

TOWNSEND JUNIOR HIGH SCHOOL



909) 591-2161

15359 Ilex Drive Chino Hills, CA 91709

Fax (909) 548-6057

www.chino.k12.ca.us/townsend

Ms. Sharyn MacCharles
PRINCIPAL

Mr. Todd Finkbiner
ASSISTANT PRINCIPAL

Michelle Usher
ASSISTANT PRINCIPAL

Mrs. Vicki Gelet
PRINCIPAL'S SECRETARY

Ms. Joyce Bizzaro
COUNSELING ASSISTANT

Mrs. Arlene Delgadillo
LIBRARY MEDIA ASSISTANT

Ms. Cheryl Arnett
TYPIST CLERK II

Mrs. Linda McMillen
ATTENDANCE CLERK

Ms. Margarita Santibanez
TYPIST CLERK I

Student Agenda 2015-2016

This Agenda belongs to:

Name: _____ Grade: _____ Student Number: _____

I have read all school policies and procedures including the Family-School Compact for Townsend Junior High School. I understand and I am aware of the Townsend expectations. I am aware that all students must have their agenda in class every period.

Student Signature

Parent Signature

To enhance a successful home/school communication policy all students at Townsend Junior High School are expected to have an agenda. It is the responsibility of the students and parents to read the handbook section to ensure that they are aware of the rules and procedures of the school and the consequences of breaking those rules. The parents are encouraged to work with the Townsend staff in maintaining and encouraging proper standards of behavior for their children.

All students' daily use of the agenda enables parents to keep current with assignments, to communicate with teachers, and to encourage their children with their pursuit of an excellent education.

If this agenda is lost, there is a replacement charge of \$10.00

Chino Valley Unified School District provides all students a rigorous and relevant education in a safe, learning environment.

BELL SCHEDULE - 2014-2015

REGULAR SCHEDULE

TUESDAY - FRIDAY	
Period 1	7:45 - 8:36
Period 2	8:40 - 9:34
Period 3	9:38 - 10:29
Period 4	10:33 - 11:24
Period 5	11:28 - 12:19
1st Lunch	11:28 - 11:58
2nd Lunch	12:23 - 12:53
Period 6	12:02 - 12:53
Period 7	12:57 - 1:48

EARLY RELEASE DAY

MONDAY ONLY	
Period 1	7:45 - 8:27
Period 2	8:31 - 9:13
Period 3	9:17 - 9:59
Period 4	10:03 - 10:45
Period 5	10:49 - 11:31
1st Lunch	10:49 - 11:19
2nd Lunch	11:35 - 12:05
Period 6	11:23 - 12:05
Period 7	12:09 - 12:51

ASSEMBLY SCHEDULE

Period 1	7:45 - 8:27
Period 2	8:31 - 9:13
Period 3	9:17 - 9:59
Period 4	10:03 - 10:45
Period 5 1 st Assembly	10:49 - 11:44
2nd Lunch	11:48 - 12:18
Period 5	12:22 - 1:04
1st Lunch	10:49 - 11:19
Period 6	11:23 - 12:05
Period 6 2 nd Assembly	12:09 - 1:04
Period 7	1:08 - 1:50

MINIMUM DAY

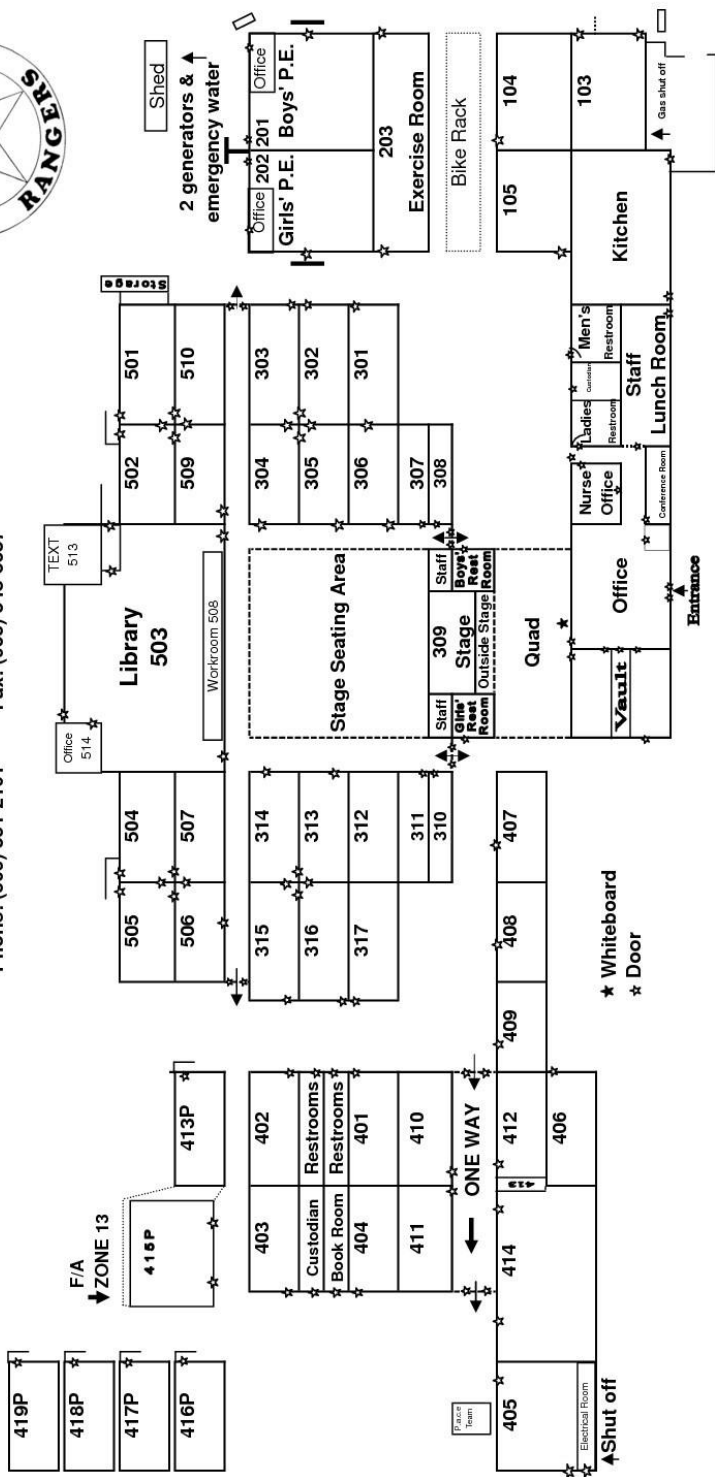
Period 1	7:45 - 8:22
Period 2	8:26 - 9:03
Period 3	9:07 - 9:44
Period 4	9:48 - 10:25
Period 5	10:29 - 11:06
1st Lunch	10:29 - 10:59
2nd Lunch	11:10 - 11:40
Period 6	11:03 - 11:40
Period 7	11:44 - 12:21



Townsend Junior High School

15359 Ilex Drive, Chino Hills, CA 91709

Phone: (909) 591-2161 Fax: (909) 548-6057



Family – School Compact

Townsend Junior High School's philosophy is that the families, students, and school staff are to work in partnership to help each student reach his/her potential. As partners we agree to the following:

As a student I will:
• Believe that I can learn and will learn.
• Read for at least 30 minutes per day, five days a week.
• Come to class on time, be ready to learn with supplies and assignments completed.
• Set aside time every day to complete my homework.
• Know and follow the school and class rules.
• Follow the school's dress code.
• Regularly talk to my parents and my teachers about my progress in school.
• Respect my school, classmates, staff, and family.
• Ask for help when I need it.
As a parent/guardian or family member I will:
• Talk to my child regularly about the value of education.
• Communicate with the school when I have a concern.
• Monitor TV viewing, non-educational computer time, social texting, and video game playing.
• Make sure that my child reads every day and builds good study habits.
• Make sure that my child attends school every day on time with supplies and homework completed.
• Actively support the school's discipline and dress code policies.
• Monitor my child's progress in school.
• Make every effort to attend school events, such as parent-teacher conferences, Open House and Back-to-School Night.
• Ensure that my child gets adequate sleep, regular medical attention, and proper nutrition.
• Participate in school, home, and community-sponsored activities.
• Respect the school, staff, students, and families.

Townsend Teachers will:
• Provide high-quality curriculum and instruction.
• Communicate high expectations, instructional goals, and grading systems for every student.
• Endeavor to motivate my students to learn.
• Teach and involve students in classes that are interesting and challenging.
• Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
• Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
• Communicate regularly with families about their child's progress in school.
• Provide assistance to families on what they can do to support their child's learning.
• Participate in shared decision making with other school staff and families for the benefit of students.
• Respect the school, staff, students, and families.

We make a commitment to work together to carry out this agreement.

How to calculate: 1. Convert all grades into numerical values:

- A = 4
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

- 2. Add all points together
- 3. Divide the sum by the number of courses taken

Example:
 Social Studies: A = 4 points
 Language Arts: B = 3 points
 Science: C = 2 points
 Math: C = 2 points
 Physical Ed: A = 4 points
 Elective: A = 4 points
 Total points: = 19 points
 19 points ÷ 6 classes = 3.16 GPA

points

Trimester 1:

Classes I am enrolled in:

Grades I will strive for:

Grades I earned (fill out at the end of Tri. 1):

	(Class)	(Letter Grade)	(GPA Points)	(Work Habits)	(Citizenship)	(Letter Grade)	(GPA Points)	(Work Habits)	(Citizenship)
Period 1:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 2:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 3:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 4:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 5/6:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 7:	_____	_____	_____	_____	_____	_____	_____	_____	_____

Potential GPA: _____

Actual GPA: _____

Trimester Goals:

Behavior Goal: _____

Academics Goal: _____

How to calculate: 1. Convert all grades into numerical values:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

2. Add all points together

3. Divide the sum by the number of courses taken

Example:

Social Studies: A = 4 points

Language Arts: B = 3 points

Science: C = 2 points

Math: C = 2 points

Physical Ed: A = 4 points

Elective: A = 4 points

Total points: = 19 points

19 points ÷ 6 classes = 3.16 GPA

Trimester 2:

Classes I am enrolled in:

Grades I will strive for:

Grade I earned (fill out at the end of Tri. 2):

	(Class)	(Letter Grade)	(GPA Points)	(Work Habits)	(Citizenship)	(Letter Grade)	(GPA Points)	(Work Habits)	(Citizenship)
Period 1:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 2:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 3:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 4:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 5/6:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Period 7:	_____	_____	_____	_____	_____	_____	_____	_____	_____

Potential GPA: _____

Actual GPA: _____

Trimester Goals:

Behavior Goal: _____

Academics Goal: _____

How to calculate: 1. Convert all grades into numerical values:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = 0 points

2. Add all points together

3. Divide the sum by the number of courses taken

Trimester 3:

Classes I am enrolled in:		Grades I will strive for:		
(Class)	(Letter Grade)	(GPA Points)	(Work Habits)	(Citizenship)

Period 1:	_____	_____	_____	_____	_____
Period 2:	_____	_____	_____	_____	_____
Period 3:	_____	_____	_____	_____	_____
Period 4:	_____	_____	_____	_____	_____
Period 5/6:	_____	_____	_____	_____	_____
Period 7:	_____	_____	_____	_____	_____

Potential GPA: _____

Example:
 Social Studies: A = 4 points
 Language Arts: B = 3 points
 Science: C = 2 points
 Math: C = 2 points
 Physical Ed: A = 4 points
 Elective: A = 4 points
 Total points: = 19 points
 19 points ÷ 6 classes = 3.16 GPA

Grade I earned (fill out at the end of Tri. 3):				
(Letter Grade)	(GPA Points)	(Work Habits)	(Citizenship)	

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Actual GPA: _____

Trimester Goals:

Behavior Goal: _____

Academics Goal: _____

GradeAlert.com

Information Page

Step one: Go to www.GradeAlert.com

Step two: Click here if you are a student or a parent.

Step three: In the lower left corner is an area for you to put your User ID and registration codes. Type them in and click "continue."

Step four: Type in the e-mails for the accounts you wish to have. You may have up to two parent accounts and one student account. (Be aware that if you have multiple accounts on the same e-mail that you will receive multiple e-mails from teachers.)

Step five: Check your e-mail box for verification e-mail. Click on the blue link in the e-mail.

Step six: Choose your password.

You should now be able to log in and view the grades on this account.

If you wish to add classes to this account, please log in and add the registration codes to boxes in the upper right corner.

If you have any technical questions, please go to the Contact Us page on the GradeAlert site.

Language Arts:

User ID: _____

Registration Code: _____

Math:

User ID: _____

Registration Code: _____

Social Science:

User ID: _____

Registration Code: _____

Science:

User ID: _____

Registration Code: _____

Elective 1st Trimester

User ID: _____

Registration Code: _____

Elective 2nd Trimester

User ID: _____

Registration Code: _____

Elective 3rd Trimester

User ID: _____

Registration Code: _____

TOWNSEND'S STUDENT EXPECTATIONS (CONDUCT)

Townsend student expectations are designed to promote student safety and develop traits of success. Good behavior and consideration for the feelings of others ensure students to have the best possible school year.

Be Respectful...

Politeness and courtesy should be shown to all staff, students, and property.

Be Properly Dressed...

Follow the dress code (printed in your agenda) while on campus and at all school activities.

Be on Time...

Be in your seat ready to learn before the bell rings.

Be Prepared. ..

Bring to class your agenda, homework, and all required student materials.

Be on Task...

Follow all directions given by any member of the Townsend staff.

Be Active in Keeping our Campus Safe...

Hands-off Rule: Students are expected to keep their hands and feet to themselves at all times. Pushing, fighting, "play-fighting," and/or any unwanted touching are not allowed. Public displays of affection are not permitted.

Be Appreciative of our Beautiful Campus...

Clean up after yourself and follow the district policy, "No Gum on Campus." Staff will not discern between gum, mints or objects in your mouth.

Additionally,

- **No GUM on campus**
- This is a closed campus. Students may not leave campus unless signed out through the office by a parent or guardian **listed on your Emergency Card.**
- Walk bicycles on campus. During the day, bicycles must be **locked** in the bike rack. Bikes should be brought to school with a workable lock. No sharing of locks. State law requires the wearing of helmets.
- The selling of candy, gum, or other food on campus without prior written permission from administration may result in suspension.
- Students are responsible for all materials and books checked out to them. Students should not share textbooks with others.
- Items will be confiscated that have graffiti-style writing on them – see CVUSD guidelines.
- No bullying or harassing students. Intimidation, harassment, threats, and retaliation will not be tolerated. Students participating in this type of behavior will be given strict consequences.
- No inappropriate language, no name calling, no "put-downs," or gossip including texting, social networking, or through other electronic media.
- Safe behavior is expected at all times. Running, horseplay, or "messing around" will result in disciplinary action.
- Skateboards, scooters, and roller blades are not allowed on campus.
- Sick students must come to the health office. Students should not call or text parents before going to the health office.
- Eating and drinking are permitted only at the lunch tables before school and during the lunch period.
- **Recommended Student Materials:**

3-Ring Binder	Filler Paper	Two Blue/Black Ballpoint Pens
Subject Dividers	Colored Pencils	Two # 2 Pencils & Erasers
6' Metric/English Ruler	Calculator	Red Pen

Paperback book to read Whiteboard (Provided by School) **STUDENT AGENDA**

Other Items recommended:

Pencil Sharpener	Highlighter Pens
Protractor & Compass	Sturdy Backpack that Fits in Locker

- **Any potentially disruptive/dangerous item, including but not limited to the following lists are not permitted on campus:**

Whiteout Correction Fluid	Permanent Felt-Tip Pens	Aerosol Containers
Laser Pointers	Rubber Bands	Glow Sticks
iPods&MP3 Players	Portable Electronic Games	Cameras/Video Flips
Collector Cards	Yo-Yos	Personal Valuables
Rollerblades & Skateboards	Large Sums of Money	Electronic Cigarette
Any types of spray bottles	Sunflower seeds	

*****Only bottled water is permitted in the classroom. Any other beverages including beverages in drink containers are not permitted in the classroom.**

STUDENT CONDUCT

Students may be suspended from school under two categories:

- Defiance of Authority
- Disruption of School Activities

These categories cover a variety of behaviors. A progressive discipline plan is followed except for serious behaviors when a suspension may be assigned.

The plan includes:

Counseling	On Campus Suspension
Parent Contact	Full Day Suspension
Detention/Lunch Duty	Multiple Day Suspension
Saturday Work Study	Behavior Contract
One Period Suspension	Alternative Class

Students are reminded of rules and consequences all year during behavior assemblies held each trimester and during orientation to attend school.

Conduct and Discipline Education Code 48900 states these reasons for cause for discipline:

- (a) 1. Caused, attempted to cause or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil has obtained written permission to possess the item from a certificated school principal (for class assignment).
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety code, an alcoholic beverage, or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, or material and represented that as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted robbery or extortion
- (f) Caused or attempted to cause damage to school property or private property
- (g) Stolen or attempted to steal school property or private property including electronic files and databases.
- (h) Possessed or used tobacco or nicotine products including, but not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to see any drug paraphernalia
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in school disciplinary proceedings for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the penal code.
- (r) Engaged in an act of bullying, including, but not limited to, by means of electronic act EC32261.
- (s) A pupil shall not be suspended or expelled for any acts enumerated in this section unless that act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for the acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off campus. (4) During, or while going to or coming from, a school sponsored activity.
- (t) Aids or abets infliction or attempted infliction of physical injury on another.
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

The following (3) violations apply to students in Grades 4-12:

48900.2 Sexual Harassment

48900.3 Hate Violence

48900.4 Intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or group

48900.7 Pupil has made terrorist threats against school officials or school property or both.

When a student is suspended, every effort is made to call parents either at home or at work. The problem is explained, and a copy of the suspension form is sent home with the student who must stay at home, be supervised, and must stay off of all CVUSD campuses.

Eighth periods are detentions after school for 40 minutes. They may be assigned by a teacher for classroom behavior or by an administrator. Students are given an 8th period slip to take home for parent signature which gives the parent 24-hour notice to arrange for transportation. Eighth periods are served the day after assigned and are given for gum, tardies, and disruptive behavior. Disruptive behavior that continues in class will result in a referral to the office. Administrators will then handle behavior on a case-by-case basis. Students may be assigned an alternative class/period suspension to be served in the office for disruptive behavior.

Campus Beautification Students who make poor choices regarding minor disciplinary incidents, determined by administration, may be given, at the discretion of administration, the opportunity to complete Campus Beautification in lieu of detention. This may consist of helping to clear trash from campus, clean up after campus events, etc. Please note that this consequence is optional in lieu of detention. Students not wanting to volunteer to complete Campus Beautification will serve a detention. Parents must give permission prior to Campus Beautification assigned.

Saturday Work Study (SWS) A SWS is from 8:00 a.m. to noon on the assigned Saturday, and parents are notified by phone and/or letter home. Students report to a certificated teacher at the front of the school on the assigned Saturday and sit in a classroom with a teacher completing assigned work. Students who are late to SWS, do not show up to SWS, and those who disrupt SWS will be subject to suspension upon their return to school on the following Monday. Students who are truant from the regular school day or who cut any part of a class will be assigned SWS to make up the time. SWS is a step in the school's progressive discipline and is assigned at the discretion of administration. Occasionally, SWS is given in lieu of suspension and is decided by the school administration based on the prior discipline record.

(AC) Alternative Class Students who violate EC 48900 may be assigned an Alternative Class. Students can be assigned one period (AC) from a teacher/administration or up to a full day by administration in lieu of a Home Suspension. Students assigned (AC) must not talk to other students in the office or be disruptive in any way; they need to have a reading book and their assignments to complete. Full-day (AC) students report to the office when arriving on campus and remain in the office until the end of the school day.

Home Suspension Students who violate EC 48900 may be assigned a Home Suspension. Students may be suspended for one to five days based on the severity of the incident, the student's prior disciplinary incidents, response to previous interventions, and the student's citizenship. Students who are suspended from school may not return to campus or school-owned property located within the Chino Valley Unified School District during school or non-school hours/days including activities during the length of the suspension.

Students who receive a SWS or a suspension are excluded from the next dance. Students must maintain 2.0 GPA and no more than 2 "U" in citizenship to attend dances, or any other extracurricular activities including, but not limited to rallies, drama, sports, band, and dance events; they are enrolled in Take Control Lunch.

Safe and Drug-Free School

Chino Valley Unified School District is committed to safe and drug-free learning environment for all students and staff. In a continuing effort to keep school campuses free of contraband/illegal drugs, the District has been authorized to allow the use of specially trained detection canines on 7-12 grade campuses to search common areas such as classrooms, student lockers, P.E. lockers, and locker rooms. These unannounced visits will occur at the discretion of the principal during school hours and while students are in class.

Townsend is a **Clean Sweep** campus, and citations are issued through the sheriff's department. Students who break school rules which also involve breaking the law will be reported to the sheriff and receive a citation. Parents are notified that a student is being cited. The citation is a Notice to Appear which lists the date, time, and location of the incident as well as the specific crime. The citations will be heard by a Traffic Hearing Judge who will impose the sentence at the time of the hearing.

STUDENT DRESS (CONDUCT)

It is the intent of the Board of Education that students be dressed and groomed in a manner which will not interfere with or detract from a school environment conducive to academic learning or study, disrupt or threaten to disrupt the educational or instructional process, or create or present an unnecessary or unreasonable risk of injury or harm to any student.

Chino Valley Unified Board of Education policy states, "A student who goes to school without proper attention having been given to personal cleanliness or neatness of dress may be sent home to be properly prepared for school, or shall be required to prepare himself/herself for the school room before entering." Consequences set by the Board of Education for all Chino Valley schools include a warning, change clothes, and parent notification. Townsend follows these progressive discipline steps:

1 st Offense	Warning and change clothes - parent notified
2 nd Offense	8 th period (change clothes) - parent notified
3 rd Offense	SWS (change clothes) - parent notified
4 th Offense	SWS(change clothes) - parent conference, behavior contract
5 th Offense	Suspension

CVUSD Guideline for student dress and grooming at school and school activities:

Specific Minimum Dress and Grooming Standards for Grades 7-12

1. Shoes must be worn.
2. Absence of undergarments is not permitted.
3. Clothing which allows undergarments to be visually observed is not permitted.
4. Bare midriffs are not permitted.
5. Halter, tube or strapless tops are not permitted.
6. Bathing suits are not permitted as outerwear (except when in use for a P.E. activity or athletic activity).
7. Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.

8. Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
9. Jewelry which creates a health or safety hazard is not permitted.
10. Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
11. Accessories which advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
12. Approved hats may be worn during outside activities for sun protection.

At Townsend Junior High a conservative look is appreciated. Students are expected to wear clothing that is comfortable, clean, safe, and APPROPRIATE. **Please refer to the following information to define Townsend Junior High's dress code expectations in combination with CVUSD standards:**

1. Clothing/apparel that causes undue attention or distraction from the educational process is **NOT PERMITTED**. Examples include:
 - Tight/revealing clothes including tube skirts and leggings worn as pants
 - See-through blouses/shirts
 - Exposed undergarments
 - Pants worn below the hips
 - Bare midriff tops; Bare back tops; Low cut tops
 - Tank tops/halter tops/tube tops/spaghetti straps/off shoulder tops/sleeveless shirts
 - No ripped/torn/ holes in clothing
 - Skirts with less than 10" skirt hem from the hip bone
 - Shorts with less than a 3.5" inseam
 - Pajamas
 - Slippers
 - Hats/head coverings including hoods of sweatshirts
 - (Townsend-approved hats are permitted for extended sun exposure or medical/religious purposes)
 - All shirts must have cap sleeves
2. Clothing/apparel which is considered dangerous or a health hazard:
 - Chains, belts, earrings, and body jewelry with sharp points are not permitted.
3. Clothing/apparel that is associated with gangs or illegal activities:
 - Shirts/clothing associated with "tagging"
 - Bandanas
 - Excessively baggy or loose clothes (pant leg 5" or less when measured from the knee)
4. Clothing/apparel containing symbols and/or slogans oriented toward degrading cultures, ethnicity, gender, religion, and/or ethnic values
5. Tattoos must be covered at all times
6. Sunglasses may only be worn with prior approval from administration
7. PE clothes are only to be worn during PE class or if administration has a student change for a dress code

*Any type of clothing that the administration deems to be inappropriate at school will be brought to a parent's attention. **Sometimes attire is "adjusted" at school by your child in an attempt to fit in with peers. Please know that we don't have time to "target" your child.** As fashion trends change, there may be a need to modify dress standards. When this occurs, students and parents will be notified. Students will be notified through discussions with teachers, announcements, and the website. Please call the school at any time for clarification prior to the purchase of school clothing. Students who violate the dress standards may be subject to disciplinary consequences consisting of, but not limited to: detention and changing into P.E. clothes and/or other school-issued garments. Inappropriate clothing may be confiscated and released to parents. Continued violations could result in further disciplinary action, including in-house suspension and/or off-campus suspension. Parent support in encouraging students to dress appropriately is greatly appreciated.

ACADEMIC HONESTY POLICY

The CVUSD Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. (cf. 5131 - Conduct) (cf. 6162.6 - Use of Copyrighted Materials)

The following actions, including but not limited to, are in violation of Townsend's Academic Honesty Policy:

- Copying from another student's assignment or test or allowing a student to copy your assignment or test
- Using a "cheat" sheet or other external assistance without teacher consent
- Stealing or borrowing without the expressed teacher permission of a test, quiz, and/or confidential document
- Making a copy, in part or in whole, of a confidential document, including, but not limited to, taking a picture of a test or quiz
- Creating false data for a works cited page
- Watching a video or reading "Cliff Notes" of a literary work in place of reading the piece
- Borrowing a study guide or object with answers and copying them as one's own work

- Plagiarism: Copying word for word in part or whole, including, but not limited to, erasing /deleting someone else's name and substituting your own work
- Turning in someone else's work, in part or in whole, including, but not limited to, erasing/deleting someone else's name and substituting it for your own work
- Unauthorized collaboration: working with another student on a project, assignment, take home test, etc. without the expressed permission from the teacher
- Successfully or unsuccessfully attempting to solicit another student in the process of violating Townsend's Academic Honesty Policy
- In any way attempting to or planning to engage in the process of violating Townsend's Academic Honesty Policy

Consequence for violating Townsend's Academic Honesty Policy may include:

First Offense: Student receives an "F" (zero credit) grade on the assignment (assessments may be redone for credit to receive a score that reflects the student's mastery of the subject/concept). Teacher contacts parent(s)/guardian(s) and informs them of the offense and assigns a detention. Students receive an "N" in citizenship and work habits for next reporting period.

Second Offense: Student receives "F" (zero credit) on the assignment. Teacher contacts parent(s)/guardian(s) and informs them that the student will be referred to the administration for a Saturday Work Study. Students receive a "U" in citizenship and work habits for the next reporting period.

ATTENDANCE

Regular attendance is essential to school success. Students are not allowed to participate in after-school activities if they have been absent the same day.

School Day

The school day is 7:45 a.m. to 1:48 p.m., except on Mondays and minimum days. Every Monday is an early release day, and the school day is 7:45 a.m. to 12:51 p.m. Minimum Days are scheduled throughout the school year, and the hours are 7:45 a.m. to 12:21 p.m. See the school calendar on the webpage for all the minimum days.

Procedure after an Absence

Students are expected to be in school all day every day unless they are ill. Parents should call the school to report an absence (909)591-2161. Parents who do not call must send a note with the student when he/she returns from an absence. The note should be written and signed by the parent indicating the date of absence, reason for absence, and the student's full name and grade. Students with early morning doctor's appointments must bring a note to excuse the absence. **Please verify absences within five days.** Students can attend Saturday Work Study to make up any absence to school.

Excused/Unexcused Absences and Tardies

The only excused absences/tardies are for illness, medical appointments, death in the immediate family, or court appearance. Absences for religious beliefs or other reasons may be cleared by administration. Every absence can jeopardize a student's grades and result in a loss of income for the school district. Excessive tardies and absences will result in a referral to the **School Attendance Review Team (SART)** and/or **School Attendance Review Board (SARB)** involving the Chino Hills Sheriff. Students not in school during the day may not attend after-school activities.

Independent Study

Students who know in advance that they are going to miss between five to twenty days of school are encouraged to notify the Attendance Clerk. An Independent Study Contract will be established to ensure that students get credit for days missed if the student completes the pre-established work designated by each teacher for credit. Students must submit work upon returning to school.

Tardy Policy

Students are expected to be to school on time. Students who arrive after the morning tardy bell must be signed in by a parent or guardian. Students arriving late miss important instructional time and distract others. **Students are tardy if they are not in their seat ready to learn when the tardy bell rings.** Students have 4 minutes between classes. Students are expected to move to their next class promptly. Horseplay and extended socializing are not acceptable.

1st PERIOD TARDIES: 1st & 2nd Tardies – Warning; 3rd & 4th Tardies – 8th Period; 5th Tardy – Attendance Contract
2-7 PERIOD TARDIES: Teachers assign 8th period for 1st and 2nd Tardies – 3rd Tardy Office Referral

Note: Students with excessive 1st period tardies are placed on a contract.

CAMPUS VISITORS

Visitors are always welcome. Guests on campus must register in the office, state their business, and wear a visitor pass. Students are taught to tell an adult on campus (teacher or administrator) if they see someone on campus without a pass. All CVUSD employees have been issued an identification badge which is worn while working on campus. Teachers do not wear ID badges because they are well known on campus, but maintenance workers and substitutes wear badges.

CELL PHONE/ELECTRONIC DEVICES

Chino Valley Unified School District acknowledges the importance of electronic communication between students and parents. Further, CVUSD recognizes that instructional time is precious and must be protected from unnecessary disruption. Therefore, students shall be permitted to have in their possession a cell phone on campus during the school day or while attending school-sponsored activities. Students in possession of a **cell phone** on campus must adhere to the following school guidelines:

1. Cell phones and electronic devices must be turned off once students arrive on Townsend's campus and be placed in their backpack.
2. Electronic devices include **cell phones, cameras, iPods/MP3 players, video game player, e-readers/tablets/iPads, etc.**
3. Devices are never to be used as cameras, video recorders, internet use, or to play music.
4. **Cell phones may be used at the end of the school day when leaving campus after school dismissal.**

Consequences for not following the guidelines:

First offense:

- a. Confiscation
- b. Return to parent
- c. Warning – contract written
- d. Violation recorded in the discipline record

Second offense:

- a. Confiscation
- b. Return to parent
- c. Saturday Work Study assigned
- d. Violation recorded in the discipline record

Third offense:

- a. Confiscation
- b. Return to parent
- c. Saturday Work Study assigned
- d. Violation recorded in the discipline record

Fourth offense:

- a. Confiscation
- b. Return to parent
- c. Alternative Class (AC) for the day
- d. Violation recorded in discipline record
- e. Deposit of device in the school office upon arrival on campus daily
- f. Recommendation for an administrative-parent conference

Students are not to use personal cell phones to communicate with parents or other people within school hours. Students must ask to use the library phone during school hours.

Electronic devices include iPads, E-Readers, Tablets, Cameras, iPods, MP3 players, video game player, etc. It is highly recommended that electronic devices stay at home. Townsend is not responsible for missing items brought to school. While we are sympathetic to items that are missing, please remember that it is our endeavor to focus as much time as possible on refining our programs and instruction to maximize student achievement; time taken to look for these items hinders these efforts. Please note, unless expressly directed by a yearbook, leadership or computer elective teacher for a specific project, students are prohibited from having in their possession cameras, and students are strictly prohibited from taking pictures or video of students, staff, or school or private property while under the jurisdiction of school rules.

CITIZENSHIP/WORK HABITS/ HOMEWORK/GRADES

All students begin the trimester with an "S" in citizenship and must show the citizenship characteristics of an "O" to earn that mark on their report card.

CITIZENSHIP

A student with OUTSTANDING (O) citizenship meets all the standards of satisfactory citizenship and ...

- works independently
- is a positive role model
- helps others
- solves problems
- always follows school and class rules

A student with SATISFACTORY (S) citizenship...

- respects others
- has a positive attitude
- pays attention
- is cooperative
- is on time
- dresses appropriately

- regularly follows class and school rules

A student who needs to IMPROVE (N) citizenship will display one or more of the following...

- talks excessively
- is disrespectful to others
- is uncooperative
- uses inappropriate language
- has a poor attitude
- displays disruptive behavior
- has 4 or more tardies to class
- is off task
- dresses inappropriately
- receives discipline referrals
- is in violation of school academic honesty policy

A student with UNSATISFACTORY (U) citizenship will display one or more of the following...

- is defiant to school authority
- intimidates others
- has 5 or more tardies to class
- is frequently truant
- is consistently disruptive
- fails to follow class rules
- consistently violates school rules
- is in violation of school academic honesty policy

WORK HABITS

A student with OUTSTANDING (O) work habits meets all of satisfactory work habits and ...

- is always prepared for class
- is always on task
- actively participates in class
- completes all assignments
- gives all assignments very best effort
- quality of work exceeds expectations
- observes school academic honesty policy

A student with SATISFACTORY (S) work habits...

- is prepared for class (passes notebook checks)
- willingly participates in class
- is consistently on task
- follows direction
- is organized
- completes assignments on time
- quality of work meets expectations
- observes school academic honesty policy

A student with NEEDS TO IMPROVE (N) work habits will display one or more of the following...

- is occasionally unprepared for class (does not pass notebook checks)
- is disorganized
- is missing some assignments
- turns in assignments late
- avoids class participation
- quality of work is occasionally below expectations
- is in violation of school academic honesty policy

A student with UNSATISFACTORY (U) work habits will display one or more of the following...

- is consistently unprepared
- is missing most assignments
- quality of work is unacceptable
- rarely participates in class
- is in violation of school academic honesty policy

HOMEWORK POLICY

Definition:

Homework is reinforcement, practice, drill, reading for research, review, writing, project work, and other assigned tasks after regular school hours. Homework reinforces and extends instruction presented during school hours. Homework develops personal responsibility and time management.

Rationale:

Because classroom time is for instruction, discussion and clarification, additional study time is needed for maximum success. Home study is necessary for practicing and refining skills, obtaining additional information, completing assignments and projects, reading, writing, research, practice and review. Homework also provides opportunities for parents to monitor student understanding and quality of work.

GRADES

Grades are accumulative over the entire trimester. Teachers teach for **mastery of grade level standards**. 75% of the grade is counted for tests/projects and 25% of the grade is homework.

Grade Criteria:

A - Advanced 90-100 percent	(4 points)
B - Proficient 80-89 percent	(3 points)
C - Basic 70-79 percent	(2 points)
D - Below Basic 60-69 percent	(1 point)
F - Far Below Basic below 60 percent	(0 points)

Parents will receive a 6 –week progress report (PR) and a report card (RC) at the end of each trimester as follows:

<u>Trimester 1</u>	<u>Trimester 2</u>	<u>Trimester 3</u>
10/15/2015(PR) 11/13/2015 (RC)	1/29/2016 (PR) 3/10/2016(RC)	4/28/2016(PR) 6/14/2016 (RC)

Between grading periods, you may monitor progress on gradealert.com. For help in all subjects go to **Brainpop.com**; Interactive history go to **go.hrw.com**; math assistance go to **kutasoftware.com** and **go.hrw.com**. The textbooks also list sites to access for specific subject help. The **Townsend website lists useful links under parent/student information**.

If students are absent, it is important to check the assignment calendar and complete all missed work so your grades do not drop. Students not maintaining at least a 2.0 GPA are excluded from dances, rallies, talent show, and any extracurricular activities including, but not limited to, sports, band, and dance. Students are enrolled in Take-Control Lunch when their GPA drops below a 2.0.

Common Core State Standards (CCSS) are taught in English language arts and mathematics. See the Townsend webpage for the complete list of standards.

CLEARING THE CAMPUS

All students should clear the campus by 2:00 p.m. each afternoon unless participating in a supervised school program. Students doing make-up work or tutoring, staying after school for disciplinary reasons, or participating in extracurricular activities should report to the appropriate area immediately after the school day ends. After the "activity" concludes, students must immediately leave campus. Parents and students are to be informed that students are under the direct supervision of school administrators before school and after school from "Door to Door." Student behavior in violation of school or district policy is punishable by consequences to be determined by school officials until a student has returned home at the end of the school day. For example, students fighting will be given consequences outlined in the Student Conduct section of this handbook.

CLOSED CAMPUS POLICY

Townsend is a closed campus, and students may not leave the campus for any reason without signed and approved parent permission. Lunch passes are not issued at Townsend.

COMMUNICATION

Parents should feel free to call the school. If you have a question or concern about something that happened in class, please contact the teacher first. Do not rely on rumors or your child's version of what happened. If you still have a question or concern after talking with the teacher, please call the administration for help. The library phone is available after school, and students may use their cell phones after school to contact parents in the front of the school, at Duke, and at the back steps exits. **Please tell your child to go to the office for any emergency, and a staff member will contact the parent. Students are not permitted to use their cell phones for contact purposes during the school hours. Please be sure all contact information is correct.**

Please check our website, www.chino.k12.ca.us/townsend for daily updates and information. The daily bulletin and school calendar are posted on the website. We send Phone Blast messages to update families about current campus events and information. **Please join REMIND to receive text messages. Send a text to this number: 1 (909) 614-4192 with this message @TJHS. Your name will be added to a list to receive text messages from administration.**

You may monitor academic progress between grading periods at gradealert.com.

COMPUTER USE POLICY

Students may have internet access. CVUSD has installed blocks to limit student access to questionable sites. Students are expected to avoid sites which demean or harass others.

EMERGENCY DRILLS

Townsend has several emergency procedures in place. Students are trained in fire, lockdown, earthquake, and violent intruder procedures. Drills take place each trimester to refine the procedures and keep students safe. We feel the safest place for students is in school, and we ask parents to use their best judgment in times of emergency. Our plan includes adults trained in CPR/first aid and grouped in search and rescue teams. Students are asked not to use cell phones during these procedures because they don't always know what exactly the emergency is, and we do not want parents to be alarmed with misinformation. Actions taken and the reasons for them will be outlined in a letter sent home to parents the same day or the following day. Always feel free to email or call the school with further questions.

In the case of an extreme emergency, students may be held for some time. If you are notified students are to be released individually, you may be asked to go to our **parent assembly area** which is located at Chino Valley Community Church, **14601 Peyton Drive**, where students will be sent for release. **Please be sure your child's Emergency Card is up to date as only people listed on the card may pick up your child.**

GATE/HONORS CLASSES (Language Arts/History/Science)

GATE identified students are automatically enrolled in the GATE/Honors program at Townsend. Up to half of the class is comprised of GATE identified students, and the remaining seats are filled with students who score at the highest advanced levels on benchmark assessments and state assessments.

Acceleration/Pacing– Moving students faster through the curriculum and not expecting them to do what they already know how to do.

Depth– Having students become true experts in a given area; giving them an opportunity to find out about certain subjects in great detail.

Complexity– Exploring the connections and relationships between things, comparing and contrasting.

Novelty– Allowing students to exhibit their creativity in the creation of original projects that challenge their thinking in new and unusual ways.

*GATE/Honors students may also attend a field trip to universities, plan the talent show, and participate in additional activities through the GATE club.

*See website for additional information.

ID CARDS

All students at Townsend Junior High School receive a student identification card which contains their picture and student identification number. Students are expected to carry their identification cards with them at all times. Students need to see the principal if their card is lost.

ILLNESS OR INJURY

If an injury occurs or a student becomes ill after arriving on campus, he/she is to report to his/her teacher and then to the office. Nurse and/or health technician are available to assist the student. A parent will be notified as needed which is an important reason to keep the office informed of any address and phone number changes.

LIBRARY

The library is open daily before school, during lunch, and after school from 7:15 a.m. to 2:30 p.m. Students using the library are expected to be quiet, working, and respectful of others. Students may check out books using their ID cards and are responsible for returning books on time and in good condition. If library books or textbooks are lost, stolen, or damaged, it is the student's responsibility to pay for the loss or damage. Computers are available for research purposes.

LOCKERS

Locker use is a privilege offered to students to store their belongings. Large amounts of money or valuables should not be brought to school. The school is not responsible for items that are lost, damaged, or stolen from lockers. Students should never share their combination with another student(s) and should always be sure their locker is closed and locked after each use. School lockers are considered school property and subject to search. Students who share or abuse lockers, or violate locker rules will lose all locker privileges.

LOST AND FOUND

Clothing and other items including found valuables such as wallets and cell phones are kept in the front office; lost books are placed in the library; PE clothes and other clothing items can also be found in the PE locker room. Unclaimed items are donated to charities

several times a year. The school assumes no liability for items stored in the lost and found. **Students must give found item(s) to a teacher or administrator.**

LUNCH

Students use their student 9 digit ID# to purchase lunches. Students must eat and drink at the lunch tables. Food and beverages brought in from the outside (pizza, etc.) cannot cause a disruption.

PARENT GROUPS

We have an active parent, teacher, student association (PTSA) which we hope you will join. Our PTSA meets once a month and includes a junior board of student representatives. Other parent groups include our dance, band, and colorguard boosters. We also have a School Site Council (SSC) that makes important decisions about how we support student learning with our funds. Parents may apply to be elected to PTSA and SSC prior to Open House in May. Voting takes place at Open House in May for the following school year. Openings are advertised on our webpage. Parent help is appreciated to run our General Store at lunch and to sell snacks at dances and other events. At Back-to-School night in September, sign-up sheets are available for interested parents. English Learner Advisory Committee (ELAC) meets to discuss topics including student progress, test scores, and grades. Meetings are held each trimester with the EL Coordinator. Please join the Townsend website to receive all the up-to-date information.

PHYSICAL EDUCATION

Please refer to PE Handbook for all rules, policies and procedures.

PROMOTION/RETENTION

Parents are notified after the first six weeks if students are at-risk, and the students are placed on an instructional plan. In October, we have two minimum days scheduled to conference with parents to address grades, and interventions. In addition, our intervention counselor meets first with 7th grade students throughout the year to discuss the six year plan, and grades. The instructional plan is monitored closely all year. The intervention counselor and administration counsels students and places them in appropriate interventions throughout the year.

A committee made up of teachers and administration may recommend retention or request for exception to retention if progress is not made.

Students receiving F grades are in danger of being retained. To advance to high school, or the next grade level, students are expected to maintain at least a 2.0 (C) average and must have passing grades in math and language arts class.

These areas are also taken into consideration:

- Low benchmark assessment scores
- Poor attendance in intervention classes
- Light's Retention Scale
- Low district math assessment scores

Additional factors taken into consideration by the promotion/retention committee:

- Physical maturity of the student
- Social and emotional maturity of the student

PYRAMID RESPONSE TO INTERVENTION

Administration works with the teachers to provide students who are struggling with motivational or conceptual challenges to learning key concepts with academic support. Students are referred for homework help, academic conferencing by intervention counselor, agenda contracts, mandatory lunch tutorial (Take Control Lunch), placed in strategic classes, and referred to our Chino Human Services counselors for counseling. After school interventions include students enrolled in language arts/math intervention classes beginning 2nd trimester. The goal of creating a Pyramid of Interventions at Townsend is to offer academic support to our students who are falling behind due to motivational or other factors and to create a climate where failure is not an option.

RUNNING

To help ensure student safety, all running activities are limited to the outside fields and court areas. Running during PE is absolutely appropriate. Running to the lunch lines is NOT APPROPRIATE.

SEXUAL HARASSMENT

5145.7 (BP) (AR) See district webpage-Board Policy Students 5000

Sexual harassment of any level will not be tolerated at Townsend. Including but not limited to unwanted grabbing, touching, suggestions, persuasions, leering, and attempted removal of clothing. Incidents should be reported to a staff member immediately.

SPECIAL DELIVERIES/WHITEBOARD

Students are responsible for bringing items (i.e. homework, lunch, instruments, clothes) they need throughout the school day. If there is an occasion when a parent must drop off an item, please bring the item to the front office. To minimize classroom interruptions, students will not be notified of deliveries. Students are responsible for checking the whiteboard outside the office for their names and retrieving the item from the office. Townsend will not assume responsibility for supervision and/or distribution of the items. Any

perishable items left in the office will be disposed of daily. **Students must clear with administration first before any food items are brought to school for multiple students. Due to student crowding, special arrangements need to be made to distribute the food. Administration can deny any request when student safety is involved. All balloons and/or flowers must stay in the office until the school day ends.**

STUDENT ACTIVITIES

Townsend is your school! Get involved! There are dances, noontime activities, after-school sports, and clubs.

Band

Townsend offers a variety of music elective classes to *all* students, from first-time beginners learning to read and play music, to advanced musicians in our award-winning competitive performance groups, and everything in between.

Intermediate Band. An elective class for students having *some* prior experience playing a traditional wind instrument. This class may also include students with *no prior* musical experience *if they are highly motivated* to learn to play a traditional wind instrument. Class has 2 to 3 performances a year.

Percussion Class. An elective class in which students will play a *variety of percussion instruments including mallets (such as bells and xylophone) concert drums, and hand-percussion instruments. Students with experience reading and playing piano music should sign up for this music class. Skill levels range from advanced to beginner on piano and/or concert drums. Class has 2-3 performances a year in combination with band classes.*

Advanced Band. An elective class for students with the *equivalent of 2-4 years* music experience (or more) reading music and playing an instrument. This class has 2 or 3 performances a year and uses traditional wind instruments.

Recommendation from TJHS director of bands, Miss Robb, is required for placement in the advanced band class. New students wishing to audition for the advanced band, please contact Miss. Robb at Anne_Robb@chino.k12.ca.us to schedule your audition.

Piano Lab A 12-week music elective class with no performance requirements. This class is open to all students and is especially recommended for those with little-to-no piano experience. (This class is not intended for students with prior piano experience currently playing at an intermediate or advanced level. Students with intermediate or advanced piano skills should be enrolled in the percussion class to further develop those piano skills). The piano lab uses electronic keyboards and an interconnected network of microphones/headsets and metronomes to assist students in learning to read and play 2-hand piano music.

After school Townsend's *award-winning* competitive music groups meet, rehearse, and perform. These groups include the marching band, jazz band, color guard, and indoor drumline. As extracurricular music groups, they exist through the support of the participants and are organized through the Townsend Music Boosters. These extracurricular groups are not a requirement of music elective classes, but are strongly recommended for students looking for additional musical opportunities and enrichment activities beyond the classroom. Concurrent enrollment (and good standing) in either of the year-long band classes or the year-long percussion class, is a prerequisite requirement to participate as a member of the marching band. Students must be in the marching band to be permitted to attend clinics and audition for the jazz band, or indoor drumline. Color guard clinics and auditions are open to all students. Color guard participates in parades together with the marching band and competes independently as well.

Clubs

Townsend offers numerous club activities each year. Be sure to check student announcements for club information and meeting times.

Dances

Dances are held over the year from 2:00 - 3:30 p.m. Students are ineligible to attend the dances if they receive a Saturday Work Study or suspension. Dances are for Townsend students only. Students need to maintain at least a 2.0 GPA and attend school all day on the day of the dance to qualify to attend the dance.

Dance Team

Dance Team is an audition class because the students compete throughout the school year. A dance curriculum is followed with the students working on dance technique and competition routines. The students meet during their PE period. Students participate in the cross country weekly mile run and take the California Physical Fitness test. All students in the class must maintain at least a 2.0 GPA to take the class and compete.

Drama

Students may participate in plays or participate as a member of the technical crew. Let your inner actor come out and be part of this group. Drama Club meets after school and puts on a performance once a trimester.

Fitness Club

Fitness Club is an open program getting students excited about getting off their seats and on their feet two times a week. We jog/walk and run on Tuesday and Thursday after school from 2:00 - 3:15. Students have a great time and they can earn shirts, stars, and gym bags. Fitness Club students who stay in the program for over 70% of the time and have at least a 2.0 GPA get to go with us on an end of the year field trip to the beach. We run seven miles before we enjoy the surf and sand. Fitness Club students also participate in the annual Mt. SAC track meet.

Intra-mural Sports

Several sports are offered after school from January to March. All Townsend students are permitted to participate as long as they meet the 2.0 GPA requirements. Students may participate in tournaments when offered. Students will try out for positions on the teams.

Leadership/ASB

Leadership is a year-long elective course in which students plan activities, rallies, yearbook, dances, and discuss student concerns. Leadership/ASB officers are elected in the spring. Any student interested in becoming an officer must meet the qualifying criteria outlined in the application process/packet. Additional students may join the class with prior approval from the ASB advisor.

Academic Recognition

Students are recognized and celebrated each trimester for their academic accomplishments in a rally. 4.0 students are Gold Honor Roll; 3.0 -3.9 Silver Honor Roll and 2.0 –2.9 are Ranger Pride. Students receive incentives from teachers and local businesses based on their GPA's. Gold and Silver recipients receive a rally shirt

Service Learning Project

At Townsend Junior High School, we believe that ALL students can have an impact on their school, in their community, and ultimately their world. Students are encouraged to volunteer their time and record their service on a sheet provided in the agenda. Students are recognized based on the hours of service given.

