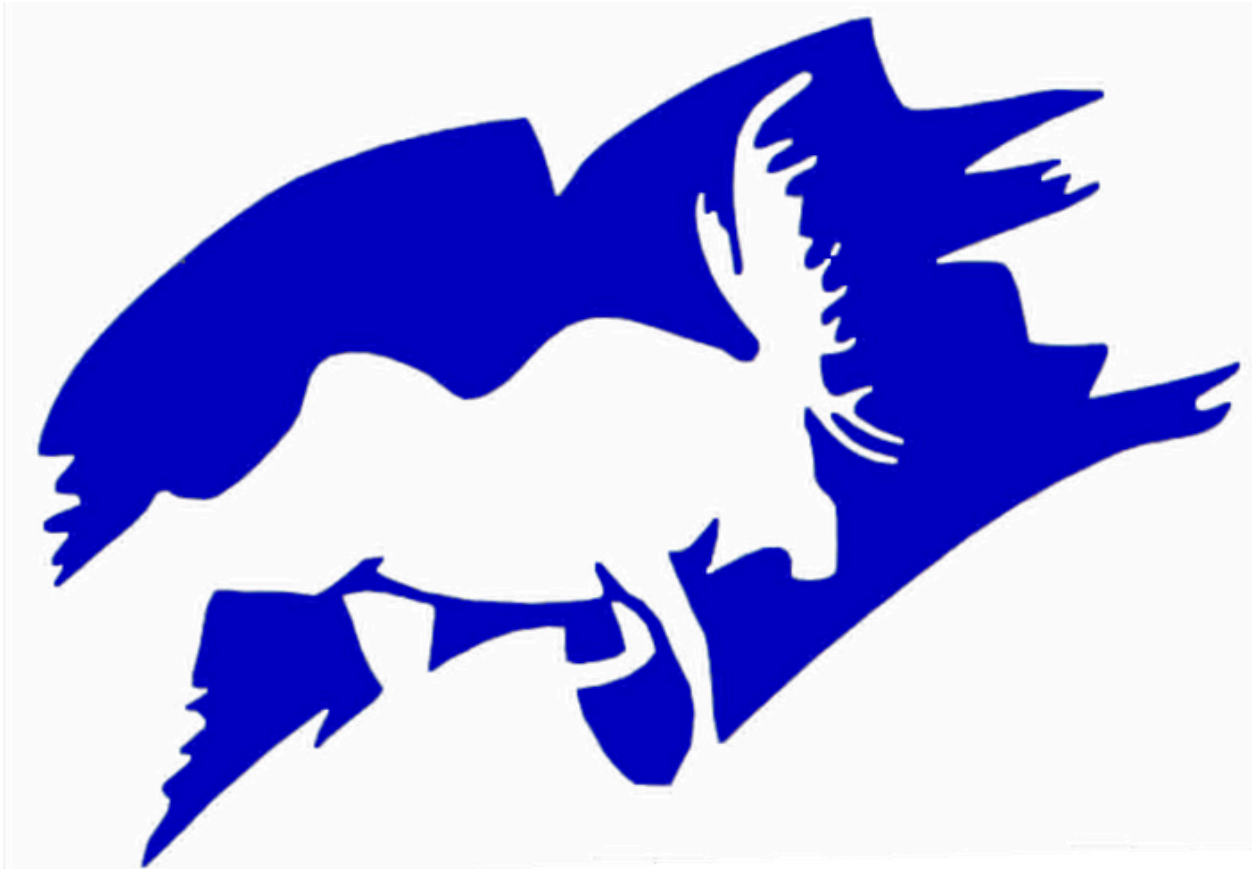


PJMS Student Handbook

2024-2025 School Year



Academic Dishonesty Protocol

MSBSD Policy states: BP 5121.9 Academic Honesty

The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and others.

The Board expects students to respect the educational purpose underlying all school activities.

All students need to prove to themselves that they can do successful work as a result of their own efforts. The Board expects that students will not cheat, lie or plagiarize.

