



## Student Handbook

San Rafael Middle School

390 West 500 South

PO Box 790

Ferron, Utah 84523

Principal: Jarett Gilbert

School Phone: (435) 384-2335

School Fax: (435) 384-3354

Website: [srms.emeryschools.org](http://srms.emeryschools.org)

### Our Vision:

We strive to inspire students to excel academically, communicate thoughtfully, and embrace strategic thinking and accountability. Through resilience, integrity, and a strong commitment to diligence, we equip students to grow personally and make meaningful contributions to the world around them.

### Our Mission:

Our mission is to empower students through a balanced education that encourages academic success, personal growth, and community engagement. We are committed to helping each student develop the skills and values necessary to thrive in high school and throughout their lives.

## ***SRMS/District Calendar 2025-26***

**SRMS Back to School Night** - Monday, August 11, 2025

**First Day of School** - Wednesday, August 13, 2025

**Labor Day Recess** - Monday, September 1, 2025

**Parent Teacher Conference** – Thursday, September 11, 2025

**Midterm 1 Break** - Monday, September 15, 2025

**First Term Ends** - Friday, October 17, 2025

**Fall Recess** - Thursday-Monday, October 9-13, 2025

**Midterm 2 Break** – Friday, November 14, 2025

**Thanksgiving Recess** - Wed.-Friday, November 26 (½ day) -28, 2025

**Second Term Ends** – Friday, December 19, 2025

**Winter Recess** – Monday, December 22 - January 2, 2026

**School Reconvenes** - Wednesday, January 5, 2026

**Martin Luther King Recess** – Monday, January 19, 2026

**Parent Teacher Conference** – Wednesday, February 5, 2026

**Midterm 3 Break** – Monday, February 9, 2026

**President's Day Recess**- Monday, February 16, 2026

**Third Term Ends** – Friday, March 13, 2026

**Parent Empowerment Night**- TBD

**Spring Recess** - Mon-Friday, March 30-April 3, 2026

**Last Day of School** - Wednesday, May 20, 2026 (½ day)

# Bell Schedules 2024-25

## Start of School Bell 8:00

### Monday - Thursday Bell Schedule

1st	8:05 - 8:35	25 min
2nd	8:39 - 9:26	47 min
3rd	9:30 - 10:17	47 min
4th	10:21 - 11:08	47 min
5th	11:12 - 11:59	47 min
Lunch	11:59 - 12:29	30 min
6th	12:33 - 1:20	47 min
7th	1:24 - 2:10	46 min
8th	2:14 - 3:00	46 min

### Activity Bell Schedule

1st	8:05 - 8:30	25 min
2nd	8:34 - 9:13	39 min
3rd	9:17 - 9:56	39 min
4th	10:00 - 10:39	39 min
5th	10:43 - 11:22	39 min
6th	11:26 - 12:05	39 min
Lunch	12:05 - 12:35	30 min
7th	12:39 - 1:18	39 min
8th	1:22 - 2:00	38 min
Activity	2:00 - 3:00	60 min

### Friday Bell Schedule

1st	8:05 - 8:32	27 min
2nd	8:36 - 9:06	30 min
3rd	9:10 - 9:40	30 min
4th	9:44 - 10:14	30 min
5th	10:18 - 10:48	30 min
6th	10:52 - 11:22	30 min
7th	11:26 - 11:56	30 min
Lunch	12:00 - 12:30	30 min
8th	12:30 - 1:00	30 min

(Bell Schedules are subject to change. For most current schedules see [srms.emeryschools.org](https://srms.emeryschools.org))

## Faculty and Staff

San Rafael has a talented and dedicated staff, committed to promoting student achievement and excellence in education.

*Parents are encouraged to communicate closely with their student's teachers concerning their student's progress. You can find each staff members' email on the school's website at [srms.emeryschools.org](http://srms.emeryschools.org)*

### OFFICE STAFF

**Jarett Gilbert:** Principal

**Autumn Behling:** Secretary

**Luci Robinson:** School Counselor

### FACULTY

**Yory Allred:** Math

**Jill Anderson:** Special Education, Math

**Lara Barnett:** CCA, Digital Literacy, PE

**Anjelena Behling:** History, English

**Ben Carroll:** Chorus, Band

**Creig Cox:** CCA, Technology, Health

**Nina Russell:** Art

**Megan Gilbert:** English

**Brindy Grange:** Science

**Layne Hales:** Math

**Kaylei Jones:** Science, History

**Liza Roberts:** Special Education, English

**Kirk Robinson:** PE, Coding

**Jodi Willson:** CCA, FACS

### CUSTODIANS

**Brandy Powell:** Head Custodial

**Isaac Anderson:** Custodial

### STAFF

**Amanda Bjarnson:** Educational Assistant

**Nikki Cooksey:** Educational Assistant

**Jodie Hugentobler:** Educational Assistant

**Sara Mansfield:** Music Accompanist

**Jessica Greenhalgh:** LT Paraprofessional

**Sarah Suwyn:** Educational Assistant

**Kollene Christiansen:** Librarian

**Sareena Price:** Student Advocate

**Katie Duncan:** Child Nutrition

**Taylor Ockey:** Child Nutrition

## STUDENT EXPECTATIONS

### The Bulldog **BARK**

SRMS Students **BARK** Loud and Proud for **B**ehaving Appropriately, **A**cademic Accountability, **R**eaching Potential, and to **K**indness



### Behavior Expectations

Students at San Rafael will abide by the **BARK** behavior standards.

**B**ehavior – Lead by excellent example, communicate clearly, respecting rules. Be Brave!

**A**cademic – Having a focus on academic success, turn in assignments completed and on time, do your best and not cheat.

**R**each Your Potential – Striving to grow everyday, be organized and prepared. Seek to own your mistakes and learn from them.

**K**indness – Be thoughtful and kind. Be helpful and supportive to all.

***BARK in the Classroom*** - Teachers will develop their individual classroom rules and communicate them to their students.

**B**ehavior – Follow all classroom rules and expectations. These include those described in the class syllabus, those expected by the teacher, and common courtesy to others.

**A**cademic – Be on time, do your work, do your homework, ask questions, do your own work, listen to your teacher.

**R**each Your Potential – Be proactive, grow everyday, strive to stay focused and on task, take advantage of the time you have, and be positive.

