

# WELCOME TO STERLING JUNIOR HIGH SCHOOL

Welcome to Sterling Junior High School and another school year! I am proud to be your Principal and hope you are proud to be a Bear Cub! We have a great school, in both academics and extra-curricular activities. Our faculty and staff will work hard every day to live up to our district mission: **Learning for All; Excellence in Teaching**. I want you to strive each day to learn, work together, be a part of your great school, and make this the best year of school you have ever had!

Dr. Bill Anderson, Principal  
Sterling Junior High School

## PURPOSE

The school policies are designed to help students develop habits that will lead to successful life skills. It is the responsibility of each student to be aware of all the information regarding school policy and to respond accordingly, and to share this information with your parents. During your orientation you will be given some time to go over most of this information. You will also be directed to our school website where this can be found.

## OUR MISSION

The mission of Sterling Junior High is to work with the faculty, staff, parents, and students to create an educational environment that promotes the physical, social, emotional, and intellectual skills needed to succeed in our changing world.

## ACADEMICS

### ACADEMIC OFFERINGS:

SJHS offers four core subjects: English, Social Studies, Math, and Science. Physical Education will be offered to all students for 18 weeks. All students will be given choices on various elective classes.

### FACULTY:

The teaching staff for Sterling Junior High is as follows:

Math:..... Matt Hendricks  
Language Arts:..... Tricia Schechter  
Social Studies: ..... Christina Rowland  
Science: ..... Stacie Lewis  
P.E./Health:..... Jill Rowland  
Family Skills: ..... Carol Prather  
Band.....Janis Fair  
Band: ..... Larry Brownlee  
Vocal:..... Clark Comley  
Vocal Assistant: ..... Cindy Anthony  
Tech:..... Dan Weiner  
Special Education: ..... Kim Richter  
Librarian:..... Amy Brownlee  
Life Skills/Woods.....Dan Weiner

### THE SCHOOL DAY:

The school day for students is from 8:00 a.m. to 3:25 p.m. Seventh grade students are asked to enter the building through the south door, and eighth grade students through the north door facing 5th Street. Students should not be in the building before 7:45 unless making up work with a teacher or eating breakfast.

### GRADES:

- Students will be issued grade cards on the Wednesday following each nine-week grading period.
- Progress reports will be sent at the mid-term of each grading period to the home of all students.
- **Honor Roll** - Students having a GPA of 3.5-4.0, with no grade lower than a C will be listed on the Honor Roll.
- **Honorable Mention** - Students having a GPA of 3.0-3.49, and no grade lower than a C will be listed in the Honorable Mention Honor Roll.
- Grade point averages (GPA) will be figured on a four point scale with A=4, B=3, C=2, D=1 and F=0.
- All incomplete work will be converted to a failing grade.

### PROMOTION GUIDELINES:

To be eligible for promotion to the eighth and ninth grade, a student in a regular educational program of studies must pass 6 units of credit, 4 credits of which must be core class credits (science, math, social studies, English)

Failure to earn either 6 credits during a school year, depending on maximum taken, will result in a repeat of the entire year, or mandatory enrollment in summer school, unless special circumstances are demonstrated to the satisfaction of the administration and board of education.

**Students must be in good standing to be eligible to participate in promotion.**

#### **EXTENDED SCHOOL DAY:**

SJHS students can take advantage of our after school program. During Extended School Day, which generally is in session from 3:20-5:15, students can meet with teachers not coaching and get tutorial help. At times, our coaches may also assign athletes to extended school day, without penalty. We recognize the importance of academics, and believe they come first before student activities. Refusal to attend may result in discipline points and consequences.

#### **WEB PAGE:**

The district web page is: [www.usd376.com](http://www.usd376.com). At this site students and parents can access Parent Link, homework assignments and more. Please visit often!

#### **COMPUTER USE:**

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to

duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use, are subject to disciplinary action, up to and including, suspension from school.

#### **INTERNET:**

Each student uses the Internet at various times throughout the year at Sterling Junior High School, sometimes daily.

To reduce the possibility of students being on sites inappropriate to the educational process, we utilize an effective filter system that blocks most inappropriate sites. Each student signs an Internet access form, which states they will stay out of inappropriate sites. Willful violators of this policy will be disciplined according to the discipline code.

#### **HOMEWORK:**

Students will be required at different times to complete homework assignments. Students may receive assistance on homework by talking with the teachers either before or after school, or attending our after school program.

#### **FORWARDING OF RECORDS:**

We hope that you will be able to stay in the Sterling schools for your entire school career, but if you should have to move and need to have school records forwarded to your new school, please fill out the proper forms at the school at the time of withdrawal. This will enable us to eliminate any delay in forwarding records. All bills must be paid before any records will be recorded or forwarded.

### **SERVICES AND LUNCH PROGRAM**

#### **COUNSELOR:**

The 7-12 counselor is available to provide counseling services to junior high students. They

can provide assistance with study skills, anger management, conflict resolution, and other issues. The counseling office is located in the high school.

### **MEDICATIONS AT SCHOOL:**

It is the opinion of the State Board of Health, the State Department of Education, the Kansas School Health Advisory Council and the board that the public school should never provide students with aspirin or any other medications.

In certain explained circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use; but the medical person authorized the prescribed medication must send a written order to the building administrator who may supervise the administration of the medication or treatment, and the parents must submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

### **IMMUNIZATION POLICY**

Students are required to have up to date immunization records. Students new to the district or current students requiring booster vaccinations have sixty days from the time of enrollment to provide proper documentation meeting state immunization laws.

Any student not compliant with immunization requirements after the sixtieth day will be excluded from school attendance and school sponsored activities. The student will be allowed to return when they have met the requirements and are in compliance with Kansas immunization laws. (See district website for further information)

### **SCHOOL LUNCH PROGRAM:**

Students, teachers, and visitors participating in our hot lunch program should purchase their

meals through our office. Preferably this will be done in the mornings before school starts for the day. Visitors are encouraged to call prior to coming so adequate portions are prepared. Our school lunch program's finances are computerized for greater efficiency and accuracy. Notices will be sent home with the student if account balances are depleted. Students may be denied a hot lunch if balances continue to be delinquent for three school days.

The School Board of U.S.D. #376 endorses the following food service guidelines:

1. Our students will eat in the building and remain on campus during lunchtime.
2. Students will not be allowed to leave the campus during lunchtime, except for medical appointments, illness, or any other reason accepted by the principal. A note or phone call to the office must be received prior to a blue slip being given to the student. Students discovered off campus without permission are subject to discipline.
3. Students may not order food from restaurants and have it delivered to the building or school grounds without approval from the principal.
4. School organizations may occasionally eat off campus or have food delivered to the school. The sponsor must accompany any group eating off campus.

### **ALA CARTE PROGRAM:**

Students, teachers, and visitors also have the opportunity to purchase lunch items from the "ala carte" program. Students wishing to purchase items from this program must first purchase a hot lunch. This option is not part of the computerized lunch plan, and food items are for cash purchase only.

### **EXTRA-CURRICULAR ACTIVITIES**

#### **ACTIVITIES OFFERINGS:**

SJHS offers several extra curricular activities including football, volleyball, cross country, basketball, tennis and track. We also compete interscholastically in vocal music, instrumental music, and Scholars' Bowl. In addition, J-Teens is the junior high girls service organization, A Few Good Men is the junior high boys service organization, and the Sterling Junior High Student Council serves as our student government organization.

### **PHYSICAL FORMS, ETHICS, INSURANCE:**

The Kansas State High School Activities Association rules require the completion of a physical examination before a student is eligible to take part in practice sessions or to represent his/her school in interscholastic athletics or cheerleading. You may contact the school nurse, Mrs. Wilson, or your coach for further information.

USD 376 requires that an Ethics form and an Insurance form be on file, as well as, the physical form, before any participation is allowed.

### **ACTIVITY BUS GUIDELINES:**

When students travel out of the district for activity participation they are expected to follow the district's bus policies.

