

**Clarke N. Johnsen  
Jr. High School**

**Handbook**

**2152 North 400 West  
Tooele, UT 84074  
(435) 833-1939**

## **2018-2019 SCHOOL CALENDAR**

First Day of School	August 21
Back to School Night	August 20
Labor Day (No school)	September 3
Parent/Teacher Conferences (3:30-6:30pm)	September 11
District Day (No school for students)	October 8
Teacher Convention (No school)	October 18, 19
End of 1 <sup>st</sup> Term	October 26 (45 days)
Data Day/Grades (No school for students)	October 26
Start of 2 <sup>nd</sup> Term	October 29
Parent/Teacher Conferences (3:30-6:30pm)	November 20
Fall Break (Early Release)	November 21
Fall Break (No school)	November 22, 23
Winter Break (No school)	December 24-January 1
Resume School	January 2
End of 2 <sup>nd</sup> Term	January 9 (44 days)
Start of 3 <sup>rd</sup> Term	January 10
Data Day/Grades (No school for students)	January 11
Human Rights Day (No school)	January 21
Parent/Teacher Conferences (3:30-6:30pm)	February 5
Presidents Day (No school)	February 18
End of 3 <sup>rd</sup> Term	March 15 (44 days)
Data Day/Grades (No school for students)	March 15
Spring Break (No school)	March 18-22
Resume School / Start of 4 <sup>th</sup> Term	March 25
Parent/Teacher Conferences (3:30-6:30pm)	April 16
Easter Break (Friday, Monday)	April 19, 22
Last Day of School (Early release-students)	May 23
Data Day/Grades (No school for students)	May 24
End of 4 <sup>th</sup> Term	May 24 (44 days)

**“Monday Make-up Days” will be 3:00-4:00pm on the following days –  
Sep. 17, Nov. 26, Feb. 11, and Apr. 23**

**Wednesdays will be collaboration time for school staff at 1:45 – 2:30 pm.  
Students will be dismissed at 1:30 pm.**

## BELL SCHEDULES

### Regular Schedule

#### 1<sup>st</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---9:10
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:15---10:25
3 <sup>rd</sup> /8 <sup>th</sup> Period	10:30---11:40
Lunch	11:40---12:10
4 <sup>th</sup> /9 <sup>th</sup> Period	12:15---1:25
5 <sup>th</sup> /10 <sup>th</sup> Period	1:30---2:40

#### 2<sup>nd</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---9:10
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:15---10:25
3 <sup>rd</sup> /8 <sup>th</sup> Period	10:30---11:40
4 <sup>th</sup> /9 <sup>th</sup> Period	11:45---12:55
Lunch	12:55---1:25
5 <sup>th</sup> /10 <sup>th</sup> Period	1:30---2:40

### A.M. Assembly Schedule

#### 1<sup>st</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---9:00
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:05---10:05
Assembly	10:05---10:55
3 <sup>rd</sup> /8 <sup>th</sup> Period	11:00---12:00
Lunch	12:00---12:30
4 <sup>th</sup> /9 <sup>th</sup> Period	12:35---1:35
5 <sup>th</sup> /10 <sup>th</sup> Period	1:40---2:40

#### 2<sup>nd</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---9:00
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:05---10:05
Assembly	10:05---10:55
3 <sup>rd</sup> /8 <sup>th</sup> Period	11:00---12:00
4 <sup>th</sup> /9 <sup>th</sup> Period	12:05---1:05
Lunch	1:05---1:35
5 <sup>th</sup> /10 <sup>th</sup> Period	1:40---2:40

### P.M. Assembly Schedule

#### 1<sup>st</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---9:00
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:05---10:05
3 <sup>rd</sup> /8 <sup>th</sup> Period	10:10---11:10
Lunch	11:10---11:40
4 <sup>th</sup> /9 <sup>th</sup> Period	11:45---12:45
5 <sup>th</sup> /10 <sup>th</sup> Period	12:50---1:50
Assembly	1:50---2:40

#### 2<sup>nd</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---9:00
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:05---10:05
3 <sup>rd</sup> /8 <sup>th</sup> Period	10:10---11:10
4 <sup>th</sup> /9 <sup>th</sup> Period	11:15---12:15
Lunch	12:15---12:45
5 <sup>th</sup> /10 <sup>th</sup> Period	12:50---1:50
Assembly	1:50---2:40

### Teacher Collaboration Wednesday

#### 1<sup>st</sup> Lunch

Advisory	8:00---8:25
1 <sup>st</sup> /6 <sup>th</sup> Period	8:30---9:20
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:25---10:15
3 <sup>rd</sup> /8 <sup>th</sup> Period	10:20---11:10
Lunch	11:10---11:40
4 <sup>th</sup> /9 <sup>th</sup> Period	11:45---12:35
5 <sup>th</sup> /10 <sup>th</sup> Period	12:40---1:30
Teacher Collaboration Time	

#### 2<sup>nd</sup> Lunch

Advisory	8:00---8:25
1 <sup>st</sup> /6 <sup>th</sup> Period	8:30---9:20
2 <sup>nd</sup> /7 <sup>th</sup> Period	9:25---10:15
3 <sup>rd</sup> /8 <sup>th</sup> Period	10:20---11:10
4 <sup>th</sup> /9 <sup>th</sup> Period	11:15---12:05
Lunch	12:05---12:35
5 <sup>th</sup> /10 <sup>th</sup> Period	12:40---1:30
Teacher Collaboration Time	

### End of Term Early Release (11:30am)

#### 1<sup>st</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---8:32
2 <sup>nd</sup> /7 <sup>th</sup> Period	8:37---9:09
3 <sup>rd</sup> /8 <sup>th</sup> Period	9:14---9:46
Lunch	9:46---10:16
4 <sup>th</sup> /9 <sup>th</sup> Period	10:21---10:53
5 <sup>th</sup> /10 <sup>th</sup> Period	10:58---11:30