**K**indness – Be supportive and positive in words and deeds.

***BARK in the Halls and Outside Grounds*** - Students are to avoid running, tripping, and pushing while at school. Avoid dangerous or inappropriate behavior.

**Behavior** – Keep hands and feet to yourself, walk appropriately, keep voices to an appropriate volume. When outside, only engage in appropriate activities.

**Attitude** – Be proud of our school with respect and courtesy to it and others.

**Responsibility** – Keep the school and grounds clean and return all equipment to its proper place, leaving things better than when you found them.

**Kindness** – Be thoughtful of others by including them and being a good sport.

***BARK in the Lunchroom*** - Students are to be polite by expressing their appreciation to our lunch staff and custodians.

**Behavior** – Follow lunchroom procedures. Keep the lunch area civilized and orderly. Do not take food from others and use an indoor voice.

**Attitude** – Be grateful and show it by your actions.

**Responsibility** – Take care of all trash, and check your area you left behind. Keep it clean.

**Kindness** – Let others sit with you or sit with others who may be alone. In short, be nice!

## SRMS GENERAL POLICY INFORMATION

**PARENT INVOLVEMENT AND COMMUNICATION:** Parental involvement is the key to student academic achievement. When parents are involved in their children's education, the attitudes, behaviors, and achievements of students are positively enhanced. Parents and families provide the primary educational expectations for children; consequently, parents are vital and necessary partners with the schools throughout their child's school career.

There are several ways to be involved in your student's education. Communication with teachers is facilitated by emails, phone calls, and in-person visits. Stay informed about your students activities and progress by accessing the Aspire program where you can see academic and citizenship grades, as well as attendance and fee balances. Parents are encouraged to download the Emery District App to their smartphone. This application will help you keep up with school happenings on our SRMS website and other social media.

**STUDENT EMAIL:** Every student has a school email address. Every parent and guardian is responsible to help their child navigate that email. This email is meant to be used under parental supervision. You have the obligation to check the email on your own and with your child for communication concerning your child's probation status and other communications between school, teachers, and students. In middle school students are getting more and more responsibility, they need to learn to keep track of their own email. It is imperative that they are guided through this process by a responsible parent or guardian as they learn to navigate the proper use of online communication.

**ADMINISTRATIVE REGULATIONS:** The administration of each secondary school will develop administrative regulations to clearly guide the implementation of this policy in the school and ensure that it is administered consistently. The administration of each secondary school will be responsible to annually communicate this policy to parents and students.

The board of education believes that quality education is the first order of business in the Emery District and that quality education results from adherence to principles, objectives, and expectations. The primary goal of education is the development of individuals who possess the knowledge, skills, and human characteristics necessary to enable them to live meaningful lives and to be positive contributors to society.

The Supreme Court of the United States has ruled that society has the right to compel children to attend school for two reasons: 1) To prepare them to be good citizens; and 2) to teach them to be self-reliant and self-sufficient. The first of these reasons is evident. The relationship with the second has been made clear by research showing that people are rarely fired from their jobs because of a lack of skills. Firing almost always results from poor citizenship as evidenced by unreliability, excessive absence from work, and failure to get along with other people.

In requiring compulsory education, Utah law also requires that careful attention be placed upon citizenship education: "Honesty, temperance, morality, courtesy, obedience to the law, respect for and an understanding of the constitutions of the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work" (Utah Code).

To stress academic grades without placing at least equal emphasis upon citizenship performance fails then to recognize one of the major purposes for public education. The laws of the State of Utah and the basis of public education as set by the Supreme Court of the United States determine the standard for citizenship education. (2017 Utah House Bill 239: Juvenile Justice Amendments)

All criminal offenses committed by students enrolled in Emery District schools that occur on school property, or at school-sponsored activities off campus, that are not referable to juvenile court will be dealt with by the school administration in accordance with state law. Such criminal actions may result in fees, suspension, expulsion, participation sanctions, probation, restitution, school service hours, behavior modification programs/placement, and other consequences as deemed appropriate and necessary. Failure to comply with a school administrator's judgment on such criminal offenses will result in a referral to the appropriate intervention agency.

**REGISTRATION:** To register, the student needs a **birth certificate** and **proof of immunizations**. If coming from a school outside of the Emery School District, information from that school will be very helpful and will be requested.

**IMMUNIZATION INFORMATION:** Each student must have in their permanent record a recent certificate of immunization. Students moving into the Emery County School District from other districts must provide an up-to-date record before the students can register. 7<sup>th</sup> grade students need to have their immunizations updated and verified by the school nurse.

**FEE WAIVER:** (All parents and guardians will be asked to apply for this regardless of need.)

A student may qualify for fee waiver by fill out the application and providing proof in one of the following areas:

1. State custody              2. Foster care              3. State Aid to Families with Dependent Children
4. Proper income verification – W2 or Work Pay Stubs. If you are applying for a fee waiver, please bring verification of wages to the school at registration. No fee waiver will be given without verification. Waivers may be applied for at the school office. A waiver cannot be granted without wage verification. If waiver is denied, it can be reviewed through the proper channels.

**MEALS:** Breakfast is \$1.60 and lunch is \$2.40 per meal Applications for free and reduced lunch are encouraged and can be completed online.

**BUS TRANSPORTATION:** Bus drivers have a tremendous responsibility for the safe transportation of students. Students are only allowed to ride the bus they are assigned to ride. Contact the Emery School District Transportation department if there are questions or you need assistance. **(435) 381-2611**. While on a school bus, students must obey the rules of the district as well as those of the driver. Failure to cooperate may result in suspension or complete removal from the school bus. Students involved in school activities must ride on the bus provided. Under no circumstances is a student allowed to drive a private car to such an activity or ride with another student. All buses will load and unload in the designated areas. Proper Behavior is expected and negative behaviors may result in consequences through both the transportation department and SRMS.



**DIRECTORY INFORMATION:** The following information relating to students has been declared “directory information” and may be made public: a) name, address and telephone listing; b) birth date; c) major field of study; d) participation in officially recognized activities and sports; e) weight, height, and grade level of members of athletic teams; and f) degrees and awards received. Parents or students (18 years of age or older) who do not want the information to be made public must make a formal request in writing to the school principal within 30 days after the student enters school each year.

**YEARBOOKS:** The yearbook is a great way to celebrate the things that have happened throughout the year! Yearbooks are \$25 if purchased by February. They will be \$30 if purchased after that date. They can be purchased in the SRMS office.

**BUILDING and CAMPUS SAFETY:** Absolutely no running and chasing in the hallways or other areas of the building. Riding of bicycles, skateboards, scooters or rollerblades on campus is prohibited. Students will participate in all Safety Drills and parents are encouraged to participate in safety and reunification drills when requested.

**CLOSED CAMPUS:** Students are expected to remain on campus all day including during lunch. Exceptions are to be arranged through the office.

**If parents take their child for lunch, they are encouraged not to take other students. Delivery of food items to the school is highly discouraged. These actions often cause issues among peers and can also be a security issue for the school.**

**VISITORS:** All visitors must check in at the main office. We prohibit students from bringing friends and relatives not enrolled at our school.

**EMERGENCY PREPAREDNESS:** Student safety is a priority at SRMS. Emergency drills are held each year and throughout the year. Teachers will discuss evacuation routes in their classroom and work areas, and explain emergency preparedness procedures to students. Emergency alarms should be pulled only in the event of an emergency. False alarms are handled according to state law and school policy. Reunification Plans are in place and will be given/explained to parents and students. Reunification Plans will be shared with parents and practiced during the school year.

**ACCIDENTS / ILLNESSES:** Anyone who suffers an accident or illness may come to the office for assistance. If for any reason there is a head injury, then the student must come to the office for a concussion evaluation and parent contact. Any student leaving campus for any reason will need to check out through the office.

**MEDICATION:** School personnel cannot administer medication to students. Middle school students are prohibited from carrying or self-administering medication on school premises except in certain limited circumstances. Students may carry and self-administer prescription or non-prescription asthma and diabetic medications provided that the student’s parent or guardian has previously provided the school with a written request and written health care provider approval.

**No student is permitted to sell, share or give others any medication (prescription or non-prescription). Violations are subject to disciplinary action under the school drug policies.**

**PE LOCKERS:** PE lockers are heavily used and must be maintained. Students are responsible for any damage to their PE locker. Students are responsible for personal items kept in lockers and are encouraged to keep PE lockers locked at all times, including during PE class time. An additional \$20 clean-out fine will be assessed if the locker has to be cleaned out by the coach/teacher upon completion of the student’s use of the locker.

**DRESS AND GROOMING:** Students are expected to dress in a manner that shows respect for the educational environment and is appropriate for the day's activities.

All students shall wear clean clothing and practice good personal hygiene. Clothing, jewelry, and hairstyle must not present a health, safety, or disruption to the learning environment.

Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with student complaints.

Students are expected to dress appropriately with no extremes in fashion.

This includes:

- Properly fitting and properly worn clothing, clothing that covers underwear.
- **Hats** are not allowed to be worn in the building.
- Unlawful or objectionable ads, sayings or artwork on clothing such as items advertising, promoting tobacco, alcohol, drugs or immodest/inappropriate behavior.
- Clothing such as tank tops, mini-skirts, belly shirts or crop tops, and low-cut tops that expose the chest are not acceptable school wear.
- All tops must have a sleeve that extends over the shoulder.
- Shorts and skirts may be worn, but the length should not be shorter than four (4) inches above the knee.
- Pants with holes located higher than 4 inches above the knee must have leggings, tights, or other clothing covering the skin under the holes.
- "Extremes in fashion" applies to such things as face painting, excessive piercings, tattoos, improper clothing such as pajamas and slippers, and dirty, tattered, torn or excessively worn clothing.
- Extreme nose, face, lip, and tongue piercings that hinder verbal communication are not allowed.

Any clothing or style that causes a distraction in school or at school related activities could be considered an extreme in fashion.

In the advent of a dress code violation the parents will be contacted to remedy the situation.

**COMPUTERS:** Students and parent(s)/guardian(s) must sign a computer-use agreement before being allowed access to school computers and computer programs. Students are then subject to the terms of the school computer agreement. The agreement is provided to parents at registration or is available on the school website. Violation of the computer-use agreement could result in loss of computer privileges at school and required completion of appropriate use training for both the student and the parent.

**ASPIRE:** Online School Gradebook and Attendance Program

Parents can check and print student grades, citizenship, and attendance at any time. Each student has a Username and Password that will allow students and parents, access to their individual student academic and citizenship progress. Students are made aware of their Username and Password at school. Parents can call the school or ask their student what the Username and Password is and how to access their account. Parents can also access their student's information by creating their own login information. The school office can help you with this. San Rafael strongly encourages parents to get the District App on their phone that allows instant and timely access to grades, citizenship, attendance, assignments, etc.

**ELECTRONIC DEVICES:** Students may be in possession of cell phones, air pods, and other electronic devices at school. However, they must be secured in a backpack or placed on the teacher's desk during class time. This includes when a student leaves class during class time. These devices may be used before school, during class change, during lunch break, and after school hours. Electronic devices may not be activated or accessed during class time without the permission of the teacher or school administration. If a staff member asks to take a phone the student will comply and surrender the device without incident. All confiscations will be taken to the office.

**Taking pictures or capturing video of students or teachers (that is not part of an approved activity) is strictly prohibited.**

**Confiscated / Improper use of device procedure:**

1st Offense – Device is taken to the office and parent/guardian will be contacted to retrieve the device. Only persons on the student's school record will be allowed to retrieve the device.

2nd offense – A \$5 Impound Fine will be assessed to the student's account and parent/guardian will need to pick-up the phone at the office.

All Subsequent Offenses – \$10 Fine assessed to the student's account and Parent/Guardian must pick-up the device.

**Parents, please do not call/text your students during class time. If you need to contact them please call the office. If students need to call home they are invited to use the phone by the office.**

**CLASS / SCHEDULE CHANGE:** Before a class change is permitted, the student will be required to obtain a signature from his / her parent or guardian, as well as the teachers involved in the change. Student and/or parent initiated class changes will result in a processing charge of \$10. **All Processing Charges** must be paid before the class change will take place. Please understand that the SRMS class schedule is very tight and requests may not be accommodated

**LIBRARY CIRCULATION:**

- The check-out period is two weeks.
- Books may be renewed if there are no holds for that title.
- You may check out 2 items at one time.
- 5 cents per item per day past the due date will be applied.
- To check out items, you must have no overdue books or fines.
- If you lose or damage the book, you must pay for the replacement cost.
- If you check out a book and you notice that there is something wrong with it, bring it back to the library immediately so the book can be fixed.

