

## 2025-2026 PJHS Proposed Handbook Changes

The handbook committee met on May 7, 2025, to review and discuss proposed changes to the PJHS Student Handbook in accordance with the IPA Model Handbook and updates to adopted board policies. Changes are highlighted.

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- Update School Board; PJHS Administration & Staff
- Update Important Phone Numbers
- **Telephone and Cell Phones**

Students should use the office telephone on a limited basis and only to communicate immediate or necessary information. Students should refrain from using the telephone during the course of the school day to make after school arrangements with friends or to communicate any non-essential information. Students should only use the office telephone for calls to parents/guardians. Students should not use cell phones to communicate with parents throughout the day, especially in the case of an illness unless permission has been granted by a teacher, office staff, or other school personnel. Smart watches (such as an Apple watch) are not allowed at school as they are an extension of a cell phone. All cell phones are to be turned off and left in lockers for the duration of the day. If a student carries his or her cell phone in his or her pocket or chromebook case during the day, it is considered a usage violation and the cell phone will be confiscated and kept in the office. **This should be moved to Discipline**

Before school, at noon, and after school are the best times to use the phone. Students who abuse the use of the telephone will be restricted from using it. Telephone messages from home will be delivered by the office. Students will be called out of class only for an emergency.

- **Parent/Guardian Communication**

PJHS utilizes a variety of parent/guardian communication tools including email, web-based programs, phone, apps, and social media including Apptegy, Lumen Portal, Facebook, and Twitter. Teachers are easily available to communicate regarding a student's performance via email or phone. Email addresses can be found on the school website. We appreciate you allowing teachers a 24-48 hour window to get back to you, as they dedicate their time to classroom instruction during the school day. Please keep in mind that teachers generally do not monitor or respond to emails during evenings and weekends.

It is recommended that parents/guardians sign up for access to the Lumen Parent Portal. This allows family access to academic and behavioral information as well as lunch account and absence information. Students are also given access to the Lumen Student Portal and can show parents. Parents/guardians should keep valid contact information up-to-date with the school office. This includes physical addresses, mailing addresses, phone numbers, and email addresses.

Although agenda books are not provided, students are encouraged to purchase one for use on their own or to use their chromebooks to track assignments. Google Keep is available on a student's chromebook and is user friendly. In addition, students should be in the habit of checking email daily. Parents and families are encouraged to accept invitations to Google Classrooms to aid in monitoring student work completion.

### Curriculum

- Core classes include Language Arts, Reading, Math, Wellness (which includes both Physical Education and Health), Science, and Social Studies.
  - Pre Algebra is a foundational course that prepares students for Algebra in 8th grade. It focuses on developing a strong understanding of mathematical concepts including:
    - Operations with rational numbers (fractions, decimals)

- Expressions and equations
  - Ratios and proportions
  - Functions
  - Introduction to graphing
- Algebra is a foundational higher level math course that introduces students to the world of variables, equations, and functions. It serves as a critical building block for future success in more advanced math courses, such as Geometry, Algebra II, and Calculus.
- Criteria for both classes - We use MAP data as a screening tool to identify students who are performing at the 50th percentile or higher.
  - Math grades for all four quarters
  - IAR Math Score - Students who MET or EXCEEDED on their last IAR assessment.
  - Work Ethic - Students who consistently worked hard in class by putting forth effort, asking questions, and turning in work.
- Students who do not meet the criteria for the class, will be enrolled in their grade level general education math class for the following year.
- ~~Quarterly Electives such as band, music, art, STEM, advisory, and other project-based learning activities.~~
- Resource or Band - Students are enrolled in one of these classes for the entire school year. In Resource, students participate in enrichment and intervention activities to assist in their academic journey.
- Electives - Students are enrolled in one of these classes for a quarter, semester, or the entire year (based on their choice). Elective classes are enrichment opportunities that are often project-based and career oriented.
- ~~Social and Emotional Skills~~
- ~~RTI and Enrichment activities based on individual needs~~

## ● Grading

- The grading scale used at the junior high school is as follows:
  - A: 90-100%
  - B: 80-89%
  - C: 70-79%,
  - D: 60-69%
  - F: 59% and below.
- Students may have the opportunity to earn extra credit in a particular class, but the extra credit must be related to the subject matter of the class.
- School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.
- At the start of each academic year, every teacher will thoroughly review their individual classroom grading policies to both students and parents. These policies outline the specific criteria and expectations for how student work will be evaluated and contribute to the final grade. It is crucial that students and parents carefully review and understand these guidelines, as consistent failure to adhere to a teacher's state grading policy may unfortunately result in disciplinary action, a lower grade, or even failure of the course. We encourage open communication with teachers to ensure clarity and support student success within their specific classroom environment.

## ● Homework Classroom Assignments

Students are expected to fully complete assigned work at a proficient level. A serious effort will be made to see that the student completes the work. Mandatory after school homework completion sessions, parent conferences and/or other means may be used to ensure that student work is completed. Completion or incompleteness of make-up work a student has missed due to their

absence(s), as well as the general completion or incompleteness of work assigned in all classes, can be a factor in determining promotion/retention to the next grade level. It is vital for the school, parents/guardians, and students to actively work together to ensure work is completed to achieve student success.

Student grades will be monitored each week and parents/guardians and students are encouraged to check the Lumen Student Portal weekly. Students who are failing or have several incomplete assignments are subject to consequences including, but not limited to, lunch detention, after school detention, loss of attendance privilege at extracurricular activities, etc.

- ***Honor Roll***

The Honor Roll is a student incentive used to encourage excellence in class work. PJHS has two levels of Honor Roll recognition. Students who earn A's in all of their classes and a B in PreAlg or Alg during each 9 week grading period shall have earned High Honor recognition. Students who earn all A's and/or B's in all of their classes during each 9 week grading period shall have earned Honor recognition.

- ***Summer School***

Summer school can be offered to students who have had academic difficulties and/or attendance concerns during the year. This program operates on a year-to-year basis sometimes depending on funding. ~~First priority (regarding enrollment) is given to students who are Title I eligible.~~ First priority will be given to students who have failed multiple classes during the school year. Next priority is students who are passing their classes, but based on teacher recommendation, need additional academic assistance. Students who are in danger of failing can be placed in summer school on a case by case basis. The subjects of Math/Science, Social Studies, and Language Arts are generally taught in summer school. Summer school usually covers a ~~four to six~~ two to three-week period and begins within one week following the end of school.

- Cafeteria Procedures

During lunch and breakfast, students must proceed directly to the cafeteria, and after getting their trays, immediately sit at a table. At breakfast, once they are finished eating, students must exit the cafeteria and wait in the auditorium until they are dismissed. At lunch, students should remain seated until dismissed. Students shall not cut or save places in line or save seats for others at tables. Loud talking, yelling, screaming, or other disruptions are prohibited. Students are expected to be polite and courteous with all cafeteria staff and supervisors, which includes cleaning up their eating areas. Students should refrain from taking any food out of the cafeteria and bringing energy drinks to the cafeteria as part of their breakfast and/or lunch.