Each school shall prove an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.

PJMS Academic Dishonesty Protocol:

Behavior that falsely represents a student's work as a product of his or her own is considered academic dishonesty. This includes, but is not limited to: any unauthorized procuring, possessing, stealing, using or distributing tests, quizzes, answer keys, teaching materials, or use of teacher editions; any attempt to tamper with or alter a teacher's records or grades; unauthorized signing of another person's name to any school document that is not their own (forgery); representing the work of others as one's own work; unauthorized use of notes and homework assignments; and obtaining or offering unauthorized assistance or communication on a test, quiz, or other assignment is prohibited and may result in disciplinary action.

Collaboration: Collaboration is encouraged as a means to help students work together to find solutions to problems and work in the school setting. However, there are times when there is no collaboration allowed, such as tests, quizzes, research papers, and other times as indicated by the school staff when students should work independently and not in a collaborative group setting. Unauthorized collaboration is not permitted and would be considered academic dishonesty.

Electronic Cheating: Any use of electronic mediums and "cheat" websites to answer questions could also be deemed as academic dishonesty if the purpose of this use is to complete school work with the intent to turn that work into school personnel as work that the student has completed on their own.

Plagiarism: The intentional representation of another's ideas, words, or work as one's own work. Plagiarism includes the misuse of published material, electronic material, and/or the work of another student. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.

Any alleged violation of this protocol will be investigated thoroughly with appropriate disciplinary measures taken based on the infractions involved. Teachers will review their own class protocol at the beginning of each year and as needed during the school year to ensure students know of these consequences. Consequences may be, but are not limited to, as follows:

Consequences for academic dishonesty at PJMS:

1st Offense: Parents contacted by the teacher regarding the incident, student reported to the office with infraction tracked for cumulative offenses, teacher discretion allowed for student to re-do assignment for up to a 70% grade on the assignment.

2nd Offense: Parents contacted by the teacher regarding the incident, student reported to the office with infraction tracked for cumulative offenses, teacher discretion allowed for student to re-do assignment for up to a 50% grade on the assignment and a 1-day in-school suspension.

3rd Offense: Parents contacted by the teacher regarding the incident, student reported to the office with infraction tracked for cumulative offenses, teacher discretion allowed for student to re-do assignment for up to a 25% grade on the assignment and a 2-day in-school suspension.

4th Offense: Parents contacted by the teacher regarding the incident, student reported to the office with infraction tracked for cumulative offenses, a zero grade will be entered for the assignment and the student will receive a 1-day out of school suspension.

5th and All Subsequent Offenses: Parents contacted by the teacher regarding the incident, student reported to the office with infraction tracked for cumulative offenses, a zero grade will be entered for the assignment and the student will receive a 2-day out of school suspension. Progressive discipline may follow with each infraction past this point.

Athletics

Participation Requirements:

- Current sports physical (for all athletics and clubs involving physical activity)
- Parent permission
- \$100 (\$250 max) athletics fee or \$20 club fee

Academic Policy:

- Grade Check weekly on Mondays
- Athletes will receive eligibility forms on Monday and need teacher signatures to participate for the week.
- An F grade in any one class will automatically make any student athlete ineligible to participate in that competition for the week.
- Practice is still mandatory while on academic probation. Coach may choose to put the athlete in the After School Study Hall.

Practices are for the athletes and coaches only; parents may only attend with coaches' or administrative approval. Siblings and friends of players are not to remain on school grounds after school.

PJMS provides transportation to "away" sporting events, but not back to PJMS. Parents are encouraged to attend competitions to cheer for and to pick up their athlete.

Attendance and Make-Up Work

Alaska State School Law requires compulsory school attendance for students under the age of 16. Students are expected to attend all class periods of the school day unless other arrangements have been made. Parents should notify their child's teachers regarding the reason for an absence by note, email, or via iParent. Students who exceed ten (10) sequential absences will be unenrolled from PJMS and must re-enroll upon their return.

