

# Townsend Junior High School

15359 Ilex Drive Chino Hills, CA 91709

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

Website: <http://www.chino.k12.ca.us/townsend>



**Mr. Onyema Anyanwu**  
**ASSISTANT PRINCIPAL**

**Mr. Robert Nelson**  
**PRINCIPAL**

**Mrs. Michelle Bonnema**  
**ASSISTANT PRINCIPAL**

**Mrs. Veronica Muñoz**  
**SCHOOL SECRETARY**

**Ms. Laurie Chico**  
**COUNSELING ASSISTANT**

**Mrs. Marissa Murray**  
**LIBRARY MEDIA ASSISTANT**

**Ms. Cheryl Arnett**  
**TYPIST CLERK II**

**Mrs. Aide Gomez**  
**ATTENDANCE CLERK**

**Ms. Margarita Santibanez**  
**TYPIST CLERK I**

**Mr. Seth Davis**  
**INTERVENTION**  
**COUNSELOR**

**Mr. Joseph Hurtado**  
**SCHOOL COUNSELOR**

**Mrs. Maria Parker**  
**HEALTH TECH**

**Mrs. Jennifer Chleboun**  
**SCHOOL PSYCHOLOGIST**

## **Student Agenda 2022 – 2023**

This agenda belongs to:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Student Number: \_\_\_\_\_

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 for not following the 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.**

*Please contact administration if there is a need for financial assistance*

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

# BELL SCHEDULE: 2022 – 2023

## REGULAR SCHEDULE

<b>MON, TUES, THURS, FRI</b>	
Period 1	9:12 - 10:03
Period 2	10:07 - 11:01
Period 3	11:05 - 11:56
<b>7<sup>th</sup> Lunch</b>	12:00 - 12:30
Period 4 (8 <sup>th</sup> )	12:00 - 12:51
Period 4 (7 <sup>th</sup> )	12:34 - 1:25
<b>8<sup>th</sup> Lunch</b>	12:55 - 1:25
Period 5	1:29 - 2:20
Period 6	2:24 - 3:15

## EARLY RELEASE DAY

<b>WEDNESDAY ONLY</b>	
Period 1	9:12 - 9:54
Period 2	9:58 - 10:40
Period 3	10:44 - 11:26
<b>7<sup>th</sup> Lunch</b>	11:30 - 12:00
Period 4 (8 <sup>th</sup> )	11:30 - 12:12
Period 4 (7 <sup>th</sup> )	12:04 - 12:46
<b>8<sup>th</sup> Lunch</b>	12:16 - 12:46
Period 5	12:50 - 1:32
Period 6	1:36 - 2:18

## ASSEMBLY SCHEDULE

Period 1	9:12 - 9:54
Period 2	9:58 - 10:40
Period 3	10:44 - 11:26
8 <sup>th</sup> Graders 1 <sup>st</sup> Assembly	11:30 - 12:23
<b>8<sup>th</sup> Lunch</b>	12:27 - 12:57
Period 4 (8 <sup>th</sup> )	1:01 - 1:43
<b>7<sup>th</sup> Lunch</b>	11:30 - 12:00
Period 4 (7 <sup>th</sup> )	12:04 - 12:46
7 <sup>th</sup> Graders 2 <sup>nd</sup> Assembly	12:50 - 1:43
Period 5	1:47 - 2:29
Period 6	2:33 - 3:15

## MINIMUM DAY

Period 1	9:12 - 9:49
Period 2	9:53 - 10:30
Period 3	10:34 - 11:11
<b>7<sup>th</sup> Lunch</b>	11:15 - 11:45
Period 4 (8 <sup>th</sup> )	11:15 - 11:52
Period 4 (7 <sup>th</sup> )	11:49 - 12:26
<b>8<sup>th</sup> Lunch</b>	11:56 - 12:26
Period 5	12:30 - 1:07
Period 6	1:11 - 1:48

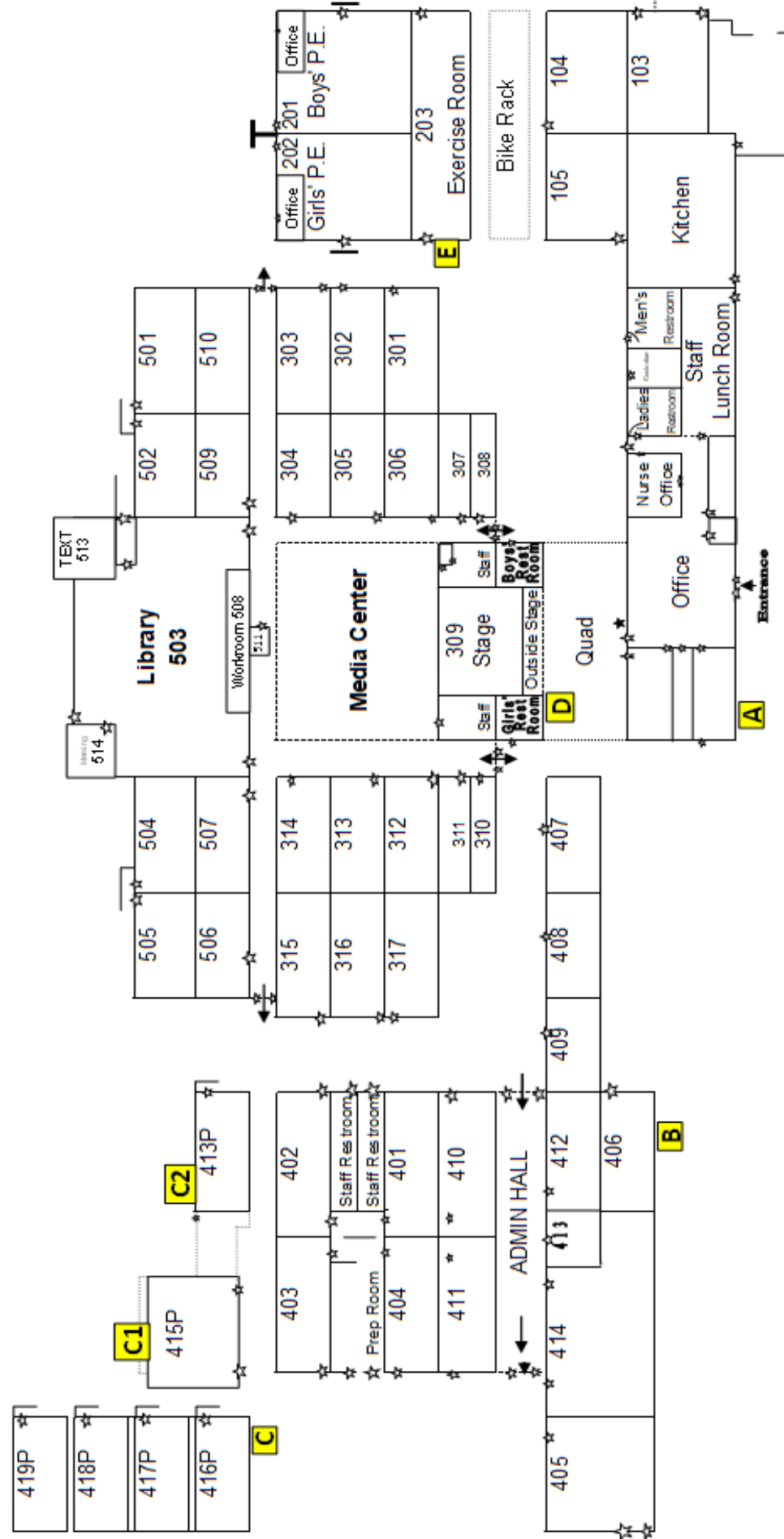


# Townsend Junior High School

15359 Ilex Drive, Chino Hills, CA 91709

Phone: (909) 591-2161

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FRONT OF SCHOOL

**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 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

### **Trimester 2:**

Classes I am enrolled in:

