

**Tooele Jr. High School**  
**Student / Parent Handbook**  
**2018-2019**

**Parent /Guardian Signature Page**

**Parents/ Guardians**

**Please sign this page and have your student return this page to the student's homeroom teacher.**

**I, the parent/guardian of \_\_\_\_\_  
have read and understand the policies and  
procedures stated in this TJHS Handbook. Parent's /  
Guardian's signature acknowledges acceptance of  
the School wide Disclosure Statement.**

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**Parent's / Guardian's Signature**

**Date**



**Welcome to Tooele Jr. High School – Home of the  
Road Runners!**



**Tooele Jr. High School**  
**Student / Parent Handbook**  
**2018-2019**

**Mission Statement:**

**At Tooele Jr. High School, we are committed to  
ensuring all students will learn.**

**This handbook belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

**Counselor's Name:** \_\_\_\_\_

**Student's Schedule:**

<b>A Day</b>	<b>Room #</b>	<b>B Day</b>	<b>Room #</b>
1. _____		6. _____	
2. _____		7. _____	
3. _____		8. _____	
4. _____		9. _____	
5. _____		10. _____	

**A Day (Purple)**

**I have:** \_\_\_\_\_ **1st Lunch**    **or**    \_\_\_\_\_ **2nd Lunch**

**B Day (White)**

**I have:** \_\_\_\_\_ **1st Lunch**    **or**    \_\_\_\_\_ **2nd Lunch**

## **Tooele Jr. High School Students, Parents and Faculty**

*Welcome to Tooele Jr. High School. As we anticipate the upcoming 2018-2019 school year, the Student Body Officers wish to welcome you to the Home of the Roadrunners. We have many different activities planned for the year, and we hope you will participate. TJHS is a great school and we are excited to have you in our school. If you have any questions or concerns, please seek assistance from an adult in the school or from a student. As your student body officers, we are here to serve you and assist you in any way needed. Again, welcome to our GREAT SCHOOL – TOOELE JR. HIGH SCHOOL!*

### **Administration:**

*Bill Gochis           Principal  
Dave Whiting       Assistant Principal  
Karen Bitters       Counselor  
Sherie Lee           Counselor  
Paul Bennett        Counselor  
Sharmel Walker     Secretary  
Maren Mclaws      Counseling Secretary  
Debbie Leatham    Finance Secretary*

## **Creating a Culture of Learning for All**

### **What is a Student?**

*A Student is the most important person ever in our school ...  
in person, on the telephone, or by mail.*

*A Student is not dependent on us...*

*We are dependent on the Student.*

*A Student is not an interruption of our work...*

*The Student is the purpose of it.*

*We are not doing a favor by serving the Student...*

*The Student is doing us a favor by giving us the  
opportunity to do so.*

*A Student is a person who brings us his or her desire to learn.*

*It is our job to handle each Student in a manner*

*Which is beneficial to the Student and Our School.*

*- Adapted by William W. Purkey.*

**Tooele Jr. High School 411 West Vine Tooele, Utah 84074**

**School Telephone: 435-833-1921, Fax Number: 435-833-1923**

**Web Address: <http://tooeleschools.org>**

**“WELCOME TO OUR STUDENTS AT TOOELE JR. HIGH  
SCHOOL”**

**2018-2019 School Calendar**

<i>Event</i>	<i>Date</i>	<i>Day(s)</i>
<i>First Day of School</i>	<i>Aug. 21</i>	<i>Tuesday</i>
<i>Labor Day NO School</i>	<i>Sept. 3</i>	<i>Monday</i>
<i>Teacher Convention NO School</i>	<i>Oct. 18, 19</i>	<i>Thursday, Friday</i>
<i>End of 1<sup>st</sup> Term (44 Days)</i>	<i>Oct. 26</i>	<i>Friday</i>
<i>Start of 2<sup>nd</sup> Term NO School</i>	<i>Oct. 29</i>	<i>Monday</i>
<i>Fall Break NO School</i>	<i>Nov. 22, 23</i>	<i>Thursday, Friday</i>
<i>Winter Break NO School</i>	<i>Dec. 24 – Jan. 1</i>	<i>Thursday – Monday</i>
<i>Resume School</i>	<i>Jan. 2</i>	<i>Tuesday</i>
<i>End of 2<sup>nd</sup> Term (44 Days) NO School</i>	<i>Jan. 9</i>	<i>Thursday</i>
<i>Martin Luther King Day NO School</i>	<i>Jan. 21</i>	<i>Monday</i>
<i>Start of 3<sup>rd</sup> Term</i>	<i>Jan. 10</i>	<i>Friday</i>
<i>President’s Day NO School</i>	<i>Feb. 18</i>	<i>Monday</i>
<i>End of 3<sup>rd</sup> Term (45 Days) NO School</i>	<i>Mar. 15</i>	<i>Friday</i>
<i>Spring Break NO School</i>	<i>Mar. 18-22</i>	<i>Monday-Friday</i>
<i>Start of 4<sup>th</sup> Term No School</i>	<i>Mar.25</i>	<i>Monday</i>
<i>Easter Break NO School</i>	<i>Apr. 19, 22</i>	<i>Friday, Monday</i>
<i>Last Day of School for Students</i>	<i>May 23</i>	<i>Thursday 1/2 Day</i>
<i>4<sup>th</sup> Term Ends (44 days) NO School</i>	<i>May 24</i>	<i>Friday</i>