Per Board Policy 5121, it is the student's responsibility to make up all missing work upon returning to school. Time allowed for making up work is one day for each day missed, plus one additional day. Homework assignments can be viewed on the teachers LMS (Google Classroom or Canvas). Requests for work for extended absences (illness or travel) should be made to the PJMS Front Office, and can be picked up after 48 hours, during office hours from 7:30 a.m. – 3:00 p.m.

Bag Policy

Backpacks will be allowed, but must be a maintainable size. Staff will work with students on appropriate items to have in backpacks.

School Issued Supply Fines

Each student is responsible for turning in their issued chromebooks, textbooks, and library books at the end of the year. Failure to turn in the assigned items or damage beyond normal wear and tear will result in a fine being assessed to cover the cost of replacement or repair.

- Add Chromebook Policy

Dress Code

School is preparation for the world of work. Every workplace has specific dress requirements. Students will be expected to dress in appropriate school attire. Clothing that is too revealing or suggestive, fosters attitudes which are contrary to character education in our schools, is disruptive to the educational process, or is fundamentally unsafe, is deemed inappropriate.

Specific rules include the following:

- Appropriateness: Clothing and accessories must be suitable for a school setting and should not cause significant disruption in classrooms or common areas.
- Prohibited Symbols and Messages: Clothing, accessories, and personal items such as notebooks, patches, tattoos, and jewelry must not display racial or ethnic slurs or symbols, gang affiliations, vulgar, sexually suggestive, or otherwise inappropriate language or images.
- Advertising and Promotion: Promotion of products that students may not legally purchase, as well as anything that promotes illegal activities or harm to oneself or others, is strictly prohibited.
- Obscenity and Advocacy: Attire bearing obscene, libelous, or prejudicial expressions or insignia is not permitted.
- Modesty: Clothing that is excessively revealing, including low-cut shirts/dresses, sleeveless shirts that do not cover undergarments, and clothing that exposes the midriff or stomach, is not allowed.

- Length and Coverage: Pants, shorts, skirts, and dresses must cover the legs to mid-thigh. Any holes in pants must be below mid-thigh level, and all undergarments must remain covered. Clothing must not be see-through or transparent.
- Animal Characteristics: Attire that resembles non-human characteristics is prohibited.
- Footwear: Students are required to wear shoes at all times.
- Head Coverings: For safety and identification purposes, items that obstruct or cover the head or face are not allowed during the instructional day unless approved by school administration.
- Religious Accommodations: Reasonable accommodations will be made for students' religious beliefs unless doing so creates an undue hardship.

Skirts and shorts must fall to fingertip length (while the student is in standing position). This rule also applies to dance and other school activities. Holes in jeans above fingertip length are not permitted; opaque tights or leggings may be worn underneath jeans to cover skin above fingertip length.

Studded jewelry, chains, safety pins or other attire that may be used as a weapon are not allowed. Sleepwear, including soft-soled bedroom slippers, is not appropriate attire for school. Students may be asked to remove or cover piercings for safety reasons during certain activities. Hats, hoods, and other headwear, including sunglasses, and ears, are to be removed upon entering the building.

If a staff member feels that a student's attire is disruptive to the educational environment or is deemed dangerous, he or she will be referred to the front office and may need to change clothing. Students will be removed from class until the change is made. This will be accomplished by having parents bring appropriate clothes to school, or exchanging for clean clothes provided by the school nurse or P.E. Department.

Drop Off/Pick Up/End of Day

Students are expected to exit the building within 15 minutes of the end of the school day unless they are participating in a supervised co-curricular activity or with a teacher/staff member. School day ends at 2:30 PM.

Students may be picked up from school during the school day only by parents or adults listed on a student's records as acceptable. Identification will be checked at the front office prior to releasing a student to an unknown adult.

Fighting

Fighting is considered a serious disciplinary infraction at PJMS. In the case of a fight at school or on school property, the presumptive sanction will be 3 days out of school suspension for a first offense.