Grades I will strive for:

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. 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:	_____	_____	_____	_____	_____		_____	_____	_____	_____
<b>Potential GPA:</b> _____					<b>Actual GPA:</b> _____					

### **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: \_\_\_\_\_

# Welcome Page

It is with great pleasure that we take this opportunity to welcome you to Townsend Junior High School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This handbook has been developed to help you and your child learn as much as possible about school policies and procedures and the services we offer. It is a quick reference guide you will find extremely useful as questions arise throughout the school year.

Once again, welcome!

## Mission Statement

Townsend Junior High ensures all students' learning and enhances personal responsibility for success.

## Grade Communication

Information Page

### Aeries.Net

What you will need:

1. Internet access
2. The email address you provided to your school.
3. Your credentials which include:
  - a. Your student's 9-digit Permanent ID #
  - b. The primary phone number you provided the school.
  - c. A ten-digit Verification Passcode (VPC) - you can get from the school site.

Once you have all the items listed above you may begin the sign-up process.

1. Open your internet browser and go to the Chino Valley Unified School District web page ([www.chino.k12.ca.us](http://www.chino.k12.ca.us)) select "parents" and the "Aeries Parent Portal" link on the drop menu.
2. Click on "create New Account" link.
3. Select "Parent"
4. Enter email and verify, create password (must contain 6 characters, upper and lower case and one special character-!, @, #, \$, etc.
5. A verification code will be sent to your email, click the confirmation link in email or copy and paste the email code into the field box provided in this step.
6. Next verify by selecting your name and relation to the student so that your email is updated and linked.
7. Your account has now been created and by clicking "Here" you can access your student's account.

# Class Placement and Class Change Procedure

## 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 Standard Exceeded levels on benchmark assessments and state assessments.

**ACCELERATED MATH:** Placement of students into either the Accelerated Math 7 or standard Math 7 courses is determined by multiple measures. Prior to 7<sup>th</sup> grade students arriving at Townsend, staff considers state and district testing results as well as teacher input. At the beginning of the year, the 7<sup>th</sup> grade students take a placement test to ensure class is appropriate. Ongoing diagnostic, formative, and summative assessments continue to occur as an added measure to secure the best possible placement for each student.

**INTEGRATED I MATH:** Students who have completed Accelerated Math in 7<sup>th</sup> grade will be placed in Integrated Math I per teacher discretion. This course is equivalent to freshman math at the high school level. Students are expected to pass the class with a C or higher. If students are struggling with the concepts, remediation of Integrated Math I may be suggested due to high school class placement.

**ELECTIVES:** Students select their preference for elective classes each year using their Aeries Portal account. Students will be placed in their elective based on class availability and scheduling.

**SCHEDULE CHANGES:** At the beginning of the year, student's schedules may change as administration is working on balancing classes and properly placing students. We try very hard to not disrupt your child's routine and take everything into consideration when a change has to be made.

**BEGINNING - OF - THE - YEAR CHANGES:** Students can submit a schedule change request the first two weeks of school. Forms are available in the office and late forms will not be accepted. All schedule requests require a parent signature and a rationale for the change. After the due date, all forms are reviewed and prioritized by administration – changes are not made based on when forms are received. Administration will try to accommodate requests, but space and classes are limited. Physical Education changes will not be considered without a medical note and reason.

**CLASS CHANGE REQUEST:** As the year progresses and you would like a different class for your child, the following protocol is needed prior to making the request:

- Parent/Teacher Conference – communication between the family and the teacher is an important step to allow all parties to work together to solve any issues or questions.
- Parent/Teacher/Administration Conference – if the concerns continue, administration should be invited to the next meeting to give additional input to all members of the team.
- Parent Request to Administration – if all options have been exhausted, then a class change request would be appropriate. Administration will do their best to grant the request; however, it is dependent on space and availability.



# A

**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 (per teacher's discretion, 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 may assign a reflection assignment and/or 8<sup>th</sup> period detention. Student may receive a lowered grade in citizenship and/or work habits for the 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 administration. Student shall receive a lowered grade in citizenship and/or work habits for the next reporting period.

**ACADEMIC PROGRAM:** Townsend Junior High School uses the district-adopted curriculum at all grade levels. A copy of the California Content Standards is given to parents at the beginning of the school year. Information regarding the Common Core Standards can be found at: <http://www.cde.ca.gov/re/cc/index.asp>

**ATTENDANCE:** Students are expected to be in school all day every day unless they are ill (fever, flu, vomiting, etc.). Parents should call the school to report an absence (909) 591-2161 or email the attendance clerk: [aide\\_gomez@chino.k12.ca.us](mailto:aide_gomez@chino.k12.ca.us). Parents who do not call or email 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. After three absences, a doctor's note is recommended. 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 when available to make up any absence from school.

If your child is tardy, they must come to the office, be added to the tardy log, and take a tardy slip before going to class.

Please see **Tardies** for more information.

According to state law, the parent(s) or legal guardian(s) of students are responsible for seeing to it that their students attend school until the student attains the age of 18 or graduates from high school. Students shall be punctual and regular in their class attendance (Education Code Sections 48200).

Any student absent from school without valid excuse 3 days or tardy more than 30 minutes on each of 3 days in one school year shall be reported truant (Education Code 48260ff). Legally, students must be in school unless one of the four valid excuses (illness, doctor's appointment, attending a funeral of an immediate family member, quarantine by health officer) applies. Please be advised that after 10 absences a note from the doctor is required. 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.

In some cases when students must be absent from school, short-term independent study is available to avoid the truancy declaration and to help retain funding. There are specific restrictions and forms that must be completed. The absences do not count as absences on the report card, but still count as absences in regard to perfect attendance awards. (See **Independent Study** for details.)

**AWARDS PROGRAMS:** One of the most important aspects of our school program is the recognition of positive student behavior, effort, and achievement. We know that verbal praise is an important and immediate way to recognize students' achievement, and the following recognitions occur:

**Principal's Recognition**

Any students earning a 4.0 GPA for trimesters 1 and 2 will receive the Principal's Award certificate and be invited to attend a special event.

**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.

**Be YOU Award of Excellence**

Students are recognized in trimesters 1 and 2 with certificates for incorporating strategies for being their best self.

**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 Expectations**

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

**TOWNSEND STUDENTS ARE:**

**Safe • Respectful • Responsible**

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

**OTHER STUDENT RECOGNITION/AWARDS:**

- |                                   |                         |
|-----------------------------------|-------------------------|
| • District band and art showcases | • Spirit Contests       |
| • ACE Award in Physical Education | • Lunch Time Activities |
| • Science Fair                    | • Rallies               |

# B

**BICYCLE RIDERS:** Students may ride bicycles to school with parent permission if they follow safety rules and wear protective helmets and have a lock for their bicycles (CVUSD Board Policy 5142.3).

Bicycle riders are to follow bicycle safety rules on the way to and from school. They are to walk their bicycles in the crosswalk, on the sidewalk, and on campus always. Bicycles must be locked to the bicycle racks located adjacent to Room 104. Failure to follow safety and/or procedural rules will result in loss of bicycle riding privileges.

**BUS RIDERS:** District bus transportation is available for students living in certain designated areas. Free or reduced bus passes are available for qualifying households. Please contact the District Office of Transportation for more information at (909) 628-1201, ext. 1525.

Glass, animals, gum, eating, and large items are prohibited on the bus. All food and drink must remain in closed containers. Large projects may require that the parents arrange alternate transportation to and from school. Whether the student rides the bus to and from school, or only for field trips, it is imperative that all bus rules be followed. Bus riding is a privilege, not a right. Students who fail to follow rules will be denied bus-riding privileges.

**BUS CITATIONS:** Bus citations are given by the bus drivers for conduct observed during the ride to and from school. Seat belt violation is an automatic 3 days off bus. Other bus citations policy is as follows:

First Offense	Warning
Second Offense	3 days off bus
Third Offense	10 days off bus
Fourth Offense	Loss of privileges for the remainder of the year

# C

**CAMPUS BEAUTIFICATION:** Students who make poor choices regarding minor disciplinary incidents, determined by administration, may be given the choice, 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.

**CAMPUS CLUBS AND ACTIVITIES:** Townsend offers numerous club activities each year. Be sure to check student announcements for club information and meeting times.

**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. This year's classes will be organized by instrument and based on experience level.

**Beginning/Intermediate Level.** Students at this level have *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.

**Advanced Level.** Students at this level have *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, Mrs. Rutt, is required for placement in the advanced band class. New students wishing to audition for the advanced band, please contact Mrs. Rutt at Anne\_Robb@chino.k12.ca.us to schedule your audition.

**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.

**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. All students need to maintain a 2.0 GPA to perform.

**Dance Team:** Dance Team is an audition club because the students compete throughout the school year. All students must maintain at least a 2.0 GPA to participate 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 at least one performance a year.

**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 2:15 - 3:30 p.m. 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.

**Intra-mural Sports:** These are offered after school throughout the year. All Townsend students are permitted to participate if they meet the 2.0 GPA requirement. 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, dances, and discuss student concerns. The yearbook is also planned and produced by the leadership class. 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.

**National Junior Honor Society:** The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship.

**Service Learning Project:** At Townsend Junior High School, we believe that ALL students can have an impact on their school, 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. Each student is encouraged to complete 5 service hours.

**Yearbook:** All students can 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.

**CAMPUS VISITORS:** Visitors are always welcome. Guests on campus must register in the office with a photo ID, 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, air pods, etc.
3. **Personal devices are only to be used as cameras, video recorders, internet use, or to play music under direct supervision of a staff member.**
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. Saturday Work Study assigned
- d. Violation recorded in discipline record
- e. Recommendation for an administrative-parent conference

Students are not to use personal cell phones to communicate with parents or other people within school hours. Phones are expected to be turned off during school hours and placed in the student's backpack. 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, air pods, etc.** It is highly recommended that electronic devices stay at home. 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. Townsend is not responsible for missing items brought to school.

**CLASSROOM INTERRUPTIONS:** We make every effort to minimize classroom interruptions. Please drop off any necessary items your student needs in the office. The office staff will see your child receives their item. Please see *Deliveries* for more information.

**CLEARING THE CAMPUS:** All students should clear the campus by 3:30 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.

**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 to clarify the circumstances. If you still have a

question or concern after talking with the teacher, please call administration for help. The library phone is available for students to contact parents. 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](http://www.chino.k12.ca.us/townsend), for daily updates and information. The daily bulletin and school calendar are posted on the website. We send school announcements to update families about current campus events and information. Please join the Aeries parent portal (see p.7) and turn on the Email and Text options for "Townsend Announcements." Follow us on Instagram (@TownsendRangerPride) and Twitter (@TJHSRangerPride) for pictures and updates about our school.

*The most effective way to keep up with your child's progress is by accessing the Aeries Parent Portal on a regular basis.*

Be certain to read all notices from school and to follow up appropriately. Monitor progress on projects or reports, look over homework, student agendas, and test papers, discuss school events and activities, and attend conferences and events that involve your child.

We also strongly encourage parents to communicate with teachers and other school personnel. Inform teachers of specific interests, strengths or needs of your child. Communicate with teachers when your child has difficulty with an assignment or finds one especially interesting or meaningful. When you have concerns about classroom incidents, assignments, workload (too little, too much, or no homework), please talk with your child's teacher. Of course, if something is going well, please be sure to communicate that to the school also. The communication line always flows from parent to teacher and, if necessary, to administration.

**COMPUTER USE POLICY:** Students may have internet access. CVUSD has installed firewalls to limit student access to questionable sites. Students are expected to avoid sites which demean or harass others.

**COUNSELING:** Townsend has a full-time counselor to provide academic, social, and other counseling to students. Chino Human Services is also available to students and families who need one-to-one counseling sessions.

**CUSTODY:** In most cases, divorced parents continue to have equal educational rights (such as access to information) where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc., please provide a copy for the school. Unless your court order is on file in the office, we must provide equal rights and access to both natural parents. If both parents wish copies of student reports, discipline information, etc.; please notify your child's teacher at the beginning of the school year.

## D

**DANCES:** Dances are held over the year from 3:20 - 4:30 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, **no more than 2 "U's" in citizenship**, and attend school all day on the day of the dance to qualify to attend the dance. A list of eligible students are posted by the office the week of the dance. Wristbands are distributed the day of the dance during lunch time. Students are not allowed to be picked up early from the dance.

**DELIVERIES:** 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 are NOT allowed to order outside food for delivery to Townsend Junior High School. If a parent decides to drop off outside food in the office for their student, it must not be shared with other students. We have many students with multiple health conditions and outside food or

fast food can have serious ramifications on other students' health. Parents/Guardians are the only ones who can drop off food and may only bring food for their student, not any of their friends. All balloons and/or flowers must stay in the office until the school day ends.

**DISCIPLINE:** See **Positive Behavioral Intervention Supports (PBIS)**

**DISMISSAL:** All students should clear the campus by 3:30 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.

**DRESS CODE:** 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." The following is the district's policy 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. Shirts must have sleeves; 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: tops, skirts, see-through blouses/shirts, and sheer leggings/tights
  - Exposed undergarments
  - Pants/shorts worn below the hips
  - Bare midriff tops; Bare back tops; Low cut tops
  - Halter tops/tube tops/spaghetti straps/off shoulder tops

- Skirts with less than 10" skirt hem from the hip bone
  - Shorts with less than a 3.5" inseam
  - Rips/tears/holes in clothing that are above the thigh area
    - Must be below the 3.5" inseam level
  - Pajamas
  - Slippers
  - Sandals without a heel strap
  - Hats/beanies/head coverings including hoods of sweatshirts
    - Hats are only permitted for extended sun exposure or medical/religious purposes
  - Tank tops are permitted with undergarments, torso, midriff, and sides covered
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

\*Any type of clothing that the administration deems to be inappropriate at school will be brought to a parent's attention. 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.

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:

#### First Offense

- Change into PE clothes.
- Office holds inappropriate clothing until signed dress code citation is received.
- Warning.

#### Second Offense

- Change into PE clothes.
- Office holds inappropriate clothing until signed dress code citation is received.
- 8<sup>th</sup> period detention assigned.

#### Third Offense

- Change into PE clothes.
- Office holds inappropriate clothing until signed dress code citation is received.
- 8<sup>th</sup> period detention assigned.
- Parent contacted.

#### Fourth (+) Offense

- Change into PE clothes.
- Office holds inappropriate clothing until signed dress code citation is received.
- Saturday Work Study assigned.
- Assistant Principal contacts parent/guardian for conference.



# E

**EIGHTH PERIODS:** are detentions after school for 50 minutes. They may be assigned by a teacher for classroom behavior or by an administrator. Students are given an 8<sup>th</sup> period detention 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 not following Townsend Expectations. 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 a class period suspension to be served in the office for disruptive behavior.

**EMERGENCIES:** 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. Please note: in the event of a practice drill or an actual emergency, office staff will be performing on campus duties and will not be available to answer phone calls to the office. Alerts & updates will be communicated using ParentSquare (Aeries communications). **In the event of a major emergency, students will be released only to adults indicated on the emergency card.**

**EMERGENCY CARDS:** An emergency card must be on file for each student. This card is used for day-to-day student release, and for emergency contact in the event of injury or illness. The card also lists allergies, pre-existing medical conditions, authorizes first aid, and in an extreme emergency, treatment by emergency medical personnel and/or transport to a medical facility.

It is extremely important that this card contain the legal (first and last) name of each person authorized to pick up the student (as indicated on a state-issued identification card). This includes the names of parents, any step parents, older siblings, relatives, friends, baby-sitters, and neighbors who have your permission to pick up your child. Someone should be available to pick up your child within 15 minutes of a call from school. We cannot accept telephone calls to release students to individuals not on the emergency card.

**ENGLISH LANGUAGE LEARNERS:** English Language Learners (ELL) will be clustered in classes and participate in our block class. Parents and teachers will be informed of student's placement in the program at the beginning of the year. Teachers will also be informed of student's ability levels for lesson planning and grading purposes. These levels are based on the English Language Proficiency Assessment for California (ELPAC) given during the school year. The California English Language Standards are the expected curriculum for ELL students. Students who are Limited English Proficient (LEP) receive an English Language Acquisition grade and other report card grades according to district guidelines. When students meet district criteria, they can be re-designated to Fluent English Speaking (R-FEP).

# F

**FIELD TRIPS:** Field trips are an extension of the classroom and should provide experiences related to the curriculum. Dress for field trips should be appropriate to the activity and must still adhere to the District and school dress code guidelines. If a child rides the bus on a field trip, they must return on the bus as well.

# G

**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 Standard Exceeded level 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 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 students may also participate in a planned GATE activity by the school.
- GATE/Honors students may plan the talent show.
- See website for additional information.

**GRADES:** Grades are accumulative over the entire trimester. Teachers teach for **mastery of grade level standards**. 60 - 75% of the final grade is comprised of assessments/projects and 25 - 40% of the grade is comprised of assignments and class discussions. (AR 5121c)

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)

You may monitor academic progress at all times through the **Aeries Portal**.

For help in all subjects go to ACADEMIC section on the webpage for academic online resources.

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.

**GRADE REPORTS:** Parents are notified of their child's academic achievement every 6 weeks with a progress report or an official report card. All grades are mailed home through the district. Students will receive a letter grade for all classes. In addition to letter grades, students earn marks (O, S, N, U) in citizenship, work habits, and homework. Parents are encouraged to check the Aeries Portal to monitor academic progress.

**GUM:** Townsend is a "No Gum Campus." Staff will not discern between gum, mints or objects in a student's mouth. Townsend will follow these progressive discipline steps:

First Offense	Warning
Second Offense	8 <sup>th</sup> period detention assigned – parent notified
Third Offense	1 hour 8 <sup>th</sup> period detention assigned – parent notified
Fourth Offense	Saturday Work Study – parent notified
Fifth Offense	Saturday Work Study – parent conference

## H

**HEALTH SERVICES:** Our school has the part-time services of a nurse and a health technician. While on duty, it is their role to see to the physical well-being of our students. Our nurse is on campus during lunches; the Health Technician is on campus from 9:30 a.m. – 3:00 p.m. each day. These are the most desirable times to communicate with them concerning medical/health information. The office staff provides coverage for student health needs at other times during the school day when the nurse or health technician is not on duty.

Medications of any kind (including over - the - counter items prescribed by a physician) must be brought to the health office for dispensing. They must be in the original container and must be accompanied by a Parent/Physician Medication Permission Form. These forms are available from the health office. No medication

can be administered at school without proper authorization. Students may not have any medication, including aspirin or cough drops, on their person.

**Routine screenings for hearing and vision acuity are provided for all new students and at certain grade levels.**

**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. For more information see *Suspension*.

### **HOMEWORK:**

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.

**HOMEWORK REQUEST:** Students who are absent for three consecutive days due to illness may request homework. Parents should call the office on the 3<sup>rd</sup> day before 9:00 a.m. so the teachers can be notified to prepare the work. Homework is available to be picked up in the office after 3:30 p.m.

**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 always. ID cards are used to check out books from the library.

**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.

Students who are ill must come to the health office. Students should not call or text parents before going to the health office.