**OVERDUE ITEMS AND FINES:** As stated above, **5 cents per item per day past the due date** will be applied. Exceptions will be made for absences. In order for you to enjoy activities and field trips with the school, overdue library items must be returned and all fines paid. If a book becomes lost or damaged, the fine will be the cost of the book.

**EXTRACURRICULAR ELIGIBILITY:** Extracurricular participants must have and maintain grades, citizenship, and attendance that do not fall on our low achievement or attendance watch lists.

Low achievement means, students with any Fs, Us, 2+ Ds, or 2+ Ns will be given one week of warning. If there are any low achievement marks after the warning week, the result will be one week of ineligibility.

Attendance watch means, any unexcused absence or sluff will be treated the same as an F or U, putting the student on a “warning week.” However, any subsequent unexcused absence will make the student ineligible for one week starting from the 2nd unexcused absence or sluff. Also, every unexcused absence or sluff thereafter will result in no participation the following week without warning.

**In addition, athletes MUST attend school on a day of the extracurricular activity to participate, unless there is an excused absence with appropriate documentation or PRIOR notification communicated to the office.**

Only eligible students can participate, sit on the bench, or travel with the team to the game, meet, or competition each week. Students are expected to attend practices while working to improve academic and/or citizenship grades. Coaches and advisors are updated weekly concerning student extracurricular eligibility; parents and students are encouraged to and can check grades anytime through Aspire. It is always recommended to be proactive by communicating with educators at any time.

Academic and citizenship grades are checked every Friday morning. If a student does not meet the requirements, they will receive a warning email letting them know they will be on a “warning week” the following week. They will have until the following Friday to have all passing grades and citizenship, or they will be ineligible for participation the next week. Additionally, students must have all passing grades and citizenship before they are allowed to return to full eligibility.

The End of Term Policy outlined in the SRMS Student Handbook will override this Policy of Eligibility and will be enforced at the end of each term. The student handbook can be found on our school’s website or can be provided upon request at the office. Please be aware that any Fs, Us, 2+ Ns, or 2+ Ds received on a report card will automatically result in a minimum of missing one extracurricular activity.

Any student caught or arrested by law enforcement on or off school property for a misdemeanor and/or felony, will be immediately excluded from participation in all extracurricular activities. Any student found guilty by a court of law of any misdemeanor or felony will be ineligible for participation in all extracurricular activities and from holding leadership positions in the school until all judgments and orders of the court, and any additional discipline imposed by the school, are met and satisfied. Additionally the use of tobacco, vaping, drugs, or alcohol on school property will result in the removal of the student involved from all extracurricular activities and will be placed on Citizenship Probation.

**Please remember ALL participants in SPORTS are required to have a current physical on file with the school.**

**Please note that athletic coaches and club advisors have the option of establishing additional, more rigorous, participation standards for their teams and groups. Team members and parents will be notified of such standards.**

## **GRIEVANCE PROCEDURES - DUE PROCESS:**

District administrators recognize that each student has the right to present, through accepted channels of communication, any grievance that they may have. The grievance may be presented, reviewed and equitably resolved through due process. Each student is entitled to due process by having their grievance heard in accordance with the following steps:

1. The grievance should be presented to the Principal in writing, which clearly outlines the grievance and the desired outcome.
2. If the grievance is not satisfied by the decision of the Principal, the student may appeal the decision to the appeals committee for arbitration. The appeal must be in writing, clearly outlining the grievance and the desired outcome. Serving on the appeals committee will be a parent, a member of the student council, and two teachers. The appeals committee will give a written decision or direction within ten (10) school days from the filed grievance.
3. If the grievance is not satisfied by the decision of the appeals committee, the student may appeal the decision to the Principal for arbitration. The Principal will give a written decision or direction within five (5) school days from the filed grievance.
4. If the grievance is not satisfied by the Principal's decision, the student may then submit the grievance in writing to the Emery County School District Board of Education within fifteen (15) school days from receiving the Principal's written decision.

## **Behavior & Citizenship Policy**

In requiring compulsory education, Utah law also requires that careful attention be placed upon citizenship education: "Honesty, temperance, morality, courtesy, obedience to the law, respect for and an understanding of the constitutions of the United States and the State of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life shall be taught in connection with regular school work" (Utah Code).

To stress academic grades without placing at least equal emphasis upon citizenship performance fails then to recognize one of the major purposes for public education. The laws of the State of Utah and the basis of public education as set by the Supreme Court of the United States determine the standard for citizenship education (2017 Utah House Bill 239: Juvenile Justice Amendments),

All criminal offenses committed by students enrolled in Emery District schools that occur on school property, or at school-sponsored activities off campus, that are not referable to juvenile court will be dealt with by the school administration in accordance with state law. Such criminal actions may result in fines, suspension, expulsion, participation sanctions, probation, restitution, school service hours, behavior modification programs/placement, and other consequences as deemed appropriate and necessary. Failure to comply with a school administrator's judgment on such criminal offenses will result in a referral to the appropriate intervention agency.

**CITIZENSHIP GRADES:** Citizenship grades are earned each term for each class. Students earn citizenship based upon their actions in the classroom, personal responsibility, and the ability to work with peers. Each teacher will establish citizenship expectations and a citizenship grading system within their classroom, which will be explained in their class syllabus. A student with a failing (F) grade will not receive an Honor (H) citizenship grade in the class they failed. Citizenship grades in classes will be awarded with the following designations at the end of each grading period:

H= Honorary

S= Satisfactory

N= Needs Improvement

U= Unsatisfactory

Students are expected to comply with all requests of teachers, substitutes, or school personnel regarding classroom control and discipline as well as academic work.

Students are expected to follow rules of conduct in the classrooms, hallways, cafeteria, physical education areas, library, and school grounds.

Students will not be allowed in the building without adult supervision. All students are expected to be out of the building by 3:15 p.m. unless supervised by a teacher or authorized adult.

Students should arrange for transportation when it is apparent that they will be staying after school when an activity bus is unavailable.