#### 2<sup>nd</sup> Lunch

1 <sup>st</sup> /6 <sup>th</sup> Period	8:00---8:32
2 <sup>nd</sup> /7 <sup>th</sup> Period	8:37---9:09
3 <sup>rd</sup> /8 <sup>th</sup> Period	9:14---9:46
4 <sup>th</sup> /9 <sup>th</sup> Period	9:51---10:23
Lunch	10:23---10:53
5 <sup>th</sup> /10 <sup>th</sup> Period	10:58---11:30

## CLARKE N. JOHNSEN FACULTY

Andy Carlsen – Principal	Chad Jensen – Social Studies
Krista Sparks – Asst. Principal	Paula Jenson – Math
Ben Alvord – Social Studies	Rebecca Jorgensen – Chorus
Misty Biesinger – Math	Michelle Joyce–Language Arts
Benjamin Bybee – Spanish	Jamie Kerr – Language Arts
Kayden Calder– Language Art	Tai Lauti – Science
Nichole Carter – Health	Amy LeFevre – Language Arts
Christian Chou – Science	Richard LeSueur – Science
Brady Christensen – Busi/ODS	Marissa Lowry – Resource
Lori Daffern – Resource	Peggy Mangum – CTE
Becky Darling – Math	Mike Moulton – Resource
Cheryl Dearing – Science	Marisa Nielsen–Resource/BEC
Katrina Dvorachek – Orchestra	Vern Palmer – Math
Brenda Florence – Science	Russ Paystrup – Math
David Fritzler – Art	Dale Sheffer – Counselor
Jeff Gangwer – Language Arts	Natalie Snyder – Band
Realaine Goettsche – Science	DeeAnne Squire – Science
Jeff Gorringe – Social Studies	Mark Vickers – P.E.
Deanna Hamilton – Science	Brooks Walk – Counselor
Debbie Hitesman – CTE	Ray Walters – CTE
Kaitlin Hone – Counselor	Darren Westhora – Math
Loren Hulett – Math	JuliannaWilliams –Language Arts

**Tooele County School District Non-Discrimination Statement and Grievance Procedure**

Tooele County School District (TCSD) is committed to providing educational opportunities to students without regard to race, color, sex, national origin or disability or status as disabled veteran or Vietnam Era veteran. If you have questions, please contact the Title IX Coordinator @ (435) 833-1900.

This policy applies to all school programs and employment handled by the school district or through contractors, sub-contractors, or any other educational agency. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Vocational Rehabilitation Act of 1973, Age Discrimination Acts of 1974, and other Federal and State statutes and regulations. Inquiries regarding the application of these laws and regulations, or grievance procedures to be following in the event of a noncompliance, may be directed to the district's Equal Employment Officer, 92 S. Lodestone Way, Tooele, Utah, 84074, or the director Denver Regional Office for Civil Rights, U.S. Department of Health, Education and Welfare.

**ADA Officer/504 Officer:**

Andy Carlsen, Principal, 435-833-1939  
Krista Sparks, Asst. Princ., 435-833-1939

**ALS Information:**

Andy Carlsen, Principal, 435-833-1939

**Sexual Harassment Officers:**

District Office Representative, 435-833-1900  
Andy Carlsen – Principal, 435-833-1939

**Family Liaison Contact:**

Asst. Superintendent, 435-833-1900  
Andy Carlsen, Principal, 435-833-1939

**Indian Education:**

Karen Parks / Larry Abraham, 435-833-1915

**Homeless Liaison:**

Christine Johnson 435-830-4706

**School Lunch Manager:**

Barbara Memmott, 435-843-3813

## **CLARKE N. JOHNSEN COMMUNITY CONNECTIONS**

At Clarke N. Johnsen Junior High (CNJJHS), we feel it is important that students, parents, and the community are informed of the events, activities and celebrations that occur here. For this reason, we have made the following resources available to disseminate this information:

### **In School**

- Wednesday Morning Information (also available for viewing on the school webpage)
- Daily announcements during the first 5 minutes of the day.
- CNJJH App (Apple or Android)

### **Outside of school**

- Marquee (video sign in front of school)
- Dialers from the school and/or district to student's contact number with important reminders and emergency info.
- Newsletter (also on the school website)
- Peach Jar (mass email flier)
- Jaguar Parent E-Weekly (weekly communication from administration to parents including resources for tutoring and calendar information - distributed through Peach Jar)
- Twitter (regular posts)
- Facebook Page (regular posts on school activities and information)
- Instagram
- CNJJH App (Apple or Android)

**School Website** – go to [www.tooeleschools.org](http://www.tooeleschools.org) and use the schools drop down menu.

The CNJJHS website has immense amounts of information available 24 hours a day, 365 days a year! In addition to the activity calendar and Tuesday Morning Information video, you can access the newsletter, pictures, and other announcements. Teacher websites that contain assignments, worksheets, classroom schedules, etc. can also be accessed through this website

## **ACADEMIC PROGRAMS**

### **College and Career Ready Conferences (CCR)**

Counselors will conduct CCR conferences with all students. These conferences help the counselor guide the student to those classes that will help them achieve their future goals. These conferences are in addition to parent-teacher conferences and are scheduled by the counseling office. Parents/Guardians are encouraged to attend with their student.

### **English Language Learners**

District and school services are provided to students whose second language is English. Please contact the school office at (435)833-1939 or the district office at (435)833-1900 for further information and/or eligibility forms. (Traductores al espanol esara disponible.)

### **Family Liaison for Homeless Students**

If you are living in temporary housing, doubled up in a home, or are an unaccompanied minor, please contact the school at (435) 833-1939, or visit the office for information and/or eligibility forms. Immediate services are available if your student qualifies as homeless.

### **Title VII Indian Education**

Supplemental services are provided to meet the culturally related academic need of American Indian/Alaskan Native students. Please contact the school office at (435) 833-1939 or the district office at (435) 833-1900 for further information and/or eligibility forms.

### **Tutoring**

Students are encouraged to make arrangements to meet with teachers before and after school to receive additional help. In addition, the following programs are available: Lunch time tutoring (Students may ask for a slip to attend by choice, or if they have excessive missing assignments will have *mandatory* lunch time tutoring and will be given their slip by the ALC coordinator), science assist after school, history help after school, and math or language arts tutoring before and after school, "Monday Make-up" remediation. NOTE: For all after school tutoring, students must make arrangements for transportation prior to staying.

## **ATTENDANCE POLICY**

Every parent, guardian or other person having control of any minor between six and eighteen years of age shall be required to send such minor to a public . . . school during the regularly established school year of the district . . . (53A-11-101 Compulsory Education Requirements). Any parent, guardian, or other person having control of any minor coming within the foregoing provisions who willfully fails to comply with their requirements is guilty of a misdemeanor. (53A-11-101.5 Compulsory Education)

Parents are encouraged to use the SIS System to check their student's attendance. CNJJHS is a closed campus. Students are to remain on school property in designated areas at all times. **If a student needs to leave campus, they must be checked out through office personnel by a parent/guardian with proper ID prior to leaving.**

### **Absences**

**Excused Absences** is an absence resulting from: illness, death of family member, an approved school activity, or any other reason established by the district as valid.

In determining whether to pre-approve an extended absence of a student as a valid excuse, the district shall approve the absence if the district determines that the absence will not adversely impact the student's education.

*After three (3) school days, all absences will automatically become unexcused.*

### **Unexcused Absences/Truancy**

A student is truant who is absent from school without a valid excuse. The District may authorize school administrators, a designee of the school administrator, a law enforcement officer acting as a school resource officer, or a truancy specialist to issue a notice of truancy to any student who is at least twelve (12) years of age and has been truant at least five (5) times during the school year.

A "habitual truant" is a student, twelve (12) years of age or older, who fails to cooperate with efforts on the part of school authorities to resolve the student's attendance problem as outlined above and/or has been absent without valid excuse ten (10) or more times during one school year. A habitual truant student may have a Letter of Educational Neglect sent home to his/her parents.

After issuing a Letter of Educational Neglect, the school shall refer the habitual truant to DCFS.

Students with ten (10) **consecutive** unexcused absences after a reasonable effort by the school to contact the parent or legal guardian, will be automatically dropped from school with appropriate notification and must re-enroll to return to school.

**NOTE**

Students absent from school in connection with excused absences or school sponsored activities may be allowed to make up all assignments missed, and receive full credit for said assignments on the following condition: *It is the student's responsibility to contact the teacher and make arrangements to make up any missed assignments within **three (3) days** of the absence.*

**Vacation Plans/Other Extended Absences**

When a student is going to miss three (3) or more days of school due to family vacations or other extended absences, the parent must contact the school office ***in advance of the absence*** and the student must take a *Prior Excused Absence Form* to each teacher to be signed and to collect any assignments that will be missed during the absence. If the student is unable to hand carry the form to teachers, the parent may request the work through the office with a minimum notice of one (1) school day.

**Truancy (Sluffing)**

A student is considered truant/sluffing if he/she: (1) leaves home for school but does not arrive at school; (2) arrives at school but does not attend classes; (3) leaves school without parent/guardian properly checking them out through the office; (4) obtains permission to go to a certain area of the school but fails to report there; (5) leaves class early without teacher's permission; and (6) attends classes other than those assigned.

**Tardy**

***Students are to be in their assigned seat when the tardy bell rings. Students that are more than five (5) minutes late to class are considered truant and will be referred to the office for an admit slip.***

The tardy bell is designed to alert teachers when they can begin instruction, not to tell students when to go to class. Teachers may assign consequences within their own classrooms for being tardy. At the discretion of the teacher, on the 3<sup>rd</sup> tardy, a student may lose hall privileges for that class for the remainder of the term and be assigned an "N" for citizenship. The parent may be contacted. The 5<sup>th</sup> tardy will

result in a “U” grade for citizenship, loss of all hall passes for the remainder of the term, and the student will be assigned a lunch detention. Each additional tardy will result in a lunch or afterschool detention. On the 10<sup>th</sup> tardy, administration will schedule a conference with parents and the student’s teacher to discuss additional interventions.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Student Education Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student’s education records. FERPA gives parents certain rights with respect to their children’s education records. These rights are:

*Inspect and review* all of their student’s education records maintained by the school within 45 days of request for access.

*Request* that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

*Provide consent* before the school discloses personally identifiable information (PPI) from a student’s record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:

- [a] school officials with legitimate educational interests;
- [b] other schools that have requested the records and in which the student seeks or intends to enroll or where student is already attending;
- or [c] individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; juvenile justice system; etc.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant,

or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility

## **GENERAL POLICIES:**

### **Electronic Devices**

#### **Definition**

For purposes of this policy “Electronic Device” means privately owned wireless and/or portable electronic handheld equipment.

#### **TCSD Electronic Device Policy**

“Tooele County School District recognizes that technology can enhance teaching and learning. Student-owned/provided devices should be viewed as a resource. Utilizing student-owned devices is subject to common sense and legal guidelines. Teachers and administrators with the permission of parents are encouraged to utilize student owned devices as part of the teaching and learning process.

1. Student Owned Devices Used as Learning Tools.
  - A. Students are permitted to utilize cell phones/personal devices in the classroom in conjunctions with learning activities. Appropriate use of these devices is left up to the individual classroom teacher. Students are encouraged to keep personal devices on the desktop where they can be used for academic purposes rather than accessing their devices in secret.
  - B. Students with 3G/4G access are encouraged while on district property to connect to the District’s wireless where Wi-Fi based devices are filtered. This is a CIPA (Children’s Internet Protection Act) requirement.
  - C. Students must receive permission from their parents to utilize texting plans for academic purposes on their personal devices as teachers may use free services effectively utilizing cell phones and texting devices into student response systems.
  - D. Students and employees are solely responsible for their devices. The District will not provide charging devices, maintain, repair, replace, program or troubleshoot personal devices. Any and all texting,

cellular data and maintenance plans are the sole responsibility of the student or employee.

- E. Students must place phones on silent or vibrate and should not take calls during classroom activities. Personal devices must in no way negatively impact classroom instruction or network resources.
2. Personal Devices Used in an Unethical, Illegal or Immoral Manner.
- A. It is expressly forbidden to operate a camera or recording device in a restroom or locker room. Anyone found to be recording others in such locations may be prosecuted according to Utah Code.
  - B. Sending threatening, harassing, intimidating, offensive, vulgar, profane, obscene text and/or photos, cyber bullying or coercive communication with others may result in disciplinary action taken and/or civil-criminal charges filed.
  - C. This policy replaces the old cell phone policy 5.40 adopted in April of 2007. This policy does not change the existing district Acceptable Use Policy.”

In accordance with this district policy, students may use electronic devices before 8:00 a.m. and after the final bell of the school day and during lunch time in the lunch area. Students may use electronic devices when approved by the teacher for educational purposes within their class. Use of electronic devices on school buses is at the discretion of the bus driver.

#### Headphones/Earbuds

The use of headphones/earbuds during school hours (8:00am – 2:40pm) is limited to lunch time and educational use (i.e. testing, audio books, etc . . .) in the classroom and at the teacher’s discretion. Headphones/earbuds must be stowed out of sight except in these instances. In other areas of the school, headphones/earbuds that are visible and not stowed properly may be confiscated.

#### Disciplinary Actions

Violation of this policy can result in discipline which may include suspension. A student who violates this policy may be prohibited from possession of an electronic device at school or school-related events.

#### Confiscation

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as soon as the employee's duties permit. The electronic device will be released/returned to the student or the student's parent or guardian as outlined below after the student has complied with any other disciplinary consequence that is imposed.

1<sup>st</sup> Time Warning – *Student pick up at end of school day.*

2<sup>nd</sup> Time - *Parent Pick-up from office/administrator*

3<sup>rd</sup> Time - *Student loses privilege of having device at school*

#### **Acceptable Use Agreement**

Parents and students must sign the Acceptable Use Policy for the student to have access to school computers and internet. Students who misuse, access inappropriate material, engage in cyberbullying, conduct inappropriate email correspondence, or violate the Acceptable Use Policy may lose up to one year of computer access. (Agreement available for signature at registration or in the school office)

#### **TCSD Student Dress and Grooming Standards**

1. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational process or mission. Disruption is defined as reactions by other individual to the clothing or adornment, which cause the teacher/administrator to lose the attention of students, to modify or cease instructional activities, or to deal with student confrontations or complaints.
2. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
3. Items which display advertising, promotions and likeness of tobacco, e-cigarettes, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
4. All students shall maintain their hair, mustaches, sideburns, and beards in a clean, well-groomed manner. Hair which is so conspicuous, extreme, or odd that it may draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Hair coloring is not prohibited; rather it should not detract from the purpose of 1) maintaining a safe school environment, and 2)

- prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
5. Clothing, jewelry, accessories and piercings which are so conspicuous, extreme, or odd that they draw undue attention, disrupt or tends to disrupt or interfere with the learning atmosphere at the school shall not be allowed.
  6. All students shall wear clean clothing. Students shall not wear clothes that are mutilated, cut off, overly distressed or “grungy/grubby”, or immodest. No shorts or skirts above the knees are permitted unless leggings are worn. Such leggings may not be see-through.
  7. Clothing that shows underwear is not permitted (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, mini-skirts, bare midriffs, halter-tops, spaghetti straps, tank shirts, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, majority of the back, and cleavage at all times (even when seated). This includes clothing that has holes or revealing modifications. School activity uniforms (i.e. singlets, spunks, cheer skirts, leotards, etc.) that do not meet these criteria are not appropriate for the school day and may only be worn during the approved activity. Such uniforms may be worn at school under team warm-ups or sweats.
  8. Belts are to be worn at the waist and at correct length (i.e. not excessively long and hanging). Chains or other large metal accessories, which can present a safety risk, are not allowed.
  9. Students shall comply with the laws that govern wearing of military uniforms and insignias.
  10. Hats or head coverings of any kind are not allowed within the building except as part of an approved activity or for religious or medical purposes as authorized.
  11. Immodest or suggestive clothing; apparel advocating illegal or inappropriate or offensive behavior or language; gang or gang-related apparel or symbols are strictly prohibited.
  12. Tattoos and piercings are not specifically prohibited; rather, the policy is established around 1) maintaining a safe school environment, and 2) prohibiting dress and grooming that causes actual disruptions to the learning environment or process.
  13. School officials may require or approve students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities (i.e. welding gloves or jackets, helmets, safety glasses, etc.).