**INDEPENDENT STUDY - SHORT TERM:** 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.

All work must be completed and turned in on the date stated on the contract (normally the first day back) otherwise no credit will be given. NO EXCEPTIONS. Based upon the quality and amount of work, the teacher will apportion credit. Independent study requires 4 hours of work assigned for every day missed. Independent Study is not offered throughout the entire school year, so please check with the office staff prior to making any plans to see if it is available for your child's absence.

There is no way for independent study to provide the full educational opportunity your child has in school; Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out - of - town trips during school holidays.

**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 the school counselor, academic contracts, mandatory lunch tutorial (Take Control Lunch), placed in strategic classes, and referred to our Intervention Counselor for Tier 2 support.

L

**LIBRARY:** The library is open daily before school, during lunch, and after school from 8:30 a.m. to 3:45 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 in the PE Locker Room during their PE class. 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. The PE lockers are considered school property and subject to search. **Students who share or abuse lockers or violate locker rules will lose their locker privileges.**



**LOST AND/OR DAMAGED TEXTBOOKS/DEVICES:** All textbooks and Chromebooks are barcoded and are checked out to each individual student through our library system as well as all student workbooks. Students are responsible for school property they use or checkout. If a student loses, damages, or misplaces school property, parents will be notified and expected to reimburse the school. Damage to books includes ripped or torn pages, water damage, graffiti, missing pages, damaged covers, etc. We *highly* recommend that all textbooks be covered to avoid damage and excessive wear.

**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:** Hot lunches are available daily. **Students must eat and drink at the lunch tables only.** Free and reduced - priced student lunches are available for families who qualify. Applications are available online at [www.chino.k12.ca.us](http://www.chino.k12.ca.us)

*To preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches.* Students who do not have lunches or expect a parent to bring a lunch are instructed to check the whiteboard by the office. Parents are expected to keep their child's lunch accounts current. The cafeteria manager will inform your child when he or she owes money.

**LUNCH EXPECTATIONS:** Please review the following with your child so that all students have a pleasant lunch experience every day! Lunch duty can be assigned to students not following expectations.

	<b>Lunch Table Expectations</b>	
<b>Be Safe</b>		
Choose one seat and remain seated there until leaving the lunch tables.		Keep backpacks and feet underneath the table.
<b>Be Respectful</b>		
Listen & follow adult instructions and keep all food & drinks on the table.		Be inclusive and prevent peers from eating alone.
<b>Be Responsible</b>		
Clean up after yourself and put <b>ALL</b> trash in the trashcans.		Stay in designated areas and remain quiet near classrooms.

# M

**MINIMUM DAY:** Minimum days are scheduled throughout the school year, and the hours are 9:12 a.m. to 1:48 p.m. Please visit the school calendar on the webpage for all the minimum days.

# P

**PARENT-TEACHER CONFERENCES/COMMUNICATION:** We encourage frequent communication between teachers and parents. The first, and usually best person to contact about any concern dealing with your child is the classroom teacher. Please speak to your student's teacher before scheduling an appointment to speak to an administrator. *However, if the incident is severe and can be classified as an immediate threat to your child's safety and well-being, then please contact administration right away.*

At any time when a teacher or parent feels there is a need, a conference may be scheduled. Please call the office to leave a message or send a note to the teacher. Effective parent conferences require planning and preparation by the parent(s) and the teacher(s). Write down any concerns, questions, or observations you wish to discuss.

**PARENT, COMMUNITY VOLUNTEERS:** 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 color guard 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 April. Openings are advertised on our webpage. Parent help is appreciated to run our Snack Shack after school and to sell snacks at dances and other events. At Back-to-School night in August, sign-up sheets are available for interested parents. English Learner Advisory Committee (ELAC) meets to discuss topics including school-wide goals, student progress, test scores, and grades. Meetings are held each trimester with the EL Coordinator. Please visit the Townsend website for all the up-to-date information.

**PARENT OBSERVATIONS IN CLASSROOMS:** To visit your child's classroom, please speak to the teacher beforehand so that a suitable time can be arranged. Be sure to come to the office to sign in. Administration will not schedule a parent observation without at least a 24-hour notice.

**PARENTS PICKING UP CHILDREN DURING SCHOOL HOURS:** Please come to the office first to sign out your child. The Office staff will then call for your child to be dismissed. Parents who come onto campus during school hours to pick up their child will need to wait in the office while their child is called up from the classroom which includes passing period and lunch time.

**POSITIVE BEHAVIORAL INTERVENTION SUPPORTS (PBIS):** A successful Positive Behavioral Supports (PBIS) is designed to teach acceptable/appropriate behaviors, not just to punish unacceptable behavior. It must be firm, fair and consistent. It is important that every student feel accountable to all school employees for behavior. Anytime a staff member notices a student's behavior, they will take the appropriate action (reward/consequence), whether or not the student is assigned to their classroom and regardless of their position.

Fair, consistent student discipline enhances the learning process for all students and ensures a safe learning environment. It is expected that all students will abide by the school's PBIS. The PBIS has as its foundation the following premises:

1. No student shall keep a teacher from teaching or another student from learning.
2. Students will not be permitted to harm themselves or others.
3. Students shall mature emotionally by learning to take responsibility for their actions.
4. Students shall treat others how they themselves would want to be treated.

From these premises the following school - wide expectations have been established and revolve around the 3 school - wide expectations of Respect, Responsibility, and Safety:

1. Treat all students and adults with courtesy and respect. (Use problem-solving techniques, proper language, etc.)
2. Respect all school and private property and equipment.
3. Follow all adult supervisor's directions the first time given.

Each department will have their version of the following general classroom expectations

1. The teacher has the right to teach.
2. Every student has the right to learn.
3. Every student is expected to complete homework and class assignments to the best of their ability.
4. Every student will follow directions given the first time.

**REWARDS:** We believe that students who choose to follow these rules should be recognized for exhibiting responsible behavior. Students have opportunity to earn "Townsend Tickets." Tickets earned by students are redeemable at our snack shack.

**CONSEQUENCES:** We like to work as often as possible on the positive side of discipline, using old-fashioned compliments and praise for students that are doing the right thing – the "catch them being good attitude" which goes a long way toward positive classroom environment and good behavior. Children and adults of all ages respond to encouragement and a good word. However, we believe that negative consequences are necessary for some students to ensure that rules are followed.

Our school has a policy of progressive discipline. The first infraction may consist of a warning or counseling. Continued infractions of the rule apply progressive consequences such as note or phone call home, time-out in another room or detention. An office referral will be made when the teacher has reached the end of their progressive discipline plan. However, some severe acts of disobedience or serious misbehavior may earn an office referral immediately.

Severe acts of disobedience may result in suspension or a recommendation for expulsion in accordance with the District Behavior Code that is included in the Parent Information Packet (copies also available in the school office).