Yearbook

All students will want to purchase a copy of the yearbook commemorating their time at Townsend. The yearbook is sold at the beginning of the year and distributed approximately the last two weeks of school.

STUDENT AWARDS

Principal's Recognition

This award is presented to all 4.0 students at the end of each trimester to recognize their academic excellence. Any students earning a 4.0 GPA by the end of the 2nd trimester go on a field trip to the tide pools.

Perfect Attendance

Students are recognized every six weeks with early pass to lunch and a pencil. At the end of each trimester, students are recognized with the six-week items and in addition attend a lunch and participate in a drawing for gift cards.

Reflections

Each year our PTSA sponsors a Reflections competition where students are given a theme and are encouraged to create entries in the categories of literature, visual arts, music, and photography. Awards are given to participants, and some entries are chosen to compete at the district, county, and state levels.

Service Awards

- Service Award of Merit: five hours of documented service
- Service Award of Distinction: fifteen hours of documented service
- Service Award of Honor: thirty hours of documented service

Student of the Month-TOWNSEND HAS CHARACTER

Students meet with the administration at the beginning of the school year to learn about the character traits that are recognized all year:

TOWNSEND HAS CHARACTER

***Respect * Responsibility * Honesty * Humility *Accountability*Service**

Each month staff members select a Student of the Month displaying the traits. Recipients are recognized and invited to our Student of the Month lunch and receive a certificate identifying the trait.

STUDENT RELEASE PROCEDURES

Students may be released only to people who are listed on the emergency card. There are no exceptions. This is for the protection of all students. Also, people checking out students will need to present a photo ID to the school staff before a student is released.

TEXTBOOKS

Students will be issued textbooks to be used at school and home. Textbooks are very expensive. Student will be held accountable for library books checked out and textbooks issued. All basic textbooks are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Parents should be aware that they are responsible for textbooks given to their students and will be required to pay for lost, stolen, or damaged textbooks. The average price for a textbook is \$80.00. **Please do not use stick-on book covers.**

TRANSPORTATION TO SCHOOL and AFTER SCHOOL

Parents who transport students to and from school must obey all parking regulations and school regulations regarding the drop off and pick up of students. Students must walk in crosswalks at all times.

Please do not block bus lanes while dropping off and picking up students from school. Students may ride bikes to school. Students and parents assume all risks when bringing their bikes to school and should have their bikes registered with the sheriff's department.

California law requires students to wear helmets. Skateboards, rollerblades or scooters are not allowed on campus. Bus transportation is not available to junior high students. Any students not picked up from school by 2:00 need to wait in front of the school for their ride.

8th GRADE PROMOTION ACTIVITIES

The third trimester is an important academic time for 8th grade students as they prepare to enter high school. It is also our duty to ensure a safe and orderly campus. With that in mind, Townsend will enforce a point system for the 8th graders from February to the promotion ceremony to determine behavior eligibility for the end-of-the-year promotion activities.

Every 8th grade student begins with 150 citizenship points. Points will be deducted for the following reasons:

Lunch duty-detention/ 8 th period/other	5 points
Bus Referral/Alternative Class (AC)/Office Referral	10 points
Saturday Work Study	20 points
Suspension (full day or on-campus) (full day AC)	25 points

Students will lose the privilege of the stated activity when their points fall below the following:

8 th Grade Promotion Trip	105 points
8 th Grade Dance/BBQ	75 points
Participation in Promotion Ceremony	50 points

***The administration reserves the right to determine eligibility in some circumstances.

Students must maintain at least a 2.0 grade point average and have no more than two "U's" in citizenship to participate in any promotion activity.

Other factors that may disqualify a student from participation in the promotion ceremony include excessive tardies or absences, unpaid fines or lost textbook fees, and fundraising shortages. All students must ride district-provided busses to the promotion ceremony. This means no limo service. **Transportation is not provided after the ceremony**, and students are expected to leave with parents. Dress Code is in effect during the 8th grade promotion ceremony in June. No formal attire! This means no tuxedo, no long, formal gowns, and no strapless, spaghetti strap dresses without a covering blouse or jacket. Clothing appropriate for church or school is fine. Boys may wear suits or jackets, but this is not mandatory. Students in violation will not participate in the promotion ceremony. If you have questions, please contact the school before the promotion date in June. ***See website for additional information.**

MLA ESSAY FORMAT

Student's Name

Instructor's Name

Course Name and period (Do not abbreviate)

Due Date (day month year) Do not abbreviate

Formatting Papers on Microsoft Word, Using MLA Guidelines (title)

Open a new document by clicking on the icon representing a blank page on the upper left of the screen in the second row of icons. Change the font to "Times New Roman," 12 point. Change the left and right margins to 1" by clicking on "format" on the top toolbar. Drag the cursor down to "Document." Change the left and right margin by clicking on the margin arrows or typing the number "1." Click "OK." From "View" on the top bar, select "Header and Footer." Click the button to right justify the name. Type your last name in the box on the screen; hit the space bar once. Make sure that header is in 12-point font (Select text and go to "Format" then select "Font" to verify that it is 12 point font). Then select the icon for page number (#). Then click on "Close."

To double space; locate "Format" on the top bar. Click on it and pull down the menu. Select "Paragraph" from the menu. When the box appears on the screen, look on the right hand side in the middle for "Line Spacing." Arrow down to "Double" and click it. Then click "OK"

Type the four-line heading flush to the left margin. Your full name appears on top, your teacher's name on the second line, the course title and period on the third line, and the due date of the paper is on the last line.

Think of a title for your paper. To center the title, find the icons in the second row on the right side of the "U." Click on the second icon. Type your title. (Create an interesting title! Do not call your work "Essay" or "Paragraph.") Capitalize the first and last words of the title and

all other words except articles, prepositions, and coordinating conjunctions. Do not enclose your title in quotation marks, do not underline it, and do not boldface it. Properly punctuate someone else's title, however, if you are using it within your own. Hit "Enter" and select the first icon again for the rest of your paper.

Begin to type the text of the paper. Indent the first line of each paragraph one-half inch from the left margin (a traditional tab). Do not justify the right margin, and do not add another line of space between paragraphs. Save your work from time to time.

Whenever you quote, summarize, or paraphrase an original source, you must document that source in two places, immediately at the end of the sentence and at the end of your paper on a final page labeled "Works Cited." Consult MLA guidelines for further instructions.

To use "Spell Check and Grammar Check," double click on the icon in the middle row that says "ABC." Be aware that everything highlighted may not be in error. Also be aware that the spell check will not recognize the misuse of a homonym.

To check "Statistics," select "Tools," and then "Word Count." This will give you some interesting information. When you are satisfied with your work, save it, and then print your document with black ink on white, 8 1/2" x 11" paper. Print on one side of the paper,

Do not make a title page or use a binder. Assemble the pages in reverse order, with the "pretty," most recent draft on top, previous drafts and peer responses underneath that, and the writing prompt on the bottom. Fasten all papers together with one staple. Use a paper clip instead if the package is too bulky for a single staple.

MLA: Citing Sources

Parenthetical Documentation (In-text Citation)

1. After the **words or ideas borrowed from another source**, give credit in the body of the paper by inserting the author's last name/editor/main word of an article or book title when no author is indicated, **PLUS** page number in parentheses. Place them where a pause would naturally occur, such as before a semi-colon or a period, to avoid disrupting the flow of the text.

At the man's feet is a sign that reads: "I'm cold and lonely. God bless you" (Chambers 11).

More than fifty tourists since 1983 have been gored by these large beasts when they violated the buffalo's space (Hodgson 71).

With the buffalo almost gone, the Native Americans' livelihood had been destroyed ("Buffalo" 43).

2. Indicate, as precisely as possible, where information was found: page number, volume number, act, scene, chapter, etc. **Make sure that all of the sources are listed in the Works Cited section of the paper.** This page lists all the sources cited in your paper.

Works Cited

Although there are several types of works cited, students will use primarily three types: works cited, works consulted, and an annotated list of works cited or works consulted. In a works cited, all entries must have a corresponding parenthetical documentation in the essay. In a works consulted, quotes and/or borrowed ideas from some sources may appear in the essay, while other entries may only have provided background information that did not appear in the essay. An annotation is a one to two sentence description of how the source aided in writing the essay. The sentence is in third person and lists the type of information used and its usefulness in writing the essay.

Center the title—"Works Cited," "Works Consulted," "Annotated List of Works Consulted," or "Annotated List of Works Cited"--one inch from the top. Double-space before the first entry. Begin each entry flush with the left margin. If the entry runs more than one line, indent additional lines five spaces.

Double-space each entry: double space between entries.

List each entry alphabetically by author's last name. If there is no author, use the first word of the title (disregard A, An, The).

Book by one author

author title city of publication publisher copyright
Guillermo, Kathy Snow. *Monkey Business*. Washington DC: National Press Book, 1993. Print.
source/medi

A book by two or more authors:

Higgins, Selma, and Dwayne Slope. *World Hunger: A Crisis*. London: Cassell, 1993. Print.

Magazine article:

author title of article magazine title edition page number source medium
Murphy, Andrea. "The High Cost of Welfare." *Time* 21 Mar. 1994: 63. Print.

Online Source:

author, if listed article title name of site date of publication, if listed name of site sponsor, if listed
**"Lord of the Flies Low-Fat version." *Homework Online*. n.d. Web. 30 June 2010. <
<http://www.sreyes.org/vjindex.htm> >**

URL of access date of access (when there's no date posted) source medium date

Movies:

***Women First and Foremost*. Dir. Scott Manfield. Perf. Susan K. Hahn, Michaela Crawford Reeve. Monterey Movie Company, 1995. Film.**

Personal interviews:

Sandifer, Ken. Personal interview. 25 Apr. 2002

Newspaper:

Sampson, Lee. "What is Cyberspace?" *Los Angeles Times* 4 Apr. 2001, late ed.:C1+. Print.

Lecture:

Hampton, Carl. "The Evils of Gum Chewing." Chino Hills. High School, Chino Hills. 9 Sept. 2001. Opening Assembly.

Television or Radio:

"Plagiarism in High School." *60 Minutes*. CBS. KCBS, Los Angeles. 13 Apr. 2002. Television.

Email:

Lindemulder, Craig. "Re: Computer Abuse." Message to the author. 16 Jul. 2002. E-mail.

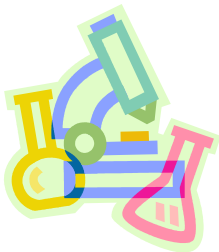
Word:	Word Origin:
Definition:	Synonym(s): _____ _____
	Antonym(s): _____ _____
Sentence: _____ _____	Illustration:
Example(s): _____ _____	
_____ Trait:	
Multiple meaning Homophone Homograph Connotation	Part of Speech: (circle) Noun, Verb, Pronoun, Adjective, Adverb, Preposition

Townsend Jr. High School-Wide Heading:

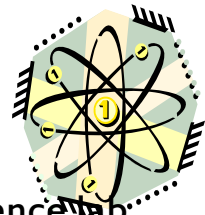
Student Name (first & last)
Teacher
Class/Period
Day/Month/Year

Common Latin Roots

ROOT	MEANING	EXAMPLES
agri	field	agriculture, agrarian
alter	other	alternate, altercation
ambi	both	ambiguous, ambidextrous
amo	love	amorous, enamored
ang	bend	angle, triangle
anim	life, spirit	animate, animal
ann, enn	year	annual, biennial
apt, ept	fasten	inept, aptitude
aqua	water	aqueduct, aquarium
art	skill	artisan, artist
aud	hear	audible, audition
belli	war	bellicose, rebellion
brev	short	abbreviate, brevity
cam	field	campus, campaign
cap	head	captain, decapitate
cede, ceed	go, yield	precede, succeed
centr	center	central, eccentric
cert	sure	certain, certify
cess	go, yield	cessation, process
cide, cise	cut, kill	scissors, suicide
claim, clam	shout	clamor, exclaim
clar	clear	clarity, declare
cline	lean	decline, incline
cogn	know	incognito, recognize
commun	common	communal, commune
corp	body	corpse, corporation
cred	believe	credit, incredible
dic	speak	dictate, verdict
div	separate	divide, division
domin	rule	dominate, dominion
duc	lead	conduct, educate
fer	bear, carry	ferry, transfer
firm	strong	affirm, confirm
flect	bend	deflect, reflect
form	shape	transform, uniform
frag	break	fragile, fragment
fug	flee	fugitive, refuge
grad	step, stage	graduate, gradual
grat	pleasing	gratify, ungrateful
hab, hib	hold	habitat, prohibit



Science Lab Write-up Format



You will need to use this format whenever you write up your science lab.

Section 1

Teachers may have students include the State Standards or a paragraph of background information here.

1. **Problem** – what you are trying to find out. It is written in the form of a question.
2. **Hypothesis** – an educated guess written as an “if...then” statement.
3. **Materials** – a numbered column that lists all necessary items in the lab.
4. **Procedure** – a numbered column that lists all necessary steps to complete the lab.

Section 2

This page contains all data collection sheets and drawings. It may be more than just one page depending on the lab. Drawings and graphics should be colored.

Section 3

This contains all questions from the lab. You must write out the questions then answer them completely.

Section 4

This needs to be a summary of the total lab and should include thoughts of what happened in the lab (especially if your lab results were not as expected). Explain what the data collected means in your experiment in relation to what we have been studying in class. Also discuss your hypothesis and whether it was correct or not. Don't forget to end with a closing statement.

TOWNSEND HAS CHARACTER

➤ **RESPECT**

TREAT OTHERS AS YOU WOULD WANT TO BE
TREATED~BE POLITE~
BE TOLERANT OF DIFFERENCES AND DO NOT
THREATEN OR HURT ANYONE

➤ **SERVICE**

MAKE A COMMITMENT TO MAKE YOUR SCHOOL AND
COMMUNITY BETTER~
GET INVOLVED AND VOLUNTEER

➤ **RESPONSIBILITY**

DO WHAT YOU ARE SUPPOSED TO DO BEFORE YOU
ARE ASKED~
ALWAYS DO YOUR BEST~THINK BEFORE YOU ACT

➤ **HONESTY**

BE TRUTHFUL~DON'T BLAME OTHER PEOPLE~PLAY
BY THE RULES

➤ **HUMILITY**

BE OPEN TO INSTRUCTION FROM OTHERS~LEARN TO
GAIN EXPERIENCE AND MATURITY~
BE MODEST

➤ **ACCOUNTABILITY**

DO WHAT YOU SAY YOU ARE GOING TO DO~HAVE THE
COURAGE TO DO WHAT IS RIGHT~
ACT WHEN YOU SEE INJUSTICE

Townsend Junior High School Makes a Difference Service Learning Project

At Townsend Junior High School, we believe that ALL students can have an impact on their school, in their community, and ultimately their world. In recognition of time and effort in the service of our school, students may earn various school service awards throughout the school year. The qualifications for each award are as follows:

Service Award of Merit

- Award for a minimum of five hours of documented school (verified by the principal)
- Recipients of this award receive a Certificate of Merit.

Service Award of Distinction

- Award for a minimum of fifteen hours of documented school service(verified by the principal)
- Recipients of this award receive a Certificate of Distinction.

Service Award of Honor

- Award for a minimum of thirty hours of documented school service (verified by the principal)
- Note – 100 or more hours the principal gives an additional recognition award

To receive credit for service hours, a student must do the following:

- ✗ Record the event on his/her Service Time Recording Chart (available in the office).
- ✗ Be sure to include the date completed, a description of the event, and the amount of time you spent completing the event.
- ✗ An adult supervising the service completed must initial by the event to receive credit.
- ✗ Parent and student signatures are required before submitting the sheet for service credit.

To qualify for a Service Award, completed Service Recording Charts must be returned to the office for the principal's final approval.

*Service Recording Charts are cumulative, thus more than one may be filled out and turned in to the principal. *

Service Learning Project

Community Service Ideas



- Visit a local nursing home and read or talk to the elderly
- Call the library and volunteer to tutor or read to younger children
- Call a pet rescue and offer to walk dogs, clean kennels, or foster an animal
- Call your elementary school and volunteer to tutor or read to younger children
- Clean up your neighborhood or local park
- Sponsor a beach clean-up day with your friends/family
- Volunteer with the Police Department to clean up graffiti
- Collect canned food, clothing or toys in your neighborhood for a local food bank
- Volunteer to babysit FOR FREE for a neighborhood family
- Check with your church for opportunities
- Collect blankets and towels for a pet rescue
- Make blankets and collect stuffed animals for foster children
- Volunteer at a soup kitchen over the holidays



Everyone can do a minimum of five (5) hours!
"If you can dream it, there is a need for it!"