### SRMS Citizenship Rubric

<b>Actions in the Classroom</b>	<b>Individual Accountability</b>	<b>Working with Peers/Adults</b>
<b>HONORS [H]</b> <ul style="list-style-type: none"> <li>Always takes part in class activities</li> <li>Always has materials for class</li> <li>Never talks out in class inappropriately</li> <li>Never uses profanity</li> <li>Always follows class rules</li> </ul>	<ul style="list-style-type: none"> <li>Always practices a high degree of self-control</li> <li>Always stays on task without monitoring</li> <li>Always on time to class (no tardies)</li> </ul>	<ul style="list-style-type: none"> <li>Always works well with others</li> <li>Always treats others with respect</li> <li>Always contributes equally in group work</li> </ul>
<b>SATISFACTORY [S]</b> <ul style="list-style-type: none"> <li>Usually takes part in class activities</li> <li>Usually has materials for class</li> <li>Rarely talks out in class inappropriately</li> <li>Never uses profanity</li> <li>Usually follows class rules</li> </ul>	<ul style="list-style-type: none"> <li>Usually practices a high degree of self-control</li> <li>Usually stays on task without monitoring</li> <li>Usually on time to class</li> </ul>	<ul style="list-style-type: none"> <li>Usually works well with others</li> <li>Usually treats others with respect</li> <li>Usually contributes equally in group work</li> </ul>

**NEEDS IMPROVEMENT [N]**

- Rarely takes part in class activities
- Rarely has materials for class
- Often talks out in class
- Occasionally uses profanity
- Rarely follows class rules
- Rarely practices a high degree of self-control
- Rarely stays on task without monitoring
- 3 tardies
- 1-2 office referrals or sent from the classroom
- Rarely works well with others
- Rarely treats others with respect
- Rarely contributes equally in group work

**UNSATISFACTORY [U]**

- Never takes part in class activities
- Never has materials for class
- Usually talks out in class inappropriately
- Usually uses profanity
- Never follows class rules
- Never practices a high degree of self-control
- Never stays on task without monitoring
- 4 or more tardies
- 1 or more office referrals
- 1 or more documented truancies
- Never works well with others
- Never treats others with respect
- Never contributes equally in group work

**ADMINISTRATIVE CITIZENSHIP GRADES:** Not all negative behaviors occur in the classroom. The principal may place a student on Citizenship Probation by assigning them an “Administrative U.” This grade is not recorded on the student’s transcript, but parents will be notified and the student will be under the same obligation to fulfill any requirements and any other sanctions determined, by the Principal, to get off of probation. An “Administrative U” goes into effect immediately and may entail specific requirements and time frames.

**CITIZENSHIP PROBATION:** When an individual student receives an (N) in a class the student and possibly parent will be notified, depending on the offense. Teachers regularly keep documentation of behavior in Aspire. If there is a problematic behavior that students are displaying, parents are encouraged to look at their own student’s behavior.

When one (1) or more Unsatisfactory (U) or two (2) or more Needs Improvement (N) marks are needed because the student has been a distraction in classes, the teacher will inform the student, parent and principal. The student will also be immediately placed on Citizenship Probation for a minimum of three (2) days.

A student who receives their fourth tardy in any single class receives an Unsatisfactory (U) mark and is immediately placed on Citizenship Probation.

**Consequences of Academic Citizenship Probation:**

1. While other students are allowed to attend assemblies, athletic events, dances or other special functions, either during or after school hours, the probationary students will be denied these privileges until they have met the requirements to get off of probation.

Exception A. With teacher/advisor and Principal permission, the student in band, chorus or performing groups and PE (County Days), who are on probation, may be allowed to attend performances and meets when such are part of the student’s grade.

Exception B. When field trips are assigned as part of the curriculum and class the teacher has the discretion to allow probationary students to attend or to retain them at school and complete an alternate assignment.

Exception C. If the Principal feels that an assembly is beneficial to the student’s citizenship development, then they will be allowed to attend.

**CITIZENSHIP REMEDIATION:** In order to remediate and get off citizenship probation the students must complete, for each Unsatisfactory (U) mark, **six (6) credits**. Structured Lunches, Probation Class, and after school Homework classes count as **one (1) credit per half hour** and/or one-page refocus essay for **two (2) Credits each**.

Upon completion of those requirements and acceptable in class behavior, the credits will be given to the teacher to apply to the students citizenship grade. The student grade will be returned up to an Satisfactory (S) mark upon meeting all the teachers requirements.

If the Citizenship grade should again fall to Unsatisfactory (U) in the same class, during the same term or three (3) or more classes in the same term, a parent/student/teacher meeting with the principal will be required in addition to being placed on an isolated lunch detention program until requirements are met for Citizenship Remediation.

Should the negative behavior continue a third time in the same term a referral to the School Social Worker, Youth Services, and other district staff will be made to set up a team to meet with the parents to discuss a more rigorous behavioral plan for the student.

## **BEHAVIOR CONSEQUENCES**

Negative behaviors in class will be dealt with through the respective teacher's classroom expectations according to their class syllabus along with administrative support.

When referred to the Principal's office one or more of the following will be implemented :

1. Warning to student: Discussion with respect to specific expectations of behavior, without shaming the student, and documented in Aspire on citizenship.
2. Principal/Parent/Student Communication: Parental involvement/communication. Make parents aware, indicate expected behaviors, and enlist their help.
3. Placed on Citizenship Probation with an Administrative U
4. In-School Suspension: The student will be in school, but isolated and doing work supervised by a school staff member without participating in regular classes.
5. Out of School Suspension: The student will be required to stay home for the remainder of the day and possibly up to three (3) days.
6. Referral made to School Social Worker, Youth Services, and other distinct employees to set up a meeting with parents to meet as a team to determine the best options for the benefit of the student.

### **Tier 1 Offenses:**

Disrespect, Public Display of Affection (PDA), Insubordination, Profanity, Disobedience, Teasing, Being Mean, Cheating, etc.

*First Offense:* A written documentation is completed. A warning is issued, and parents are possibly notified.

*Second Offense:* A written documentation is completed, parents are notified. Receives an Administrative U and is placed on citizenship probation.