**PROBLEM - SOLVING TECHNIQUES:** Many of the minor disagreements that occur on campus ("You threw water at me," "but you stepped on me," etc.) can easily escalate into a larger problem if not handled appropriately by the student(s) involved. The following techniques for solving interaction problems have been taught and reinforced with students:

1. TALK to the other person. Tell them, "Please don't do that, it bothers me."
2. WALK away. If the other person persists, tell them again, "Please don't do that, it bothers me", and walk away.
3. TELL an adult. If the child is followed, he/she is to walk directly to an adult supervisor for help. If a child needs to WALK more than 2 days in a row or has continued problems with the same person, they must tell an adult.

In the event of a severe problem, e.g., fighting, harassment, etc. the child is to go directly to an adult for help and skip steps 1 and 2. Students should always notify an adult if any altercation occurs.

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

Whiteout Correction Fluid  
Laser Pointers  
Aerosol Containers  
Rollerblades & Skateboards  
**Any type of spray bottles**  
Permanent Felt-tip Pens

Rubber Bands  
Portable Electronic Games  
Yo-Yos  
Large Sums of Money  
Sunflower seeds  
Glass Containers

Glow Sticks  
Cameras/Video Flips  
Personal Valuables  
Wallet Chains  
Electronic Cigarette  
**VAPE PENS/VAPE OIL**

# R

**RALLIES:** On rally days, students will follow a modified schedule. All 8<sup>th</sup> graders will attend the first rally and have 2<sup>nd</sup> lunch. All 7<sup>th</sup> graders will eat first then have the 2<sup>nd</sup> rally. Students must maintain a 2.0 GPA, have no more than 2 “U”s on their report card, and not served a Saturday Work Study or have been suspended. The week of the rally a list of eligible students will be posted by the office window.

**RESTROOMS:** Students must not run, push, loiter, or play in or near the restrooms. If there is a medical issue that requires your child to use the restroom frequently, please contact the office.

Student restrooms are locked prior to dismissal in order to secure unsupervised areas. The Health Office restroom is available for students to use afterschool.

# S

**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, 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.

**SATURDAY WORK STUDY (SWS):** Saturday Work Study (SWS) is part of the progressive discipline plan at Townsend. One Saturday a month is dedicated for SWS and is held on campus from 8:00 a.m. – 12:00 p.m. An enrichment Saturday School may be available for students who qualify for attendance recovery.

**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, catcalling, suggestions, persuasions, leering, and attempted removal of clothing. Incidents should be reported to a staff member immediately.

**SUSPENSION:** 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 (4) 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.

If 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 and events for the duration of the suspension.

**STUDENT TEAM EXCELLENCE PLAN (STEP):** The purpose of a STEP meeting is to address any academic and/or behavior concerns from either the teacher or the parent. The STEP team will usually be made up of the current teacher(s), the parent(s), an administrator and the student, when appropriate. Any concerns should be directed first to the teacher. Tiered intervention is available if the STEP team recommends it for the student.

# T

**TARDIES:** 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.**

**1<sup>st</sup> PERIOD TARDIES:** Excessive tardies to 1<sup>st</sup> period will result in administrative conference.

**2-7 PERIOD TARDIES:** Teachers assign 8<sup>th</sup> period for 1<sup>st</sup> and 2<sup>nd</sup> Tardies – 3<sup>rd</sup> Tardy Office Referral

**Note: Students with excessive 1<sup>st</sup> period tardies are placed on a Tardy Contract.**



**TELEPHONES/STUDENT USE:** Students may only use the office phone when an emergency situation exists. Students must have prior permission from the teacher to use the classroom phone. After school, students may use the library phone to make calls. *Student cell phones must be turned off and out of sight during the instructional day. If a student's phone rings or is used on campus during school hours, it will be confiscated and must be picked up by a parent in the office at the end of the school day.* Please refer to **Cell Phones** for our school policy.

**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. **Any students not picked up from school by 3:30 p.m. need to wait in front of the school for their ride.**

## V- W

**VANDALISM AND THEFT:** Although rare, if you spot anything that looks like vandalism, please report it to the office. Discourage theft by locking your car when visiting the campus.

**VISITORS:** All visitors, including parents, must sign in at the office upon entering the campus. Volunteer/Visitor badges will be issued in the office when you sign in. **Parents will not be permitted to go to the class to deliver lunches or other items to your child.** These items must be brought and left in the office.

**WEDNESDAY EARLY RELEASE:** Our weekly early - dismissal day is Wednesday. Dismissal time is 2:18 p.m. Please check our website for other early dismissals due to holidays.

### **8<sup>th</sup> GRADE PROMOTION ACTIVITIES**

The third trimester is an important academic time for 8<sup>th</sup> 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 8<sup>th</sup> graders from January to the promotion ceremony to determine behavior eligibility for the end-of-the-year promotion activities.

Every 8<sup>th</sup> grade student begins with 150 citizenship points. Additional information will be provided at the assembly.

\*\*\*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.**

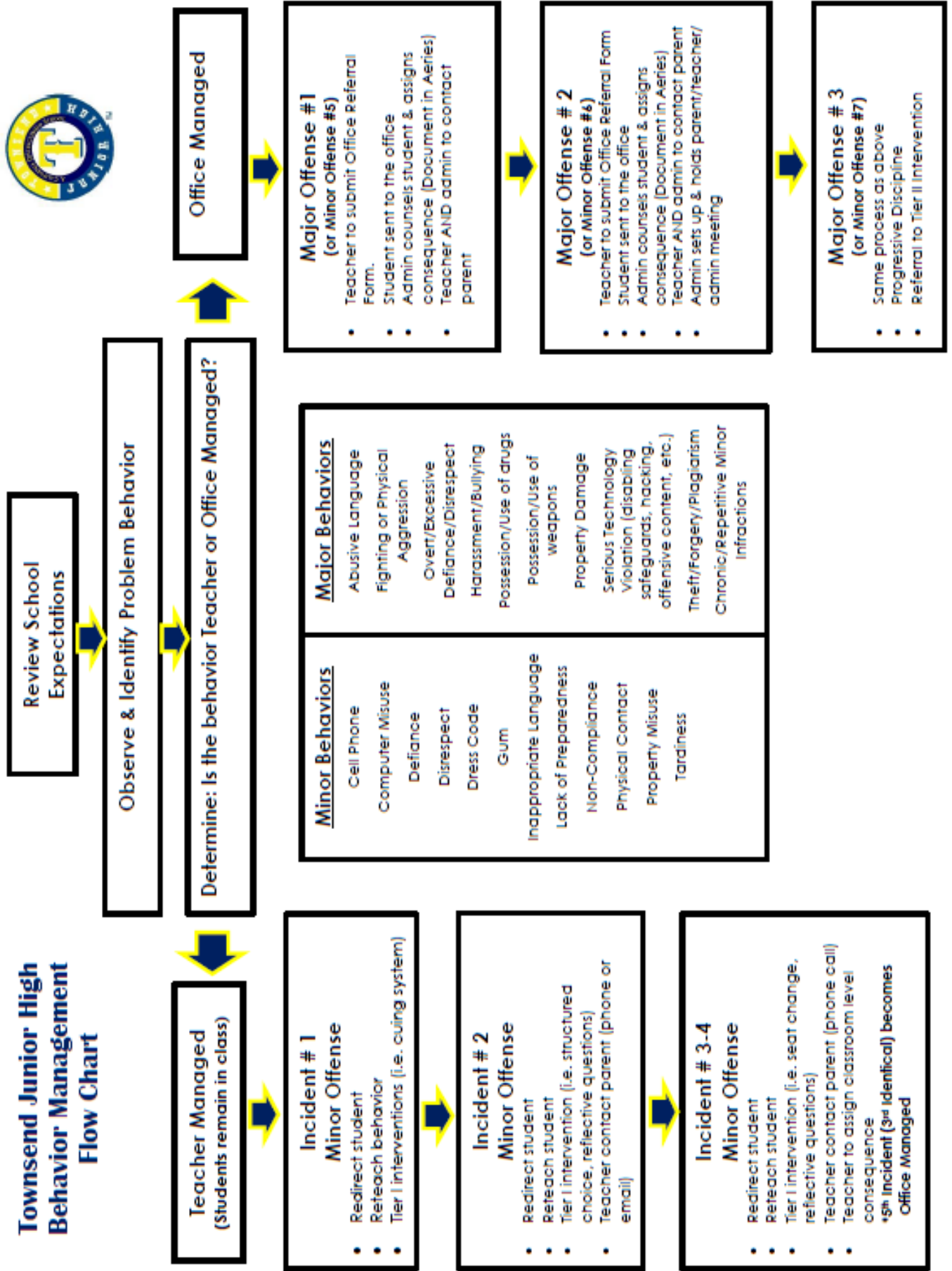
Other factors that may disqualify a student from participation in the promotion ceremony include excessive tardies or absences, unpaid fines or lost textbook/unpaid fees, and fundraising shortages. All students must ride district-provided buses to the promotion ceremony. This means no limo service. **Transportation is not provided after the ceremony**, and students are expected to leave with their parents.