Food and Beverages

No food or drink is to be consumed in the hallways. Teachers have specific rules for snacks in their classroom.

Hall Passes

Students must have a hall pass signed by a staff member to move through the halls while class is in session. Passes will not be issued for the first or last 5 minutes of class.

Harassment

Harassment is prohibited. Harassment includes, but is not limited to: abusive language, sexual comments, inappropriate physical contact, racial or ethnic slurs and comments, hazing, and other unwanted provocative actions towards another student or staff member. Students who harass others create a hostile, abusive, and unsafe school environment. Students are encouraged to report any incident of harassment to school staff. All students have access to a [Confidential Conflict Report](#) found in their PJMS Basics Google Classroom.

"Cyberbullying," a growing problem in our schools, usually originates outside of school. It is the expectation of the administration that parents will supervise their children's cyber-activities so as not to compromise the learning environment at PJMS. Cyberbullying that carries into and disrupts the learning environment at PJMS may warrant disciplinary action. All district issued chromebooks allow parents to see internet "history" for their child. Simple hit "ctrl" "h" or click on history in the upper right and corner in the web browser.

Honor Roll

Students with an accumulated grade point average (GPA) of 3.5 or above with no incompletes will be on the Honor Roll. PJMS recognizes student achievement. Special activities will be planned to celebrate all students receiving a GPA of 3.5 or higher.

Lockers

All PJMS students will be assigned an individual locker. Lockers are to be kept locked at all times. The combination of the locker is to remain personal. The sharing of lockers is unauthorized. Lockers are considered School District property and may be examined by school authorities at any time, without prior notification. The student assigned to the specific locker will be held accountable for items found there. Problems with lockers not working properly are to be reported to the front office. Abuse of lockers, including leaving articles hanging out or unsanitary conditions, may result in a loss of locker privileges.

District or school officials are not responsible for damage, theft, or loss of personal property of students on or off school grounds. Individuals are cautioned not to bring valuables to school. Students who do not secure their property by locking their lockers, both hallway and P.E., invite theft. Please be sure to secure your personal property.

Medications

All medications (both prescription and over the counter) are to be left at the nurse's office. They must be in the appropriately labeled bottle and accompanied by authorization for the student to take the medicine, the reason for the medication, and the time it is to be given. Any medication sent to school without proper identification will not be given. If you have any questions regarding medical concerns, contact the school nurse at 761-4309.

Messages

The PJMS front office may be contacted to leave messages for students.

Cell Phone Policy “Off and away during the school day”

The Palmer Junior Middle School cell phone policy is intended to promote responsible phone use. Our shared efforts will decrease disruptions to learning, increase student achievement, and enhance school safety at PJMS.

Student Responsibilities:

- If students bring their cell phones to Palmer Junior Middle School, it is recommended that they store them in their lockers while in class.
- Cell phones are not allowed in the classroom unless they are stored in a classroom cell phone storage bin during class time. Cell Phone storage bins will be taken with staff members during an emergency.
- If parents or guardians need to make contact with their student, they need to call the office and we will have the student call home or give them a message..
- Students are NOT able to use their cell phones in the cafeteria during lunch.

School Responsibilities:

- Prevent school safety issues related to cell phones on campus
- Protect instructional time interruptions and distractions
- If a student accesses or uses a cell phone during class, the teacher will collect the phone and send it to the office.

Discipline:

- 1st Offense – Cell phone will be given to the office and student may pick it up at the end of the day.
- 2nd Offense – Cell phone will be given to the office and parent must pick it up.
- 3rd Offense – Cell phone will be given to the office and the Parent must pick it up. Every day after that for 3 weeks the phone will be checked into the office when the student comes into the school. The student may pick it up at the end of the day on their way home.
- 4th Offense – Cell phone will be given to the office and the Parent must pick it up. It will be checked into the office when the student arrives at school and picked up on their way home. This will be for the semester.

***If a student refuses to give their phone to an adult, it is considered insubordination and additional consequences will be given including and up to an out of school suspension.

8th Grade Celebration

End of the year 8th grade celebration will be an awards ceremony, student recognition, field day and picnic in the afternoon.

Skateboards

Due to the risk of injury to people entering and exiting the building, skateboarding is not permitted on school property during the beginning or end of the school day, or during events. In order to transport skateboards on a school bus, the board must be totally enclosed in a bag

designed for that purpose. Skateboards must be stored in the front office while in school and will not be used in the building; use will result in confiscation of the board. Longboards may be stored in the front office during the school day.

Sports Spectators

Students are welcome to attend PJMS home games. Students in attendance are expected to follow school rules and behave appropriately. Failure to do so will result in removal from the activity. After being removed from an activity, that student may attend future after school competitions only if accompanied by a parent/guardian. All spectators need to leave school grounds within 15 minutes of the end of the activity, or they may be placed on a “no after school activity” list.

Student Rights and Responsibilities

This document can be found on the district’s website [BP5144.1](#).

Student Transportation & Bus Passes

Alaska statutes do not mandate pupil transportation. School bus transportation is provided as a courtesy and is a privilege, not a right. If a student’s conduct is such that the health, safety, comfort, or well-being of others is jeopardized, on or off the bus, the privilege of riding the bus may be denied by a School District official. The school bus driver is in charge of the bus and all passengers and has total authority and responsibility, including assigning seats. School transportation is not designed to accommodate party groups.

Late bus questions should be addressed to .

The office will issue a pass that is to be given to the driver when the student boards the bus. We must have written authorization, hand-delivered or faxed (761-4372). Requests for bus passes will not be taken over the phone. Requests for bus passes made after 1 p.m. may not be honored.

Tardy Policy

At Palmer Middle School we value the education of the student. Therefore, it is imperative that your student be present in class on time and prepared with required materials every class period. If a student is late to class, it is expected they enter class with a pass from the Front Office.

Our late policy is as follows per nine week period (quarter):

- 1st tardy = Written Warning (logged into the tardy system)
- 2nd tardy = Written Warning
- 3rd tardy = Written Warning
- 4th tardy = ROC Referral
- 5th tardy = ROC Referral & Lunch Detention
- 6th tardy = After School Work Detail

Subsequent tardies will result in further disciplinary action (e.g. parent conference or suspension)Out of School Suspensions)

If you are late to class, you must report to the Main Office where you will be issued a pass to class and an administrative consequence if you have been late for class more than three times during the quarter.

Visitors

PJMS has a closed campus. Visitors other than parents or guardians are not permitted during the school day as this is disruptive to the learning environment. Field trips, dances and other activities are open only to PJMS students unless otherwise indicated. All parents or volunteers must sign in at the office and wear a visitor's badge while in the building.

School-Wide Discipline Plan

It is the philosophy of PJMS administration to keep students in school whenever possible. It is also our philosophy that no one has the right to interfere with the learning, safety, or well-being of others. In the interest of promoting a safe learning environment and our belief in the importance of parent communication, the staff of PJMS has developed a discipline plan consisting of individual classroom and grade-level team management plans, a supervised room where a student may spend the rest of class if he/she is being disruptive

Students who choose to interfere with the learning environment will have initial consequences within that classroom. If a student continues to disrupt the learning of others, the teacher will make the assumption that the student has chosen to go to the "rest of class" (ROC) room for the remainder of that class period; parent contact will be made at this time. At this point, the student is given an opportunity to correct his/her behavior prior to being sent to the next class. The student also may be asked to perform community service for the school. After

- 5 Referrals – Parent meeting, behavior plan, ISS
- 7 Referrals – Review/Revision of plan, OSS
- 8+ Referrals – OSS, at the discretion of administration

Discipline at PJMS is progressive and may increase in severity for repeated infractions. A conference involving parents, the student, and staff members may be required for a suspended student to return to school.

Again, it is our desire to keep students in school whenever possible, and the standing expectation for all PJMS students is that they do what is expected, to the best of their ability.