14. Shoes or sandals shall be worn at all times to ensure personal safety and hygiene. Students are encouraged to dress appropriately for weather and wear reasonable footwear for the activity and season.
15. Reasonable accommodations may be made for students whose religious beliefs are substantially affected by dress code requirements.
16. Students who violate dress and grooming standards will be subject to student discipline. Due process procedures will be followed in the case of any dress and grooming code violations. Schools may have acceptable clothing to loan to students who have violated the provisions of this policy. An offending student may be sent home until he or she complies with dress and grooming requirements and/or a parent conference conducted to address the dress and grooming issues.

#### **Assemblies and Activities**

Attendance and participation in assemblies and other activities are considered privileges, reserved for those students who have maintained satisfactory citizenship and behavior. Students who have not met behavioral requirements may not be allowed to participate in these activities.

Assemblies are planned for educational and entertainment purposes. It is expected that students will follow posted assembly procedures being respectful, responsible, and reliable. Students who are asked to leave an assembly because of misconduct may lose the privilege of attending future assemblies.

#### **Backpacks**

For safety and health reasons, once school begins, and until the dismissal bell, **students may carry only binders, small purses, and/or school issued cinch sacks** during school hours. All backpacks, book/gym bags, large purses, musical instruments, and any other satchels (briefcases, boxes, or any item with handles) are to be kept in lockers during school hours. Backpacks are to be used only to transport materials to and from school. All such bags are subject to search.

#### **Book Fines**

Books are the property of the school. When students register, they pay for the right to use online and other texts during the school year. Students who lose, damage, or have a book stolen will pay a book fine based on the value of the book.

**Bus Conduct**

To insure safe transportation, students must act responsibly when riding the school bus. All students being transported are under the authority of the bus driver and must obey his/her requests. Bus riding privileges are extended to those who meet transportation department requirements.

All school policies apply to conduct on the buses, including a prohibition of smoking, drinking, and drug use, profane language, harassment of the driver or students, and any other inappropriate behavior. Failure to follow such rules may result in disciplinary action and/or the suspension of bus riding privileges. Parents are financially responsible, and a student may be referred to law enforcement, for any deliberate damage to the bus.

**Cheating / Plagiarism**

Consequences for cheating or plagiarism will be at the teacher's discretion and may include, but not be limited to (1) parent contact, (2) referral to administration, (3) no credit for the assignment/test/quiz that was cheated on.

**Fees**

Student fees need to be paid prior to the first day of school. Parents may make payment arrangements with the principal if needed. Late payments will be due by November 1<sup>st</sup>. Unpaid fees will be sent to collections.

**Yearbooks**

Students will not receive their yearbooks on yearbook day if fees and fines are not paid in full.

**Fee Waiver**

Students who are in state custody or foster care, are receiving public assistance in the form of Aid to Families with Dependent Children (AFDC) or Supplemental Social Security Income (SSI) may have all fees waived. Other fee waivers may be granted based on extenuating circumstances. Requests for fee waiver are handled by the building principal. Packets are available in the office or at registration.

NOTE: Fee waiver does *not* cover the following: yearbooks, lost or damaged locks or books, truancy fines, or remediation classes.

**Gum**

Chewing gum of any kind is prohibited at CNJJHS. Students found chewing or in possession of gum will be required to dispose of it. Frequent disregard, beginning with the 3<sup>rd</sup> offense, gum chewing will be considered non-compliance and referred to administration.

**Hall Lockers**

Students will be assigned a locker and school supplied lock. Lockers and locks are the property of the CNJJHS and as such, CNJJHS reserves the right to inspect or search lockers at any time. *Students may not bring their own lock. Students may not share lockers with other students.* Students are responsible for keeping their locker clean. Damage to the lock or locker, writing on the locker, dirty lockers, or lost locks will result in school disciplinary consequences. CNJJHS is not responsible for lost or stolen personal property.

**Homework**

Students may have homework assigned daily. Homework assigned should reinforce information learned during the school day. School-wide efforts are made to coordinate larger assignments when possible so students are not overwhelmed. Homework requests are available for 3 or more consecutive absences and may be picked up in the main office. Refer to District Policy

**Hallways and Common Areas**

Students are allowed to be in the hallways and common areas prior to the 1<sup>st</sup> bell of the day. Student conduct in the hallways and common areas is expected to be respectful and appropriate.

Loitering in the hallways, common areas, and bathrooms during and between classes is prohibited. Behavior in the halls should reflect the school code: Be Respectful, Responsible, and Reliable. Students, teachers, administrators, and custodians all share the responsibility to keep hallways clean and free of litter.

**Hall Passes**

Hall passes are only to be used for emergencies and at the teacher's discretion. Only one student is allowed per hall pass. Students are not to be in the hallways or common areas during class time without a pass from their teacher. If a student is caught without a pass, they may be referred to administration.

**Late Start/School Cancelled**

If our community is experiencing severe weather, the TCSD may have a late start day or may need to cancel school. If school is cancelled the make-up day would be determined by the School District administration. Information on late start/school cancelled would be broadcast on the local channels and/or may be sent out over the phone system and through social media (Facebook and Twitter).

**Lost and Found**

Students who lose items should report it to the office immediately. Any items found by students should be turned in to the office to be placed in the “lost and found” area. Before items can be returned to the owner, they must be accurately identified.

**Lunch Policy and Procedures:**

School and “sack” lunches are to be eaten in the lunchroom. No food or drink is permitted outside the lunchroom. School lunch may be paid for daily or may be paid for in advance in person or online. Student’s lunch balance can be viewed on ASPIRE along with the student’s grades and attendance information. Students are required to clean up after themselves. Students who do not follow the posted expectations may be referred to administration. No backpacks, binders, or books are allowed in the lunchroom. Students are to remain in the lunchroom, main foyer, and/or the approved area outside during the entire lunch time.