- The behavior code will be followed.
- Bus drivers will report all violations to the administration.
- If a student does not expect to ride home on the team bus they must have written permission from their parents and be riding with a responsible adult, preferably the parent. The written permission message must be given directly to the head team coach or sponsor.

### **ELIGIBILITY:**

In order to be eligible to participate in our interscholastic activities programs, each student must meet the following guidelines:

- Must not be failing any classes
- Be a student in good standing in our school.

We have a weekly cycle for eligibility. Eligibility is checked on Friday evening of students failing. The student/athlete is ineligible for the following week beginning Monday through Saturday.

### **SPORTSMANSHIP:**

We at Sterling Junior High believe participants and fans should all display positive sportsmanship at all activities. KSHSAA Rule 52 should be followed at all times. The major points are as follows:

- A. Be courteous to all participants, coaches, officials, staff and fans.
- B. Know the rules, abide by and respect the officials' decisions.
- C. Win with character & lose with dignity.
- D. Display appreciation for good performance regardless of the team.
- E. Exercise self control and reflect positively upon yourself, team and school.

### **ATTENDANCE**

#### **ATTENDANCE POLICY:**

Regular school attendance is vital to each student's success at Sterling Junior High School and their future in tomorrow's world. Our attendance policy is based on the philosophy that good attendance is good self-discipline, which assists in future long-term success in life.

Parents need to notify the school by 10:00 a.m. each day their student will be absent. The school will attempt to notify parents if that is not done. If parents fail to notify the school within forty-eight hours of the absence, it will be considered an unexcused absence.

The following absences will be considered excused:

- **student illness**
- **doctor and legal appointments**
- **family emergencies or funerals**
- **pre-approved absences in writing from school administration *at least one week in advance.***

Students may make up their work for excused absences at the rate of one-day allowance, plus one day, for each day missed. All other absences are considered unexcused and students may not make up their work, but they may work with teachers to complete work before the absence occurs.

According to state law, a student is considered truant if they accumulate three consecutive, or five total unexcused absences in any one semester. Proper authorities will be notified of any truant students. A student will also be placed on attendance probation in which further absences will result in possible suspensions or expulsion.

#### **PERMISSION TO LEAVE SCHOOL PREMISES:**

Students shall, under no circumstances, leave school premises without permission. Students may leave premises only under authority of, or with: a teacher, principal, or parent.

Parent or guardian must sign the student sign-out sheet when leaving, and also returning.

#### **APPOINTMENTS:**

Parents are urged to schedule an appointment to visit their student's teacher whenever a concern arises. Appointments may be made by calling the school office at 278-3646.

### **GENERAL STUDENT GUIDELINES**

#### **STUDENT APPEARANCE:**

The Board of Education and staff expect parents and students to exercise discretion in selecting the clothing to be worn to school. Proper appearance includes such factors as cleanliness, neatness, simplicity, modesty, and good taste on the part of the students. Please observe the following rules when dressing for school.

- Clothing with suggestive, pornographic, profane pictures/language, or alcohol/drug references shall be prohibited at school or at school-sponsored activities.
- Apparel which is excessively short, tight, long, large, or designed to expose skin, may not be worn.
- No undergarments such as underwear or bras should be visible at any time.

- Cut-off pants or shirts are not allowed. All clothing must be hemmed.
- Shirts must be long enough to touch the student's pants or shorts without riding up and exposing the mid-section.
- No mid-riff shirts or tank tops are allowed however, hemmed sleeve-less shirts are permitted.
- Head apparel such as hats and bandannas are not to be worn in the building.
- Pant chains will not be worn on school property.

The teacher may refer the student to the office if they feel the dress code is being violated. The Principal will have final say on student dress and may ask the student to change, or take them home to change, if necessary. Repeated dress code violations will result in disciplinary action.

#### **LOCKER POLICY:**

Each student in Junior High is issued two lockers. They are responsible for keeping the lockers clean and presentable. Lockers are USD 376 property and are subject to search at any time. The following guidelines should be followed.

