

TILLAMOOK JR. HIGH SCHOOL

2019 -20 HANDBOOK



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TJHS Handbook 2019-20

Lions' Pride is being Safe, Respectful and Responsible!

SCHOOL DAY

The school day is from 8:15 a.m. to 3:15 p.m. Tuesday-Friday. Doors open at 7:50. On Mondays, school will start late at 9:15 a.m. and finish at 3:15 p.m. Doors will open at 8:50. Students will be able to eat breakfast, read/work in library or report to the gym. Students who want to access a teacher before school need to make arrangements beforehand. Teachers will be available to students after school from 3:15 – 4:00 pm on Tuesday, Wednesday, and Thursday of each week that there is school.

<u>Monday</u>	<u>Tues-Fri.</u>	<u>Assembly Schedule</u>
Disco 9:15-9:45	Disco 8:15-8:30	Disco 8:15 - 8:30
P1 9:49-10:27	P1 8:34-9:21	P1 8:34 - 9:18
P2 10:31-11:09	Break 9:21 - 9:32	P2 9:22 - 10:06
P3 11:13-11:51	P2 9:36 -10:23	P3 10:10 - 10:54
P4 11:55-12:37	P3 10:27 -11:14	P4 10:58 - 11:42
Lunch 12:37-1:07	P4 11:18-12:10	P5 11:46 - 12:12
P5 1:11-1:49	Lunch 12:10 – 12:40	Lunch 12:12 - 12:30
P6 1:53-2:31	P5 12:44-1:31	P6 1:05 - 1:49
P7 2:35-3:15	P6 1:35-2:22	P7 1:53 - 2:37
	P7 2:26-3:15	A 2:41 - 3:15
	Access 3:15-4:00 (not Fri.)	

STUDENT ATTENDANCE INFORMATION

Regular attendance and being punctual are two important aspects in getting the most out of your educational experience. We also recognize that personal situations arise and must be dealt with individually. Except in cases of extreme illness or a family emergency, you should be in school.

To attend extra-curricular activities and sporting events, (i.e.: dances, games, field trips, recognition, etc.), a student must be in attendance at least half of the day of the activity. The exception would be made for pre-excused absences due to a medical appointment or emergency. Students with unexcused absences may lose the privilege of attending extra-curricular activities.

STUDENT ABSENCE

It is important that parents call and notify the school when an absence occurs. The school's phone number is 503-842-7531. If you need to speak to a Spanish speaker, please call 503-842-4414 ext. 1130. Please call between 7:30 a.m. and 9:00 a.m. on the day the absence occurs. When the school is called, give a reason for the absence and when the student expects to return.

If the school is not notified of an absence, an automated phone call home will occur. A phone call or note signed and dated by a parent or guardian stating the reason for the absence to the school's office is required upon return to excuse the absence. This must be received within 3 business days of the absences; otherwise it will be permanently unexcused. Truancy is considered an unexcused absence. Students that fall below the 92% absent rate or show a pattern of absenteeism will need to provide a doctor's note to have their absences excused. A parent may call to request homework if the student is gone 2 or more days.

If a student is going to be absent one or more days due to a trip or appointment, please do the following:

1. Bring a signed note from a parent or guardian and turn it into the office two or three days in advance.
2. Obtain a pre-excused make-up slip. Absences of more than one day will require a pre-excused make-up slip.
3. The student will take the slip to each teacher, who will assign work.

TARDY PROCEDURES

Students are expected to be in the classroom before the bell rings. A student is tardy when they are not in the assigned classroom within 10 minutes of the bell ringing.

If you arrive at school after 8:15 on T-F or 9:15 on M report to the office. If you are late to school for any other reason than illness, family emergency, or appointments: medical, counseling, dental, or court, it is unexcused. Exceptions can be made at the principal's discretion. You must present either an excused or unexcused tardy slip to your teacher. This will show your teacher that you have checked in at the main office for attendance purposes. If you are late due to a late bus the office will give you an excused tardy slip.

Students will be allowed 4 unexcused tardies every 6 weeks. Students will be given a "Pass" paper that has 4 tardy passes and 4 classroom passes. Students need to keep this with them in their binder at all times. When he/she is tardy, staff will sign 1 of the tardy passes. Once the 4 passes are signed, he/she will be marked tardy in the attendance system. This indicates the fifth tardy within the 6 weeks. Upon the 5th tardy and every tardy thereafter, the following consequences will be assigned:

- 5th Tardy = Lunch detention
- 6th Tardy = Two Lunch detentions
- 7th Tardy = Thursday Night School 3:15 – 5:30 pm
- 8th Tardy = ½ day of in-school suspension
- 9th Tardy = 1 day of in-school suspension
- 10th Tardy = Alternate intervention

Students serving noon detention will eat their lunch in a classroom. Students serving in-school suspension will be required to work on classroom assignments.

SKIPPING AND TRUANCY

Skipping is when a student is more than 10 minutes late to a class without an excuse or leaves class without permission. Truancy is when a student is more than 15 minutes late to school without an excuse.

On the second infraction parents will be notified. Further occurrences result in a referral and consequences ranging from lunch detention to in-school suspension.

STUDENT ID CARDS REQUIRED

Each student will receive a TJHS ID card. These cards are used to purchase breakfast and lunch, check out books and for admittance to activities. Cards that are defaced, cut or altered in any way must be replaced at the cost of \$5.00 to the student. Students that have a card in such conditions will not be able to use them.