*Third Offense:* A written documentation is completed, parents are notified. Receives an Administrative U and is placed on citizenship probation. The student may be placed in-school or out-of-school suspension up to three (3) days depending on the severity of the offense.

*Fourth Offense:* A writing documentation is completed, parents are notified. The student may be suspended for up to three full days. Referral made to School Social Worker, Youth Services, and other distinct employees to set up a meeting with parents to meet as a team to determine the best options for the benefit of the student.

Further offenses may result in a referral to the school board for expulsion.

### **Tier 2 Offenses:**

Harassment/Bullying, Theft, Fighting, Possession of Tobacco, Possession of Alcohol, Possession of Drugs, Vandalism, etc.

Immediate Administrative U and placed on Citizenship probation.

*First Offense:* A written documentation is completed and parents are notified. The student may be placed in-school or out of school suspension, depending on the severity of the offense, up to three (3) days.

The student will be responsible for all costs associated with repairs or replacement of vandalized or destroyed property. A student will remain on probationary status until all fines have been paid and appropriate restitutions have been made.

For possession of vaping, tobacco, alcohol, or drugs the student will be required to complete a prevention course relating to the infraction. The Emery School District Alcohol and Tobacco policies will be followed in addition to the above steps.

*Second Offense:* A written documentation is completed and the student is suspended up to three (days). Parents will be contacted. A referral will be made to Youth Services, School Social Worker and other district staff members. There will be a team meeting with the parents to determine the best options for the benefit of the student. Parents must attend the meeting before the student receives reinstatement privileges.

### **Tier 3 Offenses:**

Continued offenses from Tiers 1 or 2 will rise to Tier 3.

### **ALSO**

Any offense that involves possession of firearms, knives, explosives or other weapons (real or imitation) could result in a minimum ten (10) day suspension and referral is made to and from the school board to determine reinstatement or expulsion.

### **BEHAVIOR CLARIFICATIONS AND DEFINITIONS:**

**Language:** Students are expected to use language appropriate for a public place. Senate Bill 33, passed in 1996, states, "A student may be suspended or expelled from a public school for any of the following reasons: frequent or flagrant willful disobedience; defiance of proper authority, or disruptive behavior including the use of foul, profane, or abusive language." While involved in group activities, cheers or chants that use profanity or make direct reference to profanity will not be tolerated.

**Cheating:** At San Rafael, we encourage and expect Academic Integrity and Honesty. We expect students to take advantage of learning opportunities that are offered and take advantage of opportunities to receive tutoring help and remediation. Cheating is acting dishonestly or unfairly in order to gain an advantage. Cheating is not allowed or encouraged at San Rafael. Students that cheat, as well as students that facilitate the cheating will be held responsible. We encourage students to ask teachers for help, set and achieve goals early in the quarter, stay to the after school homework class, or attend homework lunch to receive help. Cheating will result in academic, citizenship, and disciplinary penalties.

**Public Displays of Affection (PDA):** Holding hands is acceptable, but any physical contact beyond that is not allowed at San Rafael. This would include, but is not limited to hugging, kissing, stroking, petting, fondling, and groping.

**Harassment/Bullying:** Every student has the right to attend school and not be harassed in any way, be it physical, mental, emotional, or social. If harassment of any type does occur, please make a teacher or the principal aware of the problem.

Bullying and Harassment is any unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

While we make every effort to be present and aware of situations in the school, there are times when school personnel are not everywhere. As a school, we can only address problems we are aware of.

#### **Four main types of Harassment/Bullying:**

1. Repeated Physical: hitting, kicking, taking another's possessions, theft, fighting, spitting, etc. (Invasion of a person's physical space)
2. Repeated Verbal: name-calling, insults, racial remarks, teasing, taunting, threatening, roasting, etc.
3. Repeated Indirect: emotional harassment, spreading rumors, slander, exclusion from social activities, gossiping, improper gestures, improper comments in notes, letters, email, texts, etc.
4. Repeated Cyber: The use of technology/social media to harass and /or bully another student.

**Sexual Harassment:** Sexual harassment is not mentioned specifically in the San Rafael Middle School Handbook. However, sexual harassment is dealt with through Section G of the Emery School District Policy, which can be found at [www.emeryschools.org](http://www.emeryschools.org).

**Vaping, Tobacco, Alcohol, and Drug:** The use of the vaping, tobacco, alcohol, or drug products are prohibited on school grounds. This includes the use of look-a-likes pretending to be real or relating to the use of vaping, tobacco, alcohol, or drug paraphernalia .

**Weapons:** Possession of firearms, knives, lighters, matches, explosive devices, or any item that could be considered a weapon, which could cause harm, whether real or imitation, are not allowed on school property. State law allows for a one-year expulsion for any kind of weapon brought to school. Real or look-a-like items are subject to expulsion.

**Any student accused of, or arrested by law enforcement for a misdemeanor and/or felony, will be immediately excluded from participation in all extracurricular activities. Any student found guilty by a court of law of any misdemeanor or felony will be ineligible for participation in all extracurricular activities and from holding leadership positions in the school until all judgments and orders of the court, and any additional discipline imposed by the school, are met and satisfied. The use of tobacco, vaping, drugs or alcohol at**

school or not, will result in the removal of the student involved from the team and placement on Citizenship Probation.

## ACADEMIC ACCOUNTABILITY POLICY

**ACADEMIC EXPECTATIONS:** At San Rafael Middle School we believe each student can succeed, and we expect that each student will take their educational opportunity seriously by participating fully. The staff of SRMS are committed to assist students in achieving and expanding their potential as they prepare for success in school and while preparing for the future.

It is expected that each student will participate in their education by being attentive, asking questions, completing assignments/projects thoroughly and well, while maintaining a high level of integrity.

It is important that parents and students take every opportunity to communicate with their teachers concerning assignments and progress.

**ACADEMIC RECOGNITION:** Outstanding student awards may be awarded in classes at the end of the school year.

8<sup>th</sup> grade students who have achieved Academic Excellence while at SRMS are recognized at the Closing Program.

4.0 GPA through 6, 7 and 8<sup>th</sup> grade: These students have maintained a 4.0 GPA throughout their SRMS years. The grades must be posted at the end of each individual grading period and not a result of remediation.

4.0 GPA during 8<sup>th</sup> Grade: Students who have maintained a 4.0 GPA through their 8<sup>th</sup> grade year. The grades must be posted at the end of each grading period and not a result of remediation.