*Wednesday– Early Release for Students – 1:30 P.M. – Teacher Professional Learning Communities Collaboration*



**TJHS Bell Schedule**

**REGULAR SCHEDULE**

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

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**TEACHER COLLABORATION WEDNESDAYS**

1 <sup>st</sup> Lunch		2 <sup>nd</sup> Lunch	
1 <sup>st</sup> / 6 <sup>th</sup> Period	8:00 - 8:49	1 <sup>st</sup> / 6 <sup>th</sup> Period	8:00 - 8:49
2 <sup>nd</sup> / 7 <sup>th</sup> Period	8:54 - 9:43	2 <sup>nd</sup> / 7 <sup>th</sup> Period	8:54 - 9:43
<b>HOMEROOM</b>	<b>9:48 - 10:18</b>	<b>HOMEROOM</b>	<b>9:48 - 10:18</b>
LUNCH	10:18 - 10:48	3 <sup>rd</sup> / 8 <sup>th</sup> Period	10:23 - 11:12
3 <sup>rd</sup> / 8 <sup>th</sup> Period	10:53 - 11:42	LUNCH	11:12 - 11:42
4 <sup>th</sup> / 9 <sup>th</sup> Period	11:47 - 12:36	4 <sup>th</sup> / 9 <sup>th</sup> Period	11:47 - 12:36
5 <sup>th</sup> / 10 <sup>th</sup> Period	12:41 - 1:30	5 <sup>th</sup> / 10 <sup>th</sup> Period	12:41 - 1:30

**Teacher PLC Time: 1:45 - 2:30**

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### *How to be Successful at Tooele Jr. High School*

1. *Attend school on a regular basis, be prepared in class, display a positive attitude, and participate in your learning.*
2. *Be organized, use your planner, record homework and assignments, and complete all assigned work and turn the work in on time.*
3. *Be your BEST in everything you do and participate at 100% of your ability.*
4. *Work hard to accomplish your goals.*
5. *Be kind and respectful to yourself and others in the school.*
6. *Join a club or an organization and make a difference for others.*
7. *Be a Road Runner at Tooele Jr. High School!*



## **Tooele Jr. High School**

### **School-Wide Disclosure**

2018-2019

*Welcome to Tooele Jr. High School! We look forward to helping ALL STUDENTS succeed. Please refer to our web page for answers to parent questions, teacher web pages, how to email teachers, gradebook program and much more at <http://tooeleschools.org>. Please make sure we have your current email address so that we are able to send you the newsletters and up-to-date information of what is happening in our school.*

*We are excited to have your son or daughter at Tooele Jr. High School for the 2018-2019 school year. The students will be using computers to complete some assignments, so please be sure to agree to the **Acceptable Use Policy** during registration. Our teachers will be teaching from the **Utah State Core Curriculum** and following the **Tooele School District Curriculum Mapping** for your student's core classes. The Utah State Core may be accessed at <http://www.uen.org/core/>*

**ARRIVAL TO SCHOOL:** *Students are allowed in the school building at 7:30 A.M. Students may go to breakfast in the cafeteria at that time. If*

*students or parents need to meet with the counselors earlier, special arrangements may be made by calling the counselors to arrange a time. If bad weather occurs, students will be allowed to wait for class in the gym.*

***ATTENDANCE:*** *It is important for students to be in school at all times. Activities, discussions, simulations, and presentations take place every day during school time and often cannot be duplicated even by after-school instruction (tutoring) or makeup work. Educational achievement comes through participation as well as by assignments, projects, and assessments. ATTENDANCE IS ONE OF THE MAIN FACTORS OF HOW WELL STUDENTS DO IN SCHOOL! It is the responsibility of the parent/guardian to notify school officials of legitimate absences at 435-833-1921. Legitimate absences are defined as: verified illness, medical appointments, bereavement, court appearances, emergencies, pre-approved educational leave, and special family or religious events.*