STUDENT EXPENSES

The following monies are collected at the beginning of the school year:

\$25.00	PE shirt and shorts - required (last year's PE clothes can be used)
\$15.00	PE shirt OR shorts - If student already has one of the items.
\$20.00	Yearbook if purchased before March. \$25.00 after April 1.
\$ Varies	Lunch account balance (Breakfast \$1.30, Lunch \$3.35)

STUDENT MONEY

Please refrain from bringing bills \$20 or larger to school. The office does not make change. Theft may also be an issue and TJHS is not responsible for lost or stolen money.

SCHEDULE CHANGES

Students and parents may request schedule changes only during the first week of each term. Requests for a specific teacher or order of classes will not be approved. A note stating the request and reason must be signed by a parent/guardian and brought to the office for review. After the first week, a student's schedule may be changed at faculty request, administration's decision, or for health reasons. The administration has the final say in the student's schedule.

Band and choir are full year classes and may not be dropped during the year.

ATHLETICS/ACTIVITIES - GRADING AND CONDUCT POLICY

Students are required to pass all classes with a C (70%) or better. Any grade below a 70% is not passing. Students that fail courses will lose privileges such as attending extracurricular activities, sports participation, field trips, etc. until a passing grade has been earned. Teachers will attempt to notify parents on Monday if a student has fallen below the 60% grade mark.

Students who represent Tillamook Junior High School in athletics or activities are expected to be positive role models for the school. This means that they will be respectful at all times, represent their parents/guardians and the school in the highest manner, and demonstrate good sportsmanship at all times. Failure to do so will result in suspension from the next game and possibly permanent removal from the team.

In order to participate in sports, students must be passing all of their classes. Each Monday students' grades will be checked. Those students falling below a C grade will be notified and given until the start of school the following Monday to bring the grade up to at least a C. Students must attend Access that week until a C is achieved. Those students who are still failing a class by the following Monday will not be able to participate in practice or games the following week. If the grade is made up before the next grade check (Monday) the student may resume participation in practice, but will not be able to participate in games until the next grade check. **If a student has lower than a C three weeks in a row that student will be dropped from the sport.**

HOMEWORK POLICY

Homework is a complement to, and an extension of, classroom learning activities. Homework includes, not only written work, but also activities such as viewing specific television programs, searching for information in newspapers or magazines, reading and other activities, which are related to classroom work but are performed outside of school time. The amount of homework will vary according to individual classes. The homework assigned will be at the discretion of each teacher and will be based on knowledge of the student's individual ability.

PARENTVUE

ParentVUE is a website that offers secure, private access to school and student information, including assignments, grades, attendance, school calendar, and teacher contact details. At registration, every parent received a setup code to establish a ParentVue account. Some of you have already set up your ParentVue account, as this sign up is a one time event.

Your ParentVue account is active for all of your TSD9 students. You can continue to use the same account throughout the years of your students' attendance at Tillamook District schools. We encourage you to maximize the usage of ParentVue to keep up with your student's grades and check for missing assignments. If you have not already set up an account, please contact Sherry Salo in the main office, 503.842.7531, Ext. 3125, for directions and information to establish your account.

STUDENTVUE

StudentVue is a website just like ParentVue that offers secure, private access to school and student information, including assignments, grades, attendance, school calendar, and teacher contact details. Students will activate and/or access their account in September. A student can continue to use the same account throughout the years of attendance in TSD9. Students are expected to regularly check their grades through StudentVue.

ACCESS TIME – Tuesday - Thursday 3:15 - 4:00 pm

Access time is an opportunity for students to complete assignments, make-up tests and get additional help from teachers. All students must sign in to a classroom by 3:25.. Students are not allowed to be in the hallways or work in the library.

A snack sack is provided at 4:00 for students that attend Access. Transportation is provided at 4:15.

AFFECTION POLICY

Tillamook Jr. High School is a learning environment where all students are expected to learn and grow. Demonstrations of affection between students are limited to hand holding at school and at all school-sponsored events. Kissing and hugging at school is inappropriate and disruptive to the educational environment. Other examples include, but are not limited to: lying on or against one another in the halls, sitting on laps, inappropriate dancing at functions, etc. Students who violate this policy are subject to disciplinary action.

FOOD, BEVERAGES, VENDING MACHINE

Food and beverages are to be consumed in the cafeteria before school, break, lunchtime and after Access. The vending machine can be used during those times. It is not to be used during class time. Eating and drinking out of your locker and in the hallways is not allowed. Food and beverage items will be confiscated if being consumed in areas other than the cafeteria.

Exception: Staff may allow food in the classroom for projects or special celebrations. Water, in an unbreakable sealed container, may be taken to classrooms for hydration purposes. Coffee and energy drinks are not allowed.

BREAKFAST (FREE) AND LUNCH PROGRAM

An account for students eating school meals will be established with the district. Payment is due to the school office as needed. Students are notified on a weekly basis if their lunch account balance is getting low.

The meal program uses the student's I.D. card as a debit card to pay for their lunch. One breakfast is free each day. ALL students can eat free breakfast either before school **OR** during the Second Chance Breakfast break between Period 1 and 2. The office accepts checks and/or cash and credits the student's lunch account on the computer system. A lunch locker is provided, which is located in the main lobby by the main display window, for students to deposit their lunch money. Students need to place the money in an envelope with their first and last name on it. **Money must be in the locker or received in the office by 11:00 a.m. to be credited that day.** Online payment is also available by going to www.mymealtime.com. Breakfast -\$1.30, Lunch \$3.35

Upon a student's withdrawal from TSD #9, the building secretary will check on a student's existing meal account balance. It is the parent's responsibility to provide the district with a forwarding address within 30 days of the student's withdrawal. TSD #9 has the authority to retain the funds from the student's account. All negative balances must be paid at the time of the student's withdrawal from the school district.

DRESS CODE

The goal of TJHS is to promote a learning and working environment that is comfortable for students, staff and community guests. Dress code offenders will be asked to change. Students that consistently violate the dress code will be assigned consequences of lunch detention to out of school suspension.

- Wear shoes all day, every day. Soft soled slippers are not allowed.
- Do not wear pajamas to school.
- Cover the following body parts completely: Tummy, rear end, and cleavage. No bare shoulders allowed without straps at least two fingers in width. All other straps are not to be seen.
- Bra, boxers and underpants must not show.
- Your fingertips need to reach the bottom of your skirt, shorts, or ripped jeans when you are standing.
- Hats, hoods and sunglasses are not to be worn inside the building.
- Do not wear spikes, chains or bandanas.
- Clothes and jewelry that have violent, sexual or rude messages are not allowed in school; neither are clothes and jewelry with words or pictures that have to do with drugs, alcohol, weapons or are gang related.
- Clothes and body parts are not to be written on.

PE DRESS REQUIREMENTS:

- TJHS issued PE shirt and shorts are required for dress down daily unless a student has a doctor's note excusing them from **all** PE activities.
- Athletic shoes and socks are necessary for safety.
- PE clothes are worn for PE ONLY. They are not to be worn out of the gym to other classes.

RESTRICTED ITEMS

From the time of arrival to the end of the school day the following items are not allowed to be used or carried to classes: cell phones, iPods, music devices, game systems, or any other electronic devices and gum. If brought to school these devices must be kept in the student's locker.

Sharpie pens, toys, fidget spinners, rubber bands and any other item of nuisance are not allowed at school. If students are found in possession of any restricted items during school hours, the item may be confiscated up to 48 hours and a referral will be written. On the second incident parents will need to pick up the item. TJHS is not responsible for any lost or stolen items.

If a pet is needed for a classroom presentation, arrangements should be made with the administration one day prior to the presentation. You may not transport animals, skateboards or glass containers on the bus.

Prohibited items not allowed at school at any time: Firearms, knives, drugs, alcohol, tobacco, lighters, matches, and laser pointers.

ELECTRONIC DEVICE POLICY: CELL PHONES

(Board Policy JFCEB & JFECB-AR) Students are encouraged to leave their cell phones at home, however, we recognize that cellular phones are often used for legitimate communication needs outside of class time.

As a staff we have seen cell phones become a consistent distraction to the school environment. As a result, we have seen disturbing trends in student concentration, focus, and attention. We also know that social drama and even trauma enters the classroom through cell phone usage. As a staff we care too much about our students' academic success, general health and well-being to stand by and allow cell phones to have such an effect.

Therefore, the following practices are in place regarding cell phones:

1. Cell phones are not to be out or in use from time of arrival to 3:15 pm.
2. Access: cell phone may be used at teacher's discretion for grade checks and other purposes as determined by the teacher.
3. Family members are asked not to call or text students during times when students are in classes. If you need to reach your student with an important message while your student is in class, call the main office at 503-842-7531 and we will get a message to your student.
4. Tillamook Jr High School is not responsible for following up on or investigating reports of loss or theft of personal cell phones or other electronic devices. Students and staff who bring cell phones and other personal electronic devices to school with them and use them, when and where allowed in the building, do so at their own risk. It is highly recommended that students keep personal cell phones out of sight and locked in their locker during the school day.
5. Students may use cell phones after school and during after-school activities.

Cell Phone Violation Policy

1. Teachers police cell phone policy in their classrooms:
 - First offense - keep for class period
 - Second offense - keep for day
 - Third offense - referral and parental pick up at the front office.
2. All adults are responsible for policing cell phone policy building-wide during school hours.

MEDICATION

All medications, including over the counter and prescription drugs, are to be brought in by an adult from the household. A medication permission slip, which can be obtained from the office, needs to accompany the medication. This will give the office personnel the correct dosage and time for the medication to be dispensed.

All prescription and over the counter medications, including aspirin, Tylenol, Midol, cough syrups, etc. (in their original containers) are to be left in the office during the school day. We can only dispense medications that are FDA approved. Students who are required to keep their medication on them at all times, (i.e. inhaler) must have a medication permission form filed in the office. Students may come to the office to take the medication as prescribed. **The office will not dispense any medication without a medication form and is required to document all dosages given. Forms available at the front office.**

LOCKERS

Students are assigned a hall locker and a locker in the P. E. locker room. **Lockers and combinations are not to be shared.** Lockers are to always be locked. These lockers are for the student's convenience, but are school property, and the administration reserves the right to inspect the contents of the locker at any time. Locker checks will be made during the school year to ensure cleanliness. Although the school will investigate any reports of stolen property, it cannot be held responsible for items lost or taken from a locker. Students will be held responsible for damage caused to lockers. **Binders and books are not to be left in the gym, on the lunchbox bookcase, by teachers' doors, etc. Everything is to be in your locker when not needed.** A request for a locker combination to be changed by the student must be approved by the administration and will cost \$3.00.

BACKPACKS AND BAGS

Backpacks and/or bags are a convenient way of transporting books and supplies to and from school. However, for reasons of safety, security, and student health, backpacks and bags are not to be used during the school day. Students are expected to use their lockers for book storage and carry necessary materials to their classes. Administration reserves the right to search a student's belongings when there is reasonable suspicion.

Under no circumstances should a backpack or bag be taken to class. Because of locker size, a backpack or bag is not required, but if purchased it should be medium sized and flexible so it will fit in the locker.

LOST AND FOUND

Articles found in and around the school should be turned in to the main office. Small items (like jewelry) are kept in the office while larger items (like coats, sweatshirts, etc.) are deposited in a bin designated for lost and found items by the Art room. Lost and found items that are not claimed will be given to charity.

SCHOOL TRANSPORTATION

Students who come to school on the bus should return home on the bus. Riding the bus is a privilege; improper conduct on the buses will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses. Bus students are to be at the bus area immediately after the bell rings. Students are to stand behind the railings and yellow line in the bus area.

Students not riding a bus are not allowed in the bus area and should exit the building using the front doors. Students waiting for a ride are to wait at the front of the building and be aware of cars approaching to pick up students. Students should not re-enter the building once outside.

EMERGENCY DRILLS

Safety drills are held monthly throughout the school year to instruct students in procedures that should be followed in case of fire, earthquake, tsunami or intruders.

CLOSED CAMPUS

The junior high school maintains a closed campus; this means that once students arrive they are not allowed to go off campus without prior approval; this includes lunch.

Parents are asked to support this school rule and not give their child permission to leave the school campus.

GUESTS

Student guests are not allowed at any time. Parents or Guardians may come to visit but need to check in at the office.

LIBRARY

The library is a place for reading and studying. Talking is to be at a whisper so as not to disturb others. During class time, students must present a pass to the librarian to be allowed in to do work or look for books. All books must be checked out before leaving the library. Students use their ID cards to check out books. **Textbooks are checked out overnight only and are to be returned the next morning.** Other books are checked out for a two week time period. Books need to be returned in a timely manner. Notices for overdue books will be sent to students weekly. Students that have overdue books for one or more weeks will serve noon detention until the book is returned or paid for.

LIBRARY COMPUTER LAB

Before entering the computer lab, students must present a pass from a teacher to the librarian. Students are not to change anything on the computer (such as screensavers, backgrounds, wallpaper, sounds, etc.) You must have a jump drive to save work. Printing should be kept to a minimum. If you need to print from the Internet, you must copy and paste what you need onto a Word or Google document first. You may not print anything directly from the Internet unless a teacher has given you permission.

Students misbehaving or not on task will be sent back to class whether you are finished or not. Repeated misbehavior or inappropriate Internet access will result in a referral and losing computer lab privileges.

INTERNET POLICY

Students are allowed internet access for school research with parent permission. Any student requiring internet access must sign and have parents sign the TSD9 Network Access Agreement form. In addition to the District Network Agreement, students agree to the following:

1. Access to email, unless for school related items, is not allowed.
2. Access/posting to social networking sites such as Facebook, Snapchat, etc. is not allowed.
3. Downloading software, music or videos is not allowed without prior approval.
4. Students check in with the librarian prior to entering the computer lab. Students must save work on a jump drive and not the hard drive.

A violation of the agreement or policy will result in loss of internet privileges.

ATHLETICS/ACTIVITIES

The following sports and clubs are offered through the school: football, volleyball, cross country, girls' and boys' basketball, wrestling, track, yearbook, and speech and debate. Tillamook SD9 has waived fees to encourage participation by all students. Students must also have 1 physical for their 6th-8th grade years and medical insurance.

Parents must register their student(s) online in order to participate.

SPECTATOR CONDUCT

Spectators should understand that their behavior is a reflection upon TJHS while attending any athletic contest or activity after school. Students are expected to conduct themselves according to all school rules and to the following guidelines:

1. You should always be courteous to other spectators attending the contest.
2. Encourage and support your team, but do not make negative comments to or about members of the visiting team.
3. Remain in the area where the contest is taking place. Students who are not watching the contest but are just playing around in the halls or outside will be asked to leave and may lose their privilege to attend future events.

DANCES AND ACTIVITIES

Students that attend these events must stay for the entire time period unless a parent is present to pick them up. Students that leave early without permission will not be allowed back into the event and parents will be notified. Students must arrive at the event within a ½ hour of the start time. Parents must arrive promptly to pick up their student. **Students that are not picked up within 15 minutes will not be allowed to come to the next event.**

Passing grades (70% and above) and TJHS ID cards or Studentvue on a personal device are required when attending these functions. Cost for attending is \$5.00. Students that do not have the accepted ID will need to wait to be identified and pay an additional \$3.00 above the cost of entry. Students must be registered at TJHS by attending classes or participating in sports and currently living within the Tillamook School District #9. No guests are allowed.

Wristbands are sold for each event before school, at lunch and at the time of the event to show that grades and ID have been checked.

BEHAVIOR INTERVENTION PROCESS - DISCOVERY PROGRAM

Essential Skills for Students - Objectives:

- To develop a strong sense of community and establish positive support systems for all students.
- To teach, practice, and provide feedback on positive social skills.
- To reinforce the culture of the classroom/school and ensure that all students realize what is expected of them and what they can expect from the staff.