Dress code is in effect during the 8<sup>th</sup> grade promotion ceremony in May. No formal attire! This means no tuxedos, long, formal gowns, and no strapless, spaghetti strap dresses without a covering blouse or jacket. 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 May. **\*Visit the Townsend website for additional information.**

# Townsend School-wide Expectations

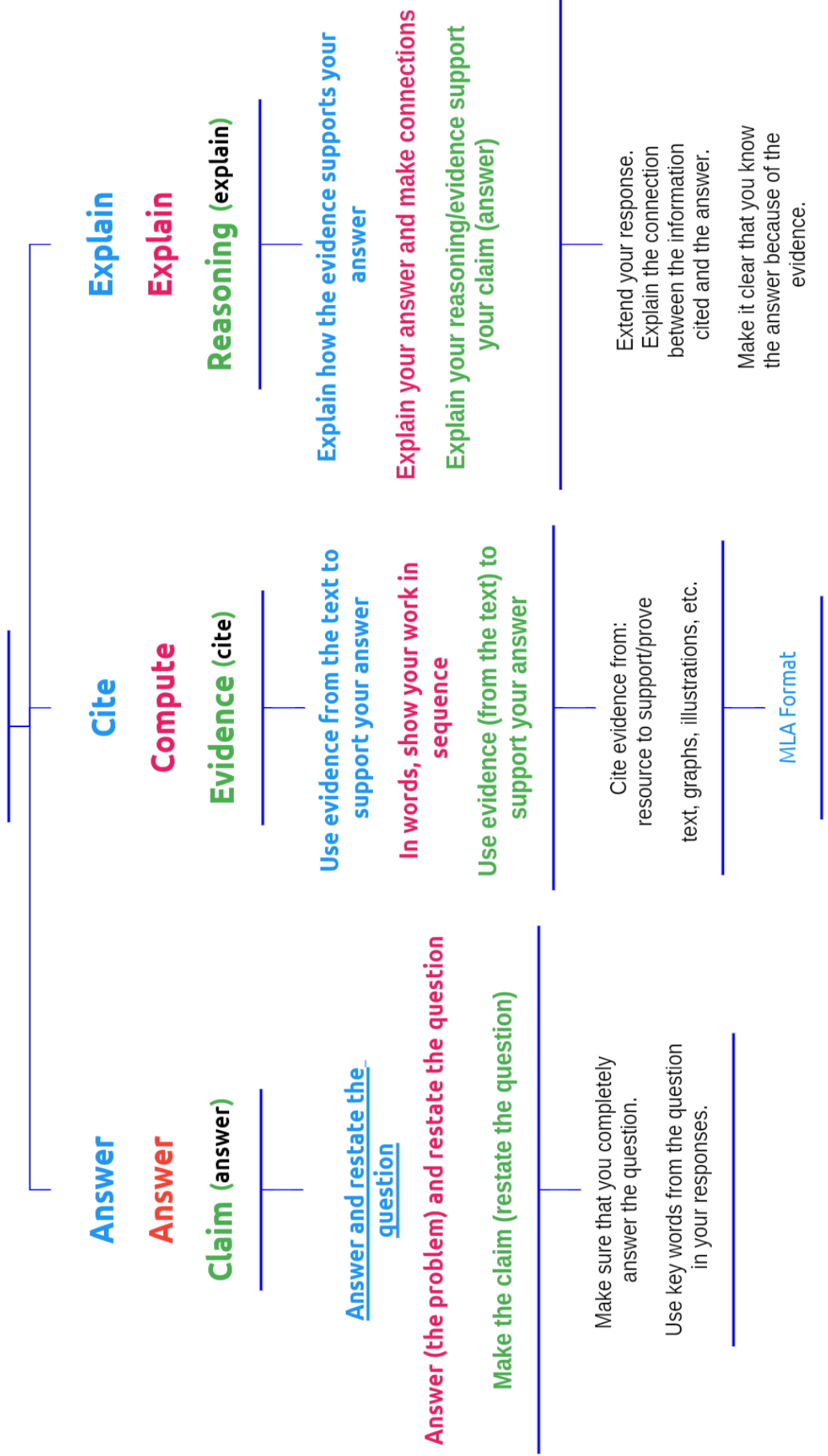
	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Quads</b>	<ul style="list-style-type: none"> <li>Walk at all times and finish food &amp; drinks at the lunch tables</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and be polite when passing classroom doors and windows</li> <li>Be mindful of others &amp; your surroundings and maintain a 2-foot voice</li> </ul>	<ul style="list-style-type: none"> <li>Place all trash into the trash cans</li> <li>Report inappropriate behavior</li> </ul>
<b>Lunch Table</b>	<ul style="list-style-type: none"> <li>Choose one seat and remain seated there until leaving the tables</li> <li>Keep feet underneath the table</li> </ul>	<ul style="list-style-type: none"> <li>Listen and follow adult instructions</li> <li>Be inclusive and prevent peers from eating alone</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and put ALL trash in the trashcans</li> <li>Stay in designated areas and be quiet near classrooms</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Keep facilities clean</li> <li>Report inappropriate behavior</li> </ul>	<ul style="list-style-type: none"> <li>Respect others' privacy</li> <li>Throw trash into the trash cans</li> </ul>	<ul style="list-style-type: none"> <li>Use resources properly</li> <li>Flush the toilets</li> </ul>
<b>Blacktop</b>	<ul style="list-style-type: none"> <li>Play under control and maintain personal space</li> <li>Play with 10 or less people per court</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate language and have good sportsmanship</li> <li>Follow all adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Play with adult supervision</li> <li>Stop play at the bell and return all equipment</li> </ul>
<b>Media Center</b>	<ul style="list-style-type: none"> <li>Keep hands, feet, and objects to yourself</li> <li>Walk at all times and only enter when supervised or with permission</li> </ul>	<ul style="list-style-type: none"> <li>Be polite when passing classroom doors and windows</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Move calmly, quietly, and quickly</li> <li>Be mindful of others and your surroundings</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>Remain seated at all times and keep hands, feet, and objects to yourself</li> <li>Walk at all times and maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and courteous</li> <li>Listen attentively and follow all adult instructions</li> </ul>	<ul style="list-style-type: none"> <li>Walk with your class to your designated seating area</li> <li>Remain seated with your class</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>Keep doorways clear and enter one student at a time</li> <li>Politely wait your turn in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Speak softly</li> <li>Use "please" and "thank you."</li> </ul>	<ul style="list-style-type: none"> <li>Bring requested items to the appropriate staff member who called you</li> <li>Ask questions if you are not sure where to go or what to do</li> </ul>
<b>Health Office</b>	<ul style="list-style-type: none"> <li>Walk to AND from the restroom</li> <li>Use voice level Zero or 1 only</li> <li>Cover coughs and sneezes</li> <li>Wash fronts and backs of hands with soap and water &amp; dry them when asked to do so</li> </ul>	<ul style="list-style-type: none"> <li>Use polite language w/voice level 1:               <ul style="list-style-type: none"> <li>May I..., Please..., Thank you</li> <li>Use adult's name (Mr./Ms./Mrs.)</li> </ul> </li> <li>Your visit to the Health Office is YOUR and MY BUSINESS, no one else's</li> </ul>	<ul style="list-style-type: none"> <li>Talk to adults only when directed to do so (state your purpose politely)</li> <li>Take paperwork given to you back to only your teacher or parent/guardian</li> <li>Ask an adult for permission to leave the office</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>Walk carefully and quietly</li> <li>Push chairs in before leaving the area and leave furniture in place</li> <li>All students must be in a seat unless looking for a book</li> </ul>	<ul style="list-style-type: none"> <li>Speak softly</li> <li>Handle computers, books, and equipment with care; treat it like you own it</li> <li>Food and drinks are not allowed</li> </ul>	<ul style="list-style-type: none"> <li>Computers are used for research and class assignments only</li> <li>Return materials on-time to avoid charges</li> <li>Logout of computers and clean up after yourself</li> </ul>

# Townsend Junior High Behavior Management Flow Chart



# ACE

Language Arts  
History/Social Science  
Math  
Science  
Electives/P.E.



# Lexile Growth Worksheet for \_\_\_\_\_

## INSTRUCTIONS:

Student name \_\_\_\_\_

- 1) Locate the row that contains your fall Lexile score in the column that says "My current Lexile range is between . . ."
- 2) Write your Lexile score in the area next to the box containing your score range.  
To compute your growth goals, you will need to work only with the number in the row that contains your Lexile.
- 3) To compute your 1<sup>st</sup> year's growth goal, add the number in the "Number of points needed to show 1 year's growth" box to your Lexile score and write the sum in the box under the "1 Year's Growth" column.
- 4) To compute your 2 years growth goal, add the number contained in the "Additional Points Needed to Show 2 Years Growth" box to your "1 Year Growth Goal" and write the sum on the line in the last column (2 Years' Growth Goal).
- 5) Plot your first and second years' growth on the Reading Performance Graph.

My current Lexile range is between . . .	My Lexile Score now is . . .		Number of points needed to show 1 year's growth is . . .		My 1-year's growth goal is . . .		Additional points needed to show 2 years' growth are . . .		My 2-year growth goal is . . .
0-281		+	198	=		+	187	=	
282-519		+	174	=		+	161	=	
520-696		+	123	=		+	165	=	
697-786		+	82	=		+	57	=	
787-875		+	49	=		+	109	=	
876-1034		+	36	=		+	149	=	
1035-1237		+	39	=		+	145	=	
1238-1255		+	26	=		+	43	=	
1256 and up		+	46	=		+	46	=	

## Reading Lexile Performance Graph

1 <sup>st</sup> SRI Date: _____	2 <sup>nd</sup> SRI Date: _____	3 <sup>rd</sup> SRI Date: _____
Score: _____	Score: _____	Score: _____
1300		1300
1250		1250
1200		1200
1150		1150
1100		1100
1050		1050
1000		1000
950		950
900		900
850		850
800		800
750		750
700		700
650		650
600		600
550		550
500		500
450		450
400		400
350		350
300		300
250		250
200		200
150		150
100		100

Grade	Below Basic	Basic	Proficient	Advanced
5	BR - 449	450 - 699	700 - 1000	1001 - 1500+
6	BR - 499	500 - 799	800 - 1050	1051 - 1500+
7	BR - 549	550 - 849	850 - 1100	1101 - 1500+
8	BR - 599	600 - 899	900 - 1150	1151 - 1500+
9	BR - 649	650 - 999	1000 - 1200	1201 - 1500+
10	BR - 699	700 - 1024	1025 - 1250	1251 - 1500+
11	BR - 799	800 - 1049	1050 - 1300	1301 - 1500+
12	BR - 799	800 - 1049	1050 - 1300	1301 - 1500+

What do I need to do to maintain my reading level over the summer is to

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



SBS/PY 2003/Conference Presentation/SRI Lexile Growth and PIP Chart  
Revised: Reading Coach Mary Nell 9 May 2019



## **Townsend School - Wide Heading (upper left label on all assignments)**

Student Name (First & Last)  
Teacher  
Class/Period  
Date

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### **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.

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### **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. \*

### **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 holiday

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### **Townsend Makes a Difference Sample Service Learning Chart Time Recording Chart**

Student Name: \_\_\_\_\_

Example:

Date of Event	Description	Time Spent Completing Service	Adult Supervisor's Signature	Student Initials
10/10/22	Helped custodian set up chairs	45 minutes	<i>Mrs. Supervisor</i>	VLG

Principal's Signature \_\_\_\_\_ Total  
Service Hours

We confirm that all service hours were completed as listed by the above named student.

---

Student Signature

Parent Signature