***CLASSROOM ASSIGNMENTS FOLLOWING AN ABSENCE:*** *Following any absence, excused or unexcused alike, the STUDENT is responsible for obtaining missed assignments upon his/her return and completing the work according to this policy. The student has three (3) school days following an absence to make up missed work for full credit. After that time, missing assignments become LATE WORK, unless the student and teacher have previously negotiated an extended due date for absent work to be completed. Students will be notified in advance of projects/assignments for which this absent work policy does not apply. If a student is absent more than three (3) consecutive days, a request for homework can be made through the Attendance Office at 435-833-1921.*

*Students absent from school in connection with an excused absence or school sponsored activity will be allowed to make up all work and receive full credit for the work. It is the student's responsibility to contact the teacher and make arrangements for any missed work.*

***VACATION PLANS:*** *When a student is going to miss school due to a family vacation, the parent must contact the Attendance Office in advance to approve the absence. The student will take a Prior Excused Absence Form to the teachers for signatures and notification. Students will collect the work to be completed while absence. The work is due upon the return of the student.*



## **TARDY POLICY**

*3 tardies per class per term=Parent notified by teacher, Student contract with teacher.*

*5 tardies per class per term= ASD, Loss of hall pass.*

*6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> tardy per class per term= ASD for each tardy.*

*10<sup>th</sup> tardy per class per term=All day ISS.*

*Additional tardies may result in Out of School Suspension.*

**TRUANCY:** *A student is considered truant 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 permission and does not check out through the attendance office; (4) Obtains permission to go to a certain area, but fails to report there; (5) Leaves class early without permission; (6) Attends a class other than scheduled; (7) More than 10 minutes late to class without prior permission will be considered truant. Truancy tickets will be issued at the rate of \$20.00 per ticket. Because learning is our top priority, students who are truant are expected to complete missed work; however, partial credit will be given for work missed due to truancy according to teachers' guidelines.*

## **CLASSROOM EXPECTATIONS**

- 1. Be on time and in the proper place. Students will be marked tardy if they are not inside the classroom when the bell rings.. Students should begin working on the self-starter (bell ringer) when entering the classroom.*
- 2. Be prepared for class. Students are expected to bring the proper materials for class. These materials include the student's planner, binder, paper, and pencil or pen.*
- 3. Hall Passes. Students are expected to use the restroom, go to their lockers, or get a drink during the five minute passing period. Students receive ten (10) hall pass privileges a term.*
- 4. Complete all homework and assignments. Students who do not complete their homework will be in danger of failing the class.*
- 5. Respect all people and all property. Everyone in the school will use appropriate language, be polite to others, and keep all hands, objects to self.*
- 6. Above all, Respect yourself and your own right to learn and be responsible. Do Your Best!*
- 7. Appropriate gum chewing is a privilege that may be revoked. Please be respectful with gum. Some classes may not allow gum due to safety and sanitation, i.e. band, physical education, auditorium, foreign language classes, and computer labs.*

8. *Candy, food and drinks are only allowed in the cafeteria, not halls or class except when provided by the teacher.*
9. *The teacher's desk, office, computer, storage rooms, and telephones are off limits to students.*
10. *The classes are dismissed by the teachers, not by the bell. Students will be dismissed when clean-up is finished, when chairs are pushed in, and students are ready to exit the class.*

**POSITIVE REWARDS**

Possible rewards of appropriate behavior for good citizenship, helping others, grades, on time:

- Learning
- Self-respect
- Good Grades
- Praise from the teacher
- Positive communication home
- Drawings for prizes (FAST Pass)
- Field Trips
- Front of Lunch Line
- Awards

**CONSEQUENCES**

Inappropriate behavior will result in:

- Decreased learning & Poor Grades
- Alternative Learning Center
- Visual or verbal correction
- Seating Assignment
- Last to leave the room
- Parent Contact
- Behavior Contracts
- Referral to Administration
- Discipline Assignment
- Removal from the situation

**STUDENT DISCIPLINE PLAN**

*Students in Tooele Jr. High School are expected to take responsibility for their actions in every aspect of the school. If not, the following will occur:*

1. *Verbal Warning / Redirect the Student*
2. *Phone Call Home / If Problem Continues*
3. *Removal from class, lunch detention, ALC Referