for the athletic activity done in PE classes. You will be issued a locker for your gym clothes. There are also freshly laundered towels available, so you may shower after taking P.E. and before returning to your next class, if you choose.

## **School Community Council**

The purpose of the School Community Council is to build consistent and effective communication among parents, employees, and administrators, allowing them the opportunity to be actively involved in the education of the students. This council also helps establish and implement educational goals for their school.



## *Nebo School District Policies*

- [Administrating Medicines to Students](#)
- [Electronic Devices](#) *(Spanish Version)*
- [Prohibition of Bullying, Hazing, and Retaliation](#) *(Spanish version)*
- [Safe School Environment](#) *(Spanish Version)*
- [Statement of Tobacco, Alcohol, and Drug Policy](#) *(Spanish version)*
- [Student Discrimination and Harassment Policy](#) *(Spanish version)*
- [Student Dress and Grooming Standards](#) *(Spanish version)*
- [Student Records](#)
- [Student Searches - JD Section 7](#) *(Spanish version)*

*Additional Nebo School Board Policies can be accessed at:*

<http://www.nebo.edu/pubpolicy/J/>