How it works in the classroom in regards to behavior:

- Students will be given 2 redirects if they are not using attending skills.
- On the second redirect, student and teacher will conference in the hallway.
- The third time the student is not attending, he/she will be sent to the Lion's Den. The student will complete a Problem Solving Contract, review it with Administration, conference with the teacher and return to Administration. If warranted, a problem solver could evolve into a referral and consequences will be assigned. Student will be sent to his next class when it has been determined, he/she can meet behavior expectations.
- More severe behaviors will result in a referral and appropriate consequences as determined by the Dean of Students or principal. Notification: A courtesy call will be made to inform parents that a problem solver was completed and next steps. Next steps could include: interventions, consequences, grade level team meeting, and/or parent meeting.

Misbehavior when a substitute is present will result in a referral and the student will be assigned After School Detention 3:15 - 5:30 (Thursdays).

Lions' Pride is being Safe, Respectful, and Responsible

It is expected that students display the following behaviors throughout the school.

Areas	Be Safe Be free from harm of any kind (physical or emotional).	Be Respectful Be polite and cooperative with others.	Be Responsible Be dependable and trustworthy at all times.
Everywhere	Keep hands, feet, and objects to yourself. Get adult help when needed Report unidentified visitors Always walk	Use kind words and actions Clean up after yourself Use appropriate voice levels Be polite and helpful Respect others' space/property	Follow directions Be present, prepared, on time, and ready to learn Stay within TJHS boundaries Dress according to standards Place all trash in cans/recycle bins

Office	Sign in/out Keep clear of entrance	Enter/Leave quietly Honor privacy Wait quietly in line to be helped Politely state your purpose	Use office before/after school or during lunch Stay behind the window Stay behind counter while inside
Bathrooms	Report problems to adults Keep floors clean & dry Keep main door open & lights on Keep clear of entrance	Wait your turn Use appropriate language Honor personal space & privacy	Always flush toilet & wash hands Get in/get out Avoid conversations and gatherings Keep bathroom clean & tidy
Hallways	Always walk on “right” side Keep hallways clear Keep hands/feet/objects to self Use water fountains appropriately Keep classroom entrances clear	Enjoy displays with eyes only Use appropriate language & voice level Honor personal space & privacy Allow flow of traffic in halls & to lockers	Use hall passes Place trash in cans Walk directly to destination Avoid large gatherings that block traffic/access
Cafeteria	Eat your own food Report all spills	Use quiet voices Use good manners Wait your turn	Follow directions All food and drink remains in cafeteria Throw all garbage in trash can and recycle bottles Have lunch card ready
Bus Zone	Stay behind yellow line Cross bus lane with adult Stay off fences and railing Keep area clean Get permission to reenter building	Use kind words and actions Use conversation level voice	Use office note to ride different bus Be aware of departure times Only bus riders allowed in bus area
Drop off / Pickup Zone	Remain in the designated waiting area Watch for cars Use crosswalks at all times	Enter / Leave calmly and quietly	Be aware of your belongings Go directly to destination

Gym / Field (free-time)	Follow directions immediately Stop at whistle/bell Use equipment/space appropriately Keep hands/feet/objects to self Keep clear of entrances/exits Stay within boundaries	Share equipment & space Use appropriate language Be courteous/include others	Return equipment correctly Follow activity/game rules Pick up after yourself Put trash in cans Keep binders/clothing in locker
Assemblies	Walk carefully on bleachers Wait to be dismissed Stay seated	Be polite to presenters Applaud appropriately Enter/Exit quietly Listen and pay attention	Go to assigned area with staff
Dances	Remain on the dance floor Keep doorways clear Be aware of others around you Report all spills Walk at all times	Maintain space between others Follow all adult directions Use appropriate language	Throw trash in garbage cans Recycle pop bottles Be picked up on time Follow dress code Keep track of personal belongings
Library / Computer Lab	Move calmly & quietly Push in chairs when leaving Keep food & drink out	Use quiet voices/whisper Wait patiently to check-out/return materials or use computers Listen/follow librarian's directions	Replace materials carefully Return materials when due Use time appropriately Treat materials/equipment with care Use passes during class time

TJHS DISCIPLINE GUIDELINES

The following discipline guidelines are in place so that students have a clear understanding of the consequences of misbehavior at school. The guidelines will also enable the staff and administration to be consistent and fair in their disciplinary decisions. **As every disciplinary case may be unique, or the severity of the case may be different, the administration reserves the right to implement a different disciplinary approach when the circumstances warrant it.**

Major Problem Behavior	Definition	Consequence
Inappropriate Language	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.	Lunch detention to suspension
Arson	Student plans and/or participates in malicious burning of property.	Suspension pending expulsion hearing
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	Suspension pending expulsion hearing
Defiance/Disrespect	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions	Lunch detention to suspension
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.	Lunch detention to suspension
Dress Code Violation	Student repeatedly wears clothing that does not fit within the dress code guidelines practiced by the school.	Lunch detention to suspension.
Fighting	Student is involved in mutual participation in an incident involving physical violence.	Out of school suspension and possible police notification
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.	In school suspension to out of school suspension. Restitution. Possible police notification.
Gang Affiliation Display	Student uses gesture, dress, and/or speech to display affiliation with a gang.	In-school suspension to out of school suspension.