**Vending Machines**

Vending machines are opened for a short period of time during each lunch session. Access to these machines is a privilege that can be revoked at the discretion of the administration. Students that damage or otherwise vandalize the machines will be held responsible financially and will be referred to administration. The office is unable to give students change for the machines. CNJJHS is not responsible for money lost in the machines. Use at your own risk. The office WILL NOT reimburse money.

Any purchased item must be consumed in the cafeteria. Food and drink are not allowed in classrooms, the gym, or the halls. Beverages and/or beverage containers are not to be brought to school unless as part of a student’s lunch brought from home.

**Media Center (Library)**

Students must follow posted expectations during library time in the AM. Students may be admitted to the media center during class time with written consent from their teacher. Overdue notices will be given to students through their teachers. Students who owe fines for overdue books, lost books, or other materials will not be allowed to check out additional items until the fines are paid.

**P.E. Requirements**

A CNJJHS P.E. uniform must be worn in P.E. This clothing (with the exception of the gym shoes) should not be worn as part of a student's regular school dress. Sweatshirts and sweatpants may not be worn as part of the uniform but are recommended when class is held outside.

P.E. uniform (shirt and shorts) can be purchased at registration or anytime through the financial secretary, who will give the student a receipt to bring to his/her P.E. teacher. A student may also use a CNJJHS uniform that his/her family has already purchased for another student. Lockers in the dressing rooms will be provided. Students are responsible to secure their belongings.

### **Perfumes, Colognes, Lotions, Body Spray, and Liquid/Spray Deodorants**

Due to allergies and other medical conditions of students, faculty, and staff, perfume, cologne, scented lotion, body spray, and liquid/spray deodorants are prohibited (NO glass containers). These items may be applied moderately at home before coming to school, if desired. Students found in possession of these items will have them confiscated and may receive disciplinary action.

Note: Solid and roll-on deodorant may be used in the gym locker rooms only.

### **Public Display of Affection (PDA)**

Romantic feelings are personal and private. Public display of these feelings (i.e., holding hands, walking arm-in-arm, hugging, kissing, etc.) is prohibited on school property. Frequent disregard, beginning with the 3<sup>rd</sup> offense, will be considered non-compliance and referred to administration.

### **School Hours**

School hours are from 8:00 a.m. until 2:40 p.m. Mon., Tues., Thurs., and Fri.; 8:00 a.m. until 1:30 p.m. on Wednesday.

Students should not be in the building before 7:30 a.m. and should be out of the building by 2:55 p.m. and Wednesday by 1:45 p.m. (twenty minutes after the final dismissal bell unless they are under the **direct** supervision of a teacher).

After school hours, a student will not be allowed in the building unless accompanied by a parent. Custodians are not permitted to open a teacher's room or any secured area of the building at a student or parent request.

### **Sickness/Injury**

If a student feels sick at any time during school hours, he/she must report to the office for assistance, or the illness must be reported to the office immediately. Students and parents must make sure that telephone numbers listed on the student's emergency card are kept current, along

with names of responsible adults the school can contact in case of an emergency. Any student who needs to be excused from his/her Physical Education class must have a note from his/her doctor. **A parent note will be accepted for two days only.** The doctor's note should include approximate timeframe of missed participation time, limitations (what the student cannot do) and capabilities (what the student can do).

#### **Skates, Scooters, and Rollerblades**

The use of skates, scooters, and rollerblades is prohibited on school property.

#### **Snowballing**

Snowballing will not be allowed on campus. Any student involved in this activity may be considered non-compliant and receive appropriate disciplinary action.

#### **Visitors**

All visitors must check in at the office. No high school students, students on home study or expulsion, or students from other schools are allowed on campus unless they have received special permission from the administration (see closed campus). Visitors must obtain permission and a "visitor's pass" from the office to visit classrooms, students, or school personnel. (For information on parent classroom visits, see the district policy on the district website.)

#### **Counseling Department**

Students who want to meet with a counselor during school hours need to make an appointment with the counseling secretary before or after school or during the student's lunch period. Parents may also set up an appointment by phoning (435) 833-1939 and ask for the counseling office.

#### **Schedule Errors and Schedule Changes**

Errors in schedules will be corrected free of charge. A fee of \$.25 will be charged per copy of official student transcripts. Schedule changes must be cleared through administration. **NO** schedule changes will be made after the 1<sup>st</sup> week of the term.

#### **Custody and Guardianship**

The school is to be notified of any changes in custody or guardianship. Court documents will be kept confidential and in the student's file for reference. The school will comply with the latest document provided.

**Change of Address**

If there is a change in a student's or parent/guardian's contact information (i.e., address, phone number, email address, etc.), it is the parent/guardian's responsibility to notify the office immediately. This information is vital if there is an emergency and contact with the parent/guardian needs to be made. It is also important that additional emergency contacts are up-to-date as well.

**Family Liaison**

If you are living in temporary housing, doubled up in a home, or are an unaccompanied minor, please contact the school at (435) 833-1939 for information and/or eligibility forms.

**GENERAL GRADING POLICIES****Student Incentive/ Remediation Days**

All students have the opportunity to participate in incentive activities that are based on one or all of the following: grades, attendance, tardiness, and behavioral excellence. Those students that do not qualify will attend remediation sessions in order to receive additional instruction in the areas they are struggling in, complete missing work, and/or make up common assessments or other tests/quizzes.

**Grading Scale**

Academic marks are designated as A, B, C, D, F, and I (incomplete). "A" indicates excellent or superior performance; "B" indicates good or above average performance; "C" indicates average performance; "D" indicates below average performance that is passing; and "F" indicates performance that does not meet minimum requirements. An "I" indicates that the student has a common assessment that needs to be completed to receive a grade. Refer to District Policy.

