

# 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 service 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 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 highest advanced 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 will rank elective classes every year based on their priority. 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 are able to 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. Lunch and 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 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: [lorena\\_cabrera@chino.k12.ca.us](mailto:lorena_cabrera@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 to 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 be invited to attend a field trip to the tide pools.

**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.

**Perfect Attendance**

Students are recognized every trimester with certificates and a recognition activity.

**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
- ACE Award in Physical Education
- Science Fair
- Spirit Contests
- Lunch Time Activities
- 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 at all times. 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.

**BREAKFAST:** Breakfast will be served every day from 7:00 – 7:30 a.m. Students use their student 9-digit ID# to purchase breakfast. Current pricing is \$1.25 for full price breakfast and free for individuals who qualify.

**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 @ 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.

**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, 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.

**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 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 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:** Several sports are offered after school throughout the year. All Townsend students are permitted to participate as long as 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 have the opportunity 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.

**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 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 Student 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, 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 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.

**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 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 Phone Blast messages to update families about current campus events and information. Please join the Aeries parent portal for communication opportunities from the school via Loop. Follow us on Twitter (@Townsend\_JHS) 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 2:00 - 3:00 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 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.

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

**DISMISSAL:** 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.

**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 skirts, dresses, 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
    - All shirts must have capped sleeves
  - 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/beanies/head coverings including hoods of sweatshirts
    - Hats are permitted for extended sun exposure or medical/religious purposes
  - All shirts must have capped 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

\*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 40 minutes. They may be assigned by a teacher for classroom behavior or by an administrator. Students are given an 8<sup>th</sup> 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 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 an alternative 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.

**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 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 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 **AERIES.NET**.

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 AERIES.NET 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 8:00 a.m. – 1:30 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 2:00 p.m.

# I

**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. 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 in order 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 Chino Human Services counselors for counseling.

## L

**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 on a lottery basis 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/OR DAMAGED TEXTBOOKS/CD'S:** All textbooks are now 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. Food and beverages brought in from the outside (pizza, etc.) cannot cause a disruption. Free and reduced - priced student lunches are available for families who qualify. Applications are available online at [chino.k12.ca.us](http://chino.k12.ca.us)  
*In order to preserve the instructional time for all students, we will not interrupt classrooms for forgotten lunches.* Children 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>Be Safe</b>	
Keep food on the table while eating.	Keep backpacks and feet underneath the table.

<b>Be Respectful</b>	
Listen and follow adult instructions.	Do not let a peer eat alone.

<b>Be Responsible</b>	
Clean up after yourself and put <b>ALL</b> trash in the trashcans.	Stay in designated areas and be quiet near classrooms.

# M

**MONDAY EARLY RELEASE:** Our weekly early - dismissal day is Monday. Dismissal time is 12:51 p.m. Please check our website for other early dismissals due to holidays.

**MINIMUM DAY:** Minimum days are scheduled throughout the school year, and the hours are 7:45 a.m. to 12:21 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 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. 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 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 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/discipline), 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 expectation 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 "Character Credits." Credits 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  
iPods & MP3 Players  
Rollerblades & Skateboards  
**Any type of spray bottles**  
Permanent Felt-tip Pens

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

Glow Sticks  
Cameras/Video Flips  
Personal Valuables  
Electronic Cigarette  
**VAPEPENS**

## 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, 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.

**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. A SWS 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, 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 TEACHER 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 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 2:00 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.

## **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 February 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. Points will be deducted for the following reasons:

Tardies, Dress Code, Lunch Citation	5 points
Bus Citation, 8 <sup>th</sup> Period, Period Suspension, Office Referrals	10 points
Saturday Work Study	20 points
Suspension (full day or on-campus)	25 points

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

8 <sup>th</sup> Grade Promotion Trip	105 points
8 <sup>th</sup> 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/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 June. 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 June. **\*See the 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.**

## Townsend School – Wide Heading

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 holidays

### 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
10/10/16	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 \_\_\_\_\_