Harassment/Bullying	Student delivers disrespectful messages*(verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>	Suspension to suspension pending expulsion hearing. Possible police notification. District Office notification.
Inappropriate Display of Affection	Student engages in inappropriate, consensual verbal and/or physical gestures/contact, of a sexual nature to another student or adult other than hand holding.	Lunch detention to suspension.
Inappropriate Location/ Out of Bounds Area	Student is in an area that is outside of school boundaries.	Lunch detention to suspension.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.	Lunch detention to suspension. Zero on assignment.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, kicking, hair pulling, scratching, etc.).	Suspension to suspension pending expulsion hearing. Possible police notification.
Property Damage/Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	Lunch detention to suspension pending expulsion. Restitution. Possible police notification.
Skip Class	Student is more than 15 minutes late to class without an excuse or leaves or misses class without permission.	Lunch detention to out of school suspension.
Truancy	Student is more than 15 minutes late to school without an excuse.	Lunch detention to out of school suspension.
Tardy	Student is no more than 15 minutes late to class without an excuse. Student must be in the classroom when the bell rings.	Lunch detention to out of school suspension.
Technology Violation	Student engages in inappropriate use of cell phone, music device, camera, and/or computer.	Item is confiscated. Lunch detention to out of school suspension.

Use/Possession of Alcohol	Student is in possession of or is using alcohol	1 st offense-10 day suspension (may be shortened with a diversion contract). 2 nd offense- suspension pending expulsion.
Use/Possession of Drugs	Student is in possession of or using illegal drugs/substances or imitations.	1 st offense-10 day suspension (may be shortened with a diversion contract). 2 nd offense- suspension pending expulsion.
Use/Possession of Tobacco	Student is in possession of or using tobacco.	1-5 days out of school suspension. Police notification. 2-4 week activity suspension.
Use/Possession of Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, etc.).	Out of school suspension pending expulsion. Possible police notification.
Use/Possession of Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.	Out of school suspension pending expulsion hearing. Police notification.

Administration reserves the option to recommend expulsion at any point in the process.

Tillamook Junior High Tobacco Policy

Student possession, use, sale or distribution of tobacco in any form, or a tobacco burning device, on school premises, including buses, or at any school sponsored activity, including preseason and postseason practices or activities is prohibited. Violations of this policy will result in the following procedures:

Note: First, second and third offenses will follow the student from 7th grade to 8th grade. It will not start over at the beginning of each academic year. Any third party evaluations will be at the parent's expense.

First Offense:

Police notification.

Two-day suspension from school.

Two week activity suspension, including all school-sponsored activities, athletics and extra-curricular events.

Third party alcohol/drug evaluation may be recommended.

Second Offense:

Police notification.

Four-day suspension from school.

Four week activity suspension, including all school-sponsored activities, athletics and extra-curricular events.

Third party alcohol/drug evaluation may be recommended.

Third Offense:

Police notification.

Suspension pending expulsion.

Activity suspension, including all school-sponsored activities, athletics and extra-curricular events.

Third party alcohol/drug evaluation may be recommended.

Tillamook Junior High Alcohol and Drug Policy

Student possession, use, sale or distribution of alcohol, any unlawful drug, drug paraphernalia, or any substance purported to be a drug, including misuse of non-prescription drugs or misuse of drugs prescribed by a licensed medical practitioner, on school premises including buses or at any school-sponsored activity, including preseason and postseason practices or activities is prohibited. Violations of this policy will result in the following procedures: Any third party evaluations will be at the parent's expense.

First Offense:

Police notification

10 day suspension (May be reduced in half with agreement to enter into drug and alcohol counseling at parent's expense).

Three week activity suspension, including all school-sponsored activities, athletics and extra-curricular events.

Second Offense:

Police Notification

Recommended for expulsion.

The administration reserves the option to recommend expulsion at any point of the process.

PARENT SECTION

TILLAMOOK SCHOOL DISTRICT #9 MISSION STATEMENT

The mission of the Tillamook School District is to prepare our students with the academic, artistic and social skills necessary to become positive contributors to a changing world.

ANNUAL NOTIFICATIONS, 2019/20 – Tillamook School District #9 (TSD9)

Family Educational Rights and Privacy Act (FERPA)

- TSD9 forwards student education records requested under OAR 581-021-0250 (1)(m) within 10 days of receiving the request. Parents have the right to inspect and review the education records of their student, except as limited under OAR 581-021-0290; request amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights; pursuant to OAR 581-021-0410 file with the US Dept. Of Education a complaint concerning alleged failures by the agency or institution to comply with the requirements of the Family Educational Rights and Privacy Act; and obtain a copy of the policy adopted under OAR 581-021-0250 which is located at the District Administration Office, 2510 1st St., Tillamook.
- Disclosure of Directory Information (student's name, address, phone number, photograph, date/place of birth, dates of attendance, most recent/previous school or program attended, major field of study, GPA, participation in sports/activities, height/weight of athletic team members, degrees/awards received, and illness or accident information as required in health and safety emergencies) may be prohibited by parent and must be done in writing to the principal within 15 days of this annual notice. The district must, by law, release secondary student's name/address/phone to military recruiters and/or institutes of higher education unless requested in writing that the district withhold this information. Directory information is not released to vendors or others desiring to solicit.

Oregon Medical Assistance Program (OMAP)

TSD9 participates in the Oregon Medical Assistance Program (OMAP). Student directory information may be submitted, periodically, to this program for purposes of verifying student eligibility for Medicaid. If you do not wish your student's directory information to be released, please notify the district in writing within three weeks of receiving this notification.

Social Security Numbers (SSN)

Making a child's social security number available is voluntary. If you provide it, TSD9 will use it only for the maintenance of archives, research and for the purpose of reports. The school district will not use the student social security number to make decisions that affect your child or any other person directly. If you choose to not give your child's social security number, he/she will not be denied any rights as a student. By providing your child's social security number means that you give your permission to use your child's social security number in the way in which it has been suggested.

Protection of Pupil Rights Amendment (PPRA)

TSD9 has adopted policies to comply with the amendment on protection of the rights of the student information on surveys and the collection, disclosure, or the use of personal information for marketing sales or other distribution. The district directly notifies parents and gives parents the opportunity to retain their child from participating in activities or surveys. The district will make this notification to parents at the beginning of the school year if the district has identified specific or approximate dates of the activities or surveys to be made at that time. For surveys or activities scheduled to begin after the start of the school year, parents will have reasonable notification of activities and planned surveys and will be provided an opportunity to retain their child from participating in such activities and surveys. Parents also have the opportunity to review any relevant inquiry.

Section 504 / ADA

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the American with Disabilities Act (ADA). Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

ESEA/ESSA Right to Know Information about a Teacher's Qualifications

The TSD9 Title 1-A programs are staffed by both teachers and paraprofessional staff. Parents of students attending schools receiving funds under Title 1-A may request information regarding the professional qualifications of the student's classroom teachers and/or paraprofessional staff from the Title Programs Coordinator.

Parents making the decision to place their children in a private school or to obtain additional services from a private individual must realize the District is not obligated to cover resulting tuition or costs. If a parent wishes the District to consider funding private placement or services, the parent must give the District notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. Parents of any regular education, 504 or IDEA student, must give notice either at the last IEP meeting prior to obtaining private services or in writing not less than 10 business days prior to obtaining private services. The notice must include the intent to obtain private services, rejection of the educational program offered by the District, and a request that the private services be funded by the District. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement requests.

ORS 418.750 requires all public or private officials to make a report if there is reasonable cause to believe that any child they come in contact with in their official capacity has suffered abuse or that any adult they come in contact with in their official capacity has abused a child. ORS 339.370 (House Bill 2062) requires districts to adopt a policy on reporting sexual conduct directed toward a student by a staff member. A specific procedure for reporting child abuse or sexual conduct is followed by district personnel. The District is required to provide annual training to all staff and to provide information to parents on each of these subjects. Parent information and a link to the training are available on the District website.

All Career and Technical Education (CTE) programs in TSD9 are open to all students. The District will take steps to assure that the lack of English language skills will not be a barrier to admission and participation in CTE programs.

It is the policy of the TSD9 Board of Directors that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Superintendent at the District Administration Office, 2510 1st Street, Tillamook, 503.842.4414 opt #2.

NOTIFICACIONES ANUALES, 2019/20 – El Distrito de Escolar de Tillamook (TSD9)

Family Educational Rights and Privacy Act (FERPA)

- TSD9 enviará el archivo de educación solicitado bajo OAR 581-021-0250(l)(m) dentro de los 10 días después de haber recibido la solicitud. Los padres tienen el derecho de: examinar y repasar los archivos de la educación de su pupilo/a, excepto, bajo el límite de OAR581-021-0290; que solicita el archivo de los alumnos, para asegurarse que no sean incorrectos, con conclusiones erróneas o en otras palabras, en violación a los derechos y privacidad del estudiante; dirijase al expediente OAR 581-021-0410 en el Departamento Educacional para una queja concerniente a la sospecha de alguna falta hecha por la agencia o institución que debe cumplir con los requisitos de los Derechos Educativos y Privacidad de la Familia; y obtenga una copia de la política adoptada bajo OAR 581-021-0250 localizada en la oficina del Distrito Escolar.
- Revelación de Información del Directorio (nombre del estudiante, domicilio, número de teléfono, fecha y lugar de nacimiento, fechas de asistencia, escuela o programa más reciente/previo, campo de estudio, nota media, participación en deportes/actividades escolares, estatura/peso de miembros de equipos deportivos, premios y títulos recibidos, información de accidentes y enfermedades como se requiere en emergencias de salud y seguridad) puede ser negado por los padres y debe entregarse por escrito al director dentro de 15 días de esta notificación anual. Por ley, el Distrito tiene que hacer público el nombre, dirección, número de teléfono del estudiante secundario a oficiales de reclutamiento militar y/o instituciones de educación alta, al menos que el distrito recibe, por escrito, instrucciones para ocultar esta información. No se revela Información del Directorio a vendedores u otros deseando solicitar.

Oregon Medical Assistance Program (OMAP)

TSD9 participa en el Programa de Asistencia Médica de Oregon (OMAP). La información de los estudiantes que será enviada, periódicamente, a este programa con el propósito de verificar la elegibilidad del estudiante para Medicaid. Si no desea que la información de su estudiante sea compartida, por favor notifique al distrito por escrito dentro de las siguientes tres semanas después de recibir esta notificación.

Social Security Numbers (SSN)

El hacer disponible el número de seguro social de su hijo(a) es voluntaria. Si usted lo provee, TSD9 lo usará solamente para el mantenimiento de archivos, investigaciones y para el propósito de reportes. El distrito escolar no usará el número de seguridad social del estudiante para hacer decisiones que afectan a su hijo(a) o cualquier otra persona de manera directa. Si usted opta por no dar el número de seguridad social de su hijo(a), no se le negará cualquier derecho como estudiante a él/ella. Al proporcionar el número de seguridad social de su hijo(a) significa que usted da su autorización para usar el número de seguridad social de su hijo(a) de la manera en que se ha indicado.

Protection of Pupil Rights Amendment (PPRA)

TSD9 ha adoptado las políticas de cumplir con la Enmienda sobre Protección de los Derechos del Alumno en la administración de información protegida sobre las encuestas y la colección, divulgación, o el uso de información personal para el mercadeo, ventas u otro tipo de distribución. El distrito notificará directamente a los padres y dará a los padres la oportunidad de retener a que su hijo(a) participe en una actividad o encuesta específica. El distrito hará esta notificación a los padres al comienzo del año escolar si el distrito ha identificado fechas específicas o aproximadas de las actividades o encuestas que se harán en ese tiempo. Para encuestas o actividades programadas para comenzar después que comience el año escolar, los padres tendrán notificación razonable de las actividades y encuestas planeadas y se le proveerá una oportunidad de retener a su hijo(a) de participar en tales actividades y encuestas. Los padres también tendrán la oportunidad de revisar cualquier encuesta pertinente. Lo siguiente es una lista de actividades o encuestas específicas que estén bajo este requisito: colección, divulgación, o el uso de información personal para mercadeo, ventas u otro tipo de distribución; administración de cualquier información protegida en una encuesta no financiada enteramente o en parte por el ED; y/o cualquier no-emergencia, examen físico invasivo o reviso como se describe arriba.

Section 504 / ADA

La sección 504 de la Rehabilitación Decreto de 1973 prohíbe la discriminación contra individuos con incapacidades en cualquier programa que reciba asistencia financiera federal. El Distrito evaluará, indentificará y proveerá educación gratuita apropiada para todos los estudiantes que son individuos con incapacidades bajo la Sección 504 el Decreto de los Americanos con Incapacidades (ADA). Los padres de estos estudiantes son los titulares del proceso de seguridad, incluyendo en esto la observancia individual y una imparcial audencia.

ESEA/ESSA Right to Know Information about a Teacher's Qualifications

Quienes administran los programas de Título 1-A TSD9 son maestros y paraprofesionales. Padres de estudiantes matriculados en escuelas recibiendo fondos bajo Título 1-A podrán pedir información acerca las calificaciones profesionales de los maestros y/o paraprofesionales de su estudiante. Se proveerá esta información dentro de un plazo adecuado, si se ha pedido.

Los padres que toman la decisión de colocar a sus niños en una escuela privada, o de obtener servicios adicionales de un particular, deben comprender que el Distrito no está obligado a cubrir el costo o colegiatura derivada de estos servicios. Si a los padres les gustaria que el Distrito considere pagar costos de servicios privados y de colocacion, ellos deben proveer aviso y oportunidad para que el Distrito proponga otras opciones disponibles dentro del sistema escolar publico y antes de que la colocacion o servicios privados son obtenidos. Padres de alumnos en cualquier educacion regular, alumnos del IDEA o 504, deben dar aviso en cualquiera de las siguientes formas: antes de obtener servicios y durante la ultima junta del IEP, o por escrito por lo menos diez dias abiles antes de obtener los servicios privados. En la noticia se debe mencionar su intension de obtener servicios privados, mencionar tambien su negacion para recibir el programa educacional ofrecido por el Distrito, y una peticion para que los servicios privados sean cubiertos por el Distrito. La falta de cumplimiento con estos requerimientos puede resultar en una negacion de reembolso de requestas subsecuentes.

ORS 418.750 requiere que todos los funcionarios públicos o privados para hacer un informe si existe una causa razonable para creer que cualquiera de sus hijos entran en contacto con en su capacidad oficial ha sufrido abuso o que cualquier adulto que entran en contacto con en su capacidad oficial ha abusado de un niño. ORS 339.370 (Proyecto de la Cámara 2062) requiere que los distritos adopten una política de denuncia de conductas sexual dirigida hacia un estudiante por parte de un miembro del personal. Un procedimiento específico para reportar el abuso o conducta sexual es seguido por el personal del distrito. Se requiere que el distrito provea capacitación anual a todo el personal y para proporcionar información a los padres de cada uno de estos temas. Información para los padres y un enlace a la formación están disponibles en el sitio web del Distrito.

Todos los programas de carrera y Educación Técnica (CTE) en TSD9 estan abiertas para todos los estudiantes. El Distrito tomará medidas para asegurarse que la falta de habilidad en el language de inglés no sea una barrera para la admisión y participación en programas CTE.

Es la política de TSD9 que no habrá discriminación o acoso en los grupos de raza, color, sexo, estado civil, orientación sexual, religión, nacionalidad de origen, edad o discapacidad en cualquier programa educacional, actividades o empleo. Las personas que tengan preguntas sobre la igualdad de oportunidades y la no discriminación deberían contactar al Supervisor a la Oficina de Administración del Distrito, 2510 1st Street, Tillamook, al 503.842.4414 opción #2.

TJHS Student Behavior Agreement

I have read and understand the guidelines and policies of Tillamook Jr. High School as stated in the handbook. I agree to abide by the rules at school and at any school sponsored activity. I understand that violating any rules or policies will affect my participation in sports, extra-curricular activities including field trips, dances, field day, etc. I have received FERPA notification in this handbook.

Student's name - printed

Discovery Teacher

Student's signature

Date

Parent's signature

Date

**Return to your Discovery teacher by Friday, Sept. 13th
and get a TJHS lanyard!**

Failure to do so will result in not being able to participate in extracurricular activities and sports.

**First dance is Friday, Sept. 20th from 3:15 - 5:15.
You will not be allowed to attend if this page is not turned in by then.**

****TURN OVER! SIGNATURE REQUIRED ON OTHER SIDE.****