**"I" Policy**

Students will take "common assessments" periodically in each class and are required to achieve a minimum of 70%. Students who do not achieve 70% or better are given an "I" grade and are required to make arrangements with their teacher to receive intervention and then re-take the common assessment. Common assessments were put into place to ensure that ALL students are learning and retaining information that will help them to be successful in the future. Students who have an "I" grade will NOT be able to participate in incentive, extra-curricular, and/or end of year activities until the "I" is cleared.

### **Citizenship Grades**

Citizenship grades are based on the CNJJH Citizenship Rubric. “H” indicates honors; “S” indicates satisfactory; “N” indicates needs improvement; and “U” indicates unsatisfactory.

## **SCHOOL-WIDE DISCIPLINE**

### **General Philosophy**

It is the aim of CNJJHS that staff and students live and learn by the

#### ***Jaguar Code:***

**Be Respectful, Be Responsible, Be Reliable.**

### **School Rules**

1. Student will follow the directions of all school staff immediately.
2. Students will respect themselves and others by keeping hands, feet, mouth, and all objects to themselves.
3. Students will wear clothing that is appropriate for the school setting and within the school dress code.
4. Students will be in the proper place at the proper time.
5. Fighting, fight promoting, threats, harassment, bullying, and negative comments, including profanity, are unacceptable at any time.

Disrespect to and defiance of school personnel and/or school rules will not be tolerated. Noncompliance will result in immediate consequences. The ultimate goal of discipline is to teach safe and appropriate behavior at school so students may learn appropriate self-discipline.

### **SAFE SCHOOLS VIOLATIONS (also see TCSD Safe Schools Policy on the district website)**

### **Bullying, Cyberbullying, Harassment, Hazing and Retaliation**

Any action that provokes fear in another student is illegal and can be prosecuted. These types of behaviors will not be tolerated. Participation in and/or knowledge of these behaviors will result in administrative action and may include, but not be limited to: behavior intervention, after school detention (ASD), in-school suspension, out of school suspension, parent conference, referral to law enforcement, and referral to a district Case Management Team (CMT).

**Inappropriate Use of Social Media**

The improper/inappropriate use of social media outside the school setting can lead to problems in the school setting which may cause a disruption to both teaching and learning. Incidents of this nature may result in the involvement of administration and/or law enforcement.

**Disruption of School Operations**

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane, vulgar, harassing, or abusive language.

**Drug and Alcohol Use, or Knowingly Present**

The use, possession, distribution, or sale of alcohol, illegal drugs, prescription drugs, look-a-like drugs, over the counter drugs, or drug paraphernalia constitutes a hazard to the welfare of students, staff and educational programs and is illegal. Students who are under the influence of, in possession of, knowingly present where there is use and/or possession of, and/or distribute alcohol or drugs during school hours, on school property, on the way to or from school, or during any school sponsored activity or event will face the following disciplinary action: (1) suspension from school; (2) referral to law enforcement; and (3) referral to district Case Management Team (CMT).

**Explosive Devices**

Materials or devices such as fireworks, shotgun shells, bullets, explosive caps, black powder, and cigarette lighters are prohibited on school property.

**Fighting**

Fighting and physical abuse is illegal and will be referred to Law Enforcement. Suspension for fighting may range from one (1) to ten (10) days. Students who experience difficulty with other students should discuss it with a teacher, counselor, or building administrator to prevent becoming involved in a fight. "Horseplay" and/or "pretend" fighting are also prohibited.

**Fire Alarms and Extinguishers**

It is illegal to tamper with fire alarms or fire extinguishers. Doing so will result in disciplinary action which may include suspension/expulsion.

**Knives/Cutting Instruments**

Knives, box cutters, razor blades, or other cutting instruments (not being used for instruction and under staff supervision) of any kind and size are prohibited on school property.

**Prohibitions**

Students are not allowed to bring any items to school that may disrupt the learning process. Students that bring items to school that administration has determined to be prohibited will have them confiscated. Confiscated items, if not illegal, must be picked up by a parent/guardian from the office. Illegal items will be given to the Tooele City Police and will be dealt with accordingly. CNJJHS will not be held liable for the loss of any confiscated items.

**Safe Schools Alert**

“SafeUT” is the reporting tool used by the Tooele County School District to report any issues regarding student safety. The “SafeUT” app is available to download for Apple and Android devices or call 1(800)273-8255 to report a student safety issue.

**Search and Seizure**

School officials have the authority to search a student’s person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers /P.E. lockers. School lockers/P.E. lockers are the sole property of the Tooele County School District and Clarke N Johnsen Junior High. Periodic general inspections of lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

**Sexual Harassment**

In compliance with state and federal law, any form of sexual harassment by students or staff is prohibited. This includes any verbal,

written, or physical conduct/contact of a sexual nature and which has the purpose of effecting or creating an intimidating, hostile, or offensive environment. Sexual harassment is defined as, but not limited to, unwelcome/unwanted touches, pulling clothing down or off, sexually vulgar words, sexually graphic pictures, obscene gestures, spreading of sexual rumors, and requests for sexual favors. Sexual harassment is illegal and will result in administrative action and possible referral to law enforcement and will be handled on a case-by-case basis.

**Theft:**

Stealing is illegal and will result in administrative action and possible referral to law enforcement and will be handled on a case-by-case basis.

**Tobacco Use**

The use and/or possession of tobacco products, or electronic cigarettes, by students are prohibited and illegal in school, on school property, on the way to and from school, and during all school sponsored activities. First offenders will be required to complete a smoking cessation class and sign a “no use” contract. School administrators are agents of the court and will issue citations for repeated offenses in addition to other disciplinary action as deemed appropriate by the administration.