## END OF TERM ACADEMIC PROBATION AND REMEDIATION:

**End of Term:** Any student who receives a Failing (F) grade or receives an Incomplete (I) on the end of term report card, will be immediately placed on academic probation for a maximum of two weeks. Should the student have an Incomplete (I), they will have a grace period to complete and achieve a passing grade in the teacher's designated time frame. If the time frame is not met, then the Incomplete (I) will default to a Failing (F) grade and be placed on academic probation. Students placed on Academic Probation will not be eligible to participate in school extracurricular activities or be taken out of class for such activities.

To be removed from end of term academic probation, the student must do one of the following:

Completed a minimum of ten **(10) school days** of suspension from all activities and have all passing grades for the current term.

**or**

**Remediate** failing grades from the previous end of term, and the student must be **passing all current classes** and not be on citizenship probation.

It is recommended that students utilize after school homework classes and structured lunch to get help with their grades.

**REMEDICATION:** When a student fails one or more classes at the end of a term, the following goes into effect:

**Students with a class average below 45 percent may only be allowed to remediate at teacher discretion. It is the student's responsibility to communicate with the teacher regarding remediation work.**

- A. The student has a **one-week** after the term has ended to complete remediation work provided by the teacher. If the student successfully completes the requirements, the teacher will make the grade change, and credit will be awarded. **No fines will be charged for completion during the period of one week.**
- B. If the student **does not** complete the remediation work during the one week time, the following will go into effect.
  - 1. The student will have two weeks to complete remediation, although the teacher has the final say concerning the timeline to complete remedial work.
  - 2. The student will be assessed the following remediation fine: \$15 per class remediated. Fines need to be paid at the office before the grade is changed. These funds go toward remediation program administration.
  - 3. Students who do not meet remediation requirements may be subject to the repetition of the course(s) or grade level retention (repeating an entire grade).

**Academic probation will go into effect at the end of the grading period regardless of how quick the remediation is done after the term is over.**

## ATTENDANCE POLICY

SRMS will follow the attendance Policy as outlined in Emery District Policy

The Supreme Court of the United States has ruled that society has the right to compel children to attend school for two reasons: 1) To prepare them to be good citizens; and 2) to teach them to be self-reliant and self-sufficient. The first of these reasons is evident. The relationship with the second has been made clear by research showing that people are rarely fired from their jobs because of a lack of skills. Firing almost always results from poor citizenship as evidenced by unreliability, excessive absence from work, and failure to get along with other people.

Regular school attendance greatly increases student success in school. While it is possible for students to make up most work missed due to an absence, the teacher instruction and learning opportunities that occur during class are not repeated.

It is the responsibility of the parent/guardian to notify the school when a student is going to be absent. You can call the office or leave a message. Notification must be made the day of or prior to an absence.

**ATTENDANCE INCENTIVES:** Students who exhibit Exemplary Attendance throughout the year will be acknowledged and rewarded at the end of the School Year and the end of each term.

**EXCUSED ABSENCES:** An absence approved by both parent/guardian and school personnel. Students are allowed up to **six (6) excused absences per term**. School approval can be given only if parents/guardians contact the school prior to, or the day of, the absence. Parents can contact the Principal and request Vacation Days for students participating in extended family vacations. The request must be made prior to the absence.

**DOCTOR EXCUSED ABSENCES:** Excuse documents from medical personnel or medical facilities will be accepted as a Doctor Excuse and absences will be excused and not counted toward the total number of absences allowed each quarter.

**STUDENT CHECKING OUT OF SCHOOL:** If a student is leaving the school for any reason, the student must be checked out at the office by a parent/guardian. Under no circumstances may a student leave the school without permission from the office. **Approval may not be granted after the fact.** Such an incident will be considered truancy and an unexcused absence.

**PARENTAL EXCUSED ABSENCES:** Parents may excuse their students from school by informing the office prior to the absence for up to **six (6) days** per term. This will be an excused absence, and teachers will give the students a reasonable opportunity to make up work. It is the student's responsibility to get the work from the teacher and complete the missing work.

**EXCESSIVE ABSENCES:** All absences after the six (6) excused absences will be considered unexcused. The only exception to this is doctor excused absences.

When a student is absent from school for **more than six (6) days**, or portions of a school day adding up to more than six days (excused or unexcused) during one term, **not including doctor excused, or school-excused absences**, The student will be subject to the following Unexcused Absences procedure:

**UNEXCUSED ABSENCES:** Unexcused Absences accumulate **each term** and will be dealt with as follows:

**First thru Third (1-3)** Unexcused Absences – Parents are notified by phone, letter or email.

**Fourth (4)** Unexcused Absence – Parents/guardians are notified by phone, letter or email and the principal and school counselor are made aware of the situation.

**Sixth (6)** Unexcused Absence – Parents/guardians are notified and a meeting is set up with the principal and school counselor to review the student's attendances. This will take place to determine whether there is an extenuating circumstance that has contributed to the student's unexcused absences and what measures can be taken to resolve the situation. A referral will also be made to Youth Services.

**Eight (8)** Unexcused Absences – Team members are selected by the principal from the school, district, and state to discuss the issue and contact the parents. The team will include the principal and school counselor, youth services, district behavior specialist, and parents/guardians. We will meet to determine what is best for the student and what can be done to help.

**Tenth (10) Unexcused Absence** – A team meeting with district supervisors will be required with the parents to resolve the problem and find a reasonable solution that benefits the student.

If a student is absent for more than 10 days in a row without any notification from parents/guardians, then the student will be dropped from school enrollments and will need to enroll as a new student with all fees, documentation, and files needing to be done again.

**WORK MISSED DUE TO ALL ABSENCES:** Though make-up work is not an adequate replacement for attending class, the school will cooperate with students in completing work missed during a legitimate absence and will accept it in accordance to individual teacher policies. In the case of absence without school approval, teachers are not obligated to provide make-up assignments for work missed. Participation points may be lost due to absence in class. This make-up may vary from class to class, but will follow the make-up policy listed in the individual teacher's syllabus. All students who miss class because of a school activity will be allowed to make-up work for full credit within established time frames.