- Students should not put a lock on their locker without permission from the principal.
- Students should not have access to another student's locker without permission from the student.
- Students should not keep cash in their lockers.
- No food or drink other than a student's lunch should be stored in lockers. If found in lockers, it will be disposed of.
- Only decorations approved by the principal will be allowed on the outside of the locker.
- Personal decorations in locker should be in good taste and appropriate for school. Inappropriate materials will be removed.

#### **FOOD AND BEVERAGES AT SCHOOL:**

We are very proud of our school building. In order to help keep it attractive, we do not allow food

or beverages into the classroom unless authorized by the teacher in advance.

The vending machines will be open after school for junior high students. SJHS students should not be at the vending machines any time during the school day unless they have permission from a teacher.

### **HARASSMENT/BULLYING:**

Harassment/Bullying of any nature is not tolerated in our school. If a student feels they are being treated in a harassing manner they should contact the principal. The harassment may be sexual, racial, or any other type of intimidation.

### **WEAPONS AT SCHOOL:**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one-year (186 school days), except that the principal may recommend that this expulsion requirement be modified on a case-by-case basis.

### **CELL PHONES AT SCHOOL:**

#### **Cell phones will not be permitted during normal school hours.**

Students may place them in their locker for use during after school activities at the discretion of the instructors/coaches.

### **TARDY POLICY:**

To promote good school records related to punctuality, SJHS will operate the following procedure to establish good habits:

1. Students should report to the classroom as soon as possible. Late students will be recorded by the instructor on their hourly computer reports.
2. Students late because of a valid school excuse must enter class with an excuse issued in the office or by another teacher.
3. Being over 15 minutes late to class will count as an absence for the student.
4. Students with three tardies in any one class during a semester will be reported to the office and have the following consequences.
  - Tardies 3-4 30-minute detention with individual teacher
  - Tardies 5 + Conference with principal. Improvement Plan will be written; and each tardy over four will result in one discipline point

### **DRUG POLICY:**

A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance or alcoholic beverage of any kind:

...On the school grounds during, before, or after school hours.

...On school grounds at any other time when the school is being used by any school personnel or school group

...Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

Violation of any provision of this behavior code may result in suspension and/or expulsion.

### **DISCIPLINE POLICY**

It is our goal at Sterling Secondary Schools to provide a safe environment for all students so that the learning process is at its highest level at all times for all students. We ask all students at Sterling Junior High School to follow four basic guidelines, and to make personal choices with these guidelines in mind:

- Respect Yourself
- Respect Others
- Respect Others Property
- Respect the Learning Process

Students are assigned discipline points for violations reported to the office, with proper documentation. An accumulation of points will be made for the entire year. Once certain point totals are reached, more severe consequences are incurred.

**1 point/referral:** *No detention time unless with teacher or teacher's designee:*

- Inappropriate clothing
- Inappropriate language/use of profanity (may be 2 or 3 points)
- Abusive language (may be 2 or 3 points)

**2 point/referral:** *Teacher and/or administrator assigned detention time:*

- Class disturbance beyond excessive talking
- Possessing cell phone during school day
- Leaving class without permission
- Refusing a reasonable request
- Skipping a teacher assigned detention
- Public display of affection (points plus automatic 30 minute detention)

**3 point/referral:** *Teacher and/or administrator assigned detention time:*

- Defiance of authority (could be 5 points as well)
- Computer network violation (may result in loss of computer privileges)
- Disrespect to teacher (could be 5 points as well)
- Destruction of school property (could be 5 points)
- Theft/Extortion (could be a 5/15 points depending on severity)

**5 point/referral:** *short term detention or O.S.S., depending on severity of incident:*

- Disrespect to staff member
- Leaving campus/school grounds/ building without administrative permission

- Acts of aggression (may be 5 /10 discipline points depending severity/may be reported to authorities depending on severity)
- Disorderly conduct (may be 3/5/10 point referral also, depending on incident) (May be reported to authorities)
- Hazing (forcing others)
- Harassment/Bullying (may be sexual or racial; depending on incident, may be 3/5/15 points depending on severity)

**15 point/referral:** *Automatic suspension of up to 10 days with possible recommendation for long term suspension or expulsion:*