**Trespass**

Under the law, a person is guilty of a misdemeanor if he/she enters or remains on school property without authorization. If a person is asked to leave the school by a school official, he/she must leave immediately. Persons who are considered trespassing may be referred to law enforcement.

**Vandalism**

Destruction of personal, private, or public property may result in one or all of the following: suspension, fines, community service, and/or referral to law enforcement.

**Conditions of Suspension**

**Authority to Suspend or Expel**

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days or expelling a

student the school administrator shall make a referral to the District's Case Management Team (CMT).

### **Suspended Students**

A student who is suspended may not participate in school activities/functions or be on school property (considered trespassing) until he/she is readmitted from the suspension by an administrator.

### **Alternatives to Out of School Suspension:**

A parent/guardian may request to attend school with their student in lieu of an out of school suspension upon the consent of the administration and the student's teachers. The parent/guardian must agree to attend all of the student's classes with the student for each day of the suspension.

### **Classroom Behavior**

In general, a student's classroom behavior is inappropriate when it either causes the teacher to stop teaching or it prevents other students in the classroom from learning.

A teacher may exclude a student from class when the severity of the offense, the persistence of the behavior, or the disruptive effect makes the presence of the student unacceptable. In these cases, a parent-teacher conference may be necessary for the student to return to class.

### **Classroom Discipline**

Discipline policies apply to all students at CNJJH. These policies are established to help all students achieve self-discipline. It is therefore expected that rules shall be clear and the consequences stated. All rules cannot be written and similar offenses will warrant similar consequences. Chronic offenders will be treated with more severity.

*In-School Management.* The first line of discipline is the teacher. The teacher shall notify a parent or guardian, by phone, in person, or in writing when a student is failing or receiving a "U" citizenship grade.

This systematic approach shall be documented as follows after the class and school rules are given to the student:

Step 1: Conference with student.

Step 2: Parent/guardian contact is made.

Step 3: Intervention: bilateral contract or other interventions are created and attempted

Step 4: School counselor is involved (optional).

Step 5: Student is referred to Administrator.

In cases involving severe crisis situations, the above steps may be overridden and students may be referred directly to the administration.

Crisis includes, but is not restricted to, vandalism, open defiance, or threat of a physical nature. Consequences are given for unacceptable behavior. A conference with parent/guardian, teacher, student, and administrator may be scheduled with severe situations or habitual problems.

### **Detention**

Students are assigned to detention by the teacher or administration for unacceptable behavior. The detention must be completed within the scheduled time. Failure to complete the detention within the scheduled time may result in the following: additional detention, suspension, and may result in a citizenship grade of “U” for each class involved, and no participation in activities.

### **Lunch Tutoring and/or Lunch Detention Procedures**

Students will pick up their lunch and report to their assigned lunch tutoring room for Mandatory Lunch Tutoring or Alternative Learning Center (ALC) for Lunch Detention immediately after their lunch bell. If a student is a “No Show”, he/she will be assigned an additional day of Lunch Detention. Students will have a choice of cafeteria food, or they may bring their own lunch from home. Students will be expected to bring class work and follow ALC rules at all times. Anyone behaving inappropriately may be assigned an additional day of detention, and or be suspended. A parent will be notified.

### **Grievance Procedure**

A parent/guardian of a student facing suspension or disciplinary action may request a review of the decision by using the following procedure:

1. Discuss the grievance with the teacher or person at the school in charge of the decision.
2. Meet with the principal and Standards Committee (School Behavior Committee), if necessary.
3. If the parties fail to reach an agreement, the student and a parent or guardian may request a review by the School Director or designee.

## **SCHOOL EMERGENCIES**

A school emergency response chart is posted in every classroom with procedures to follow for emergencies, including exiting instructions that may occur while school is in session. Teachers review these procedures with the students the first week of school and after safety drills. Students are expected to follow all directions given by faculty, staff, law enforcement or other emergency agencies immediately.

***During an emergency, it is important to remember that the phone***

*lines need to be available for emergency personnel to contact the school or to be contacted by the school. Parents are encouraged to gain information through radio, television, or online (CNJJH App, Facebook Page, Twitter, etc...) rather than load the phone lines. All necessary information will be released as available.*

### **Safety Drills**

Safety drills are conducted as often as mandated by Utah law. In order to be prepared in the event of an emergency, it is imperative to take the safety drills seriously and treat them as if the emergency was really taking place. The following is brief, important information regarding possible emergencies and how they are to be handled by students and staff.\*

### **Passing Between Classes, Lunch Time, and Assemblies**

If the emergency alarm/announcement is made during passing time, students are to report to the previous teacher or their designated evacuation site outside the building. If the emergency alarm/announcement occurs during lunch time, they will evacuate and meet their 4<sup>th</sup>/9<sup>th</sup> period teacher at the teacher's designated evacuation site outside the building. If the emergency alarm/announcement occurs during an assembly, the students are to remain with the teacher they came to the assembly with and evacuate to the designated site outside the building.

### **Power Failure**

- Remain where you are and listen for instructions from staff, administration, law enforcement, or other emergency agency.
- Follow the instructions immediately.

### **Relocation Centers for Emergencies**

If directed by administration, law enforcement, or other emergency agency to relocate, we will proceed to Overlake Elementary School in a quick and orderly fashion. If this is not the safest place, the students and teachers will be relocated to the Deseret Peak Complex. Once administration has authorized the release of students, parents/guardians may pick them up at the relocation center used.\*

**NOTE:** *Only parents/guardians or individuals listed on the student's emergency card may pick the student up. They MUST show proper I.D. upon arrival.*