**ONLINE ATTENDANCE:** Should students be forced to attend online, much like they were required to do during the COVID-19 pandemic, the student will be expected to meet the requirements of the teachers for the courses they are enrolled in. Attendance will be reflected by their successful completion of those requirements.

**TARDY POLICY:** Students are expected to be in class by the time the tardy bell rings. Each teacher will outline their tardy policy in the class syllabus. Parents may not excuse a tardy at any time. On the fourth tardy, the student will receive a U in citizenship in that class. Once a student has accumulated three (3) tardies, in any class or combination of classes, they will be required to attend structured lunch and complete a behavior focus essay.

**Failure to attend the Structured Lunch will result in the student being placed on Administrative Probation for a minimum of 3 Days during which time they will complete one (1) behavior focus essays and one (1) Structured Lunch or Probation Class or after school Homework Helper.**

On the sixth (6) tardy in a single class during a term, it shall be considered an Unexcused Absence.

**TRUANCY/SLUFFING:** Truancy is defined as being absent from class without knowledge of the school and parents and/or reasons unacceptable to the school. Truancy, as required by law, will result in parent notification, and if necessary suspension or referral to Youth Services and/or other agencies. Parents may not excuse a student leaving class or campus without permission after the fact. It is imperative that students who arrive late to school check in through the office with a parent excuse.

**Truancy will be considered as an unexcused absence.**

A student will be considered Truant/Sluffing from class if they are not in the class which they are assigned to during that time period without proper permission.

**1<sup>st</sup> Offense:** The student will be given an Unexcused Absence and the parent will be notified. The student will receive a U and be subject to any disciplinary actions.

**2<sup>nd</sup> offense:** The student will receive an Unexcused Absence and the parents will be notified. The student will be placed in In-School Suspension for one day.

3rd offense: The student will be given an Unexcused Absence. The parents will be notified to set up a team meeting which includes: Parents, Principal, Teachers involved, Youth Services, and other district employees as needed. This meeting will be used to determine the best options for the benefit of the student.

Parents may not excuse a student from a class and have that student remain at school whether in the library, an activity, in another class or anywhere on or off school property, **unless the parent is with the student.**

## **ADDITIONAL SRMS SERVICES and PROGRAMS**

All fee schedule information can be found [\(here\)](#).

**After School Homework Helper:** One day a week during the school year SRMS will offer a homework class where students can come and receive additional help with homework and instruction. GEAR-UP will also be available. The activity bus will be available and leave at 5:20 PM

**Youth Services, ADAPT:** This class is offered through the Youth Services and is facilitated by the agency's staff. The ADAPT class is a great opportunity for students to gain skills that promote success in life and provide coping skills to employ when stressful situations arise. Decision-making skills are also a focus. This class is an important part of the SRMS Attendance and Behavior components.

## **Castle Valley Athletic Association (CVAA) Activities:**

### **Fall Sports:**

**Cheer:** Coach Kaylei Jones - Year-long. Participation Fee and other costs \$475

**Football:** Coach TBA - Practices begin Aug. 15, 7:30 AM. Participation and Equipment Fee \$100

**Volleyball:** Coach Layne Hales - Participation Fee \$50

**Cross Country:** Coach Jodi Willson – Participation Fee \$25

### **Winter Sports:**

**Wrestling:** Coach Ryan Rainey - Participation Fee \$50

**Boys Basketball:** Coach James Huggard - Participation Fee \$50

**Girls Basketball:** Coach - Participation Fee \$50

### **Spring Sports:**

**Track:** Coach Kirk Robinson - Participation Fee \$25

### **Music:**

**Director:** Ben Carroll - Solo/Ensemble, Honor Band, Honor Choir, Large Group Festivals - Participation Fee \$50

## **CURRICULAR CLUBS and STUDENT ACTIVITIES:**

**Honor Society:** Lara Barnett and Liza Roberts

Eligible: 8th Graders

3.75 Cumulative GPA--looking at their 6th and 7th Grade years. If a student falls below the 3.75--they will be placed on probationary period in Honor Society. They have one quarter to bring their GPA back up or they will be dismissed from the Society.

3 H's on average on their report cards per quarter. If a student receives a Citizenship Grade of N or U on a report card--they are placed on probation until it is made up. They are expected to make these up as quickly as possible.



\$25 membership fee to join

Induction Ceremony—Held in September of the school year.

Annual Trip/Cultural Event – Held in the Spring Semester. Typically involving a visit to a University and a Cultural Experience. Cost \$25 approx.

Service Project--Helping run Castle Dale Elementary Field Day--End of May. Others to be determined.

**Quiz Bowl:** Lara Barnett and Liza Roberts

Eligible- 7th and 8th Graders

Tryouts will be held to determine a team of approximately 8-10 students from each grade.

Season is determined by the South East Service Center, but is typically in the spring.

There is a \$25 fee to join the team and a Quiz Bowl T-Shirt--\$10 approx. if wanted.

**Math Club:** Layne Hales and Kirk Robinson

Participate in State and National competitions both online and at local colleges.

**BARK Club:** Luci Robinson

Held following each term. Qualify through Academics and Citizenship Achievement.

**Reader's Club:** Kolleen Christiansen,

Determined through Accelerated Reader Each Term

**Robotics:** Creig Cox

**Student Council:** Anjelena Behling

**Yearbook/Journalism:** Jodi Willson

**Geography Bee:** Anjelena Behling

**Spelling Bee:** Megan Gilbert

**Veteran's Day Program:** History Department/Student Council

**Honor Roll:** The purpose of the Honor Roll at San Rafael Middle School is to recognize students that excel academically

The honor roll is divided into four (4) categories:

Straight A: 4.0 GPA

Highest Honor: 3.99-3.84 GPA

High Honors: 3.83-3.69 GPA

Honors: 3.68-3.5 GPA

**Dances:** Only enrolled SRMS students in good standing may attend SRMS Dances. CVMS by invitation

**Non-Discrimination Statement:**

It is the policy of the Emery County School District not to discriminate on the basis of race, color, national origin, sex, or handicap in any educational program or activity. Any person with special handicap needs desiring to visit San Rafael Middle School will be accommodated by giving the school three days notice.

(Information regarding this policy and / or grievance procedures may be obtained from: JR Jones, OCR Compliance Officer, 120 North Main, Huntington, Utah 84528, 435-687-9846.)