- Weapon(s) on school grounds (will be reported to authorities)
- Theft (may be reported to authorities depending on severity)
- Pulling Fire Alarm
- Alcohol, use or possession (will be reported to authorities)
  - Tobacco, use or possession (will be reported to authorities) (*Use and/or possession of any tobacco product or nicotine delivery device by students is prohibited in any district facility; in school vehicles; at school-sponsored, activities, programs, or events; and on school owned or operated property. For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer*)
- Fighting (will be reported to authorities)
- Assault, (will be reported to authorities)
- Any and all threats that disrupt the safety and security of school (will be reported to authorities)

Proper documentation must accompany all referrals. Staff should also document all efforts made to correct the behaviors prior to an office referral unless the situation is an emergency.

**Once a student reaches 15 discipline points, a long-term suspension will be invoked with possible expulsion.**

**DUE PROCESS:**

When appropriate circumstances dictate, students will be afforded due process as required by current law.

**INFORMATION**

**CLOSING OF SCHOOL:**

In the event schools must be closed due to inclement weather, we will notify the following radio and TV stations:

KAKE-TV, channel 10  
KTVH-TV, channel 12  
KSNW-TV, channel 3  
102.9-FM, 106.1-FM, 90.1-FM, (Hutchinson)

These notifications will also be posted on the district website, as well as a possible alert now notification.

In case of bad weather while school is in session, we may need to dismiss early in order to get rural children home safely. We have instructed our staff to follow these procedures:

- Teachers of non-bus riders in the elementary grades will make every effort to ensure that someone is at home if we dismiss early.
- Bus drivers have been instructed to see that the children riding buses get to their houses and that someone is home before they leave. In case no one is at home, the child will be left with a neighbor or with someone you have specified.
- All buildings will remain open and supervised until regular dismissal hours. Students may remain at school until parents arrive to get them.
- Whenever school is dismissed early there will be no activity bus routes and no organized activities practices.

Parents wishing to have their children dismissed early or to make some special arrangements should call the principal of the building.

If the weather and/or road conditions are hazardous and it is deemed advisable, school may

start one hour later in the mornings. All buses would begin their routes and make pick-ups approximately one hour later than normal. Any such decision will be announced either to students when school is dismissed the previous day, prior to 7:00 a.m. on the day starting late, or both. Announcements about school starting later would be made over the same stations listed above. Even if school starts later, the buildings will be open at the regular time, and school personnel will be at the buildings to take care of students.

**NONDISCRIMINATION/BULLYING**

The district shall maintain a learning environment free from bullying, discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of bullying, discrimination of any form shall promptly be reported to a teacher, the principal, or other appropriate school official for investigation and corrective action. Any student who engages in discrimination or bullying will be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory or bullying behavior will be disciplined in a matter deemed appropriate by the administration, up to and including suspension or expulsion from school.

**NOTICE OF DIRECTORY INFORMATION:**

The following categories of information designated as directory information with respect to each student will be released by Sterling Unified School District #376 to those showing a need for such information, unless a written request by the parent or guardian to withhold such information is received on or before September 1 of that school year.

Directory Information includes the following information about the student:

1. The student's name, address, phone number and date of birth.
2. The student's participation in officially recognized activities.
3. The student's weight and height as members of athletic teams.
4. The dates of attendance.

5. The most recent educational agency or institution attended by the student.
6. Awards won by the student.

#### **TELEPHONE USE:**

Students may use the office phone with proper authorization in emergency situations. Forgotten books, instruments, etc. do not constitute an emergency. In the event a student receives a call, they will be called out of class only in cases of an emergency. Classes are not interrupted to deliver non-emergency messages.

#### **WHERE TO CALL FOR INFORMATION:**

Sterling Junior High: Dr. Bill Anderson, Principal	278-3646
U.S.D. #376 Office: Jim Goracke, Superintendent	278-3621
School Nurse: Mrs. Kristi Wilson	278-3112
SJHS Web Page:	<a href="http://www.usd376.com">www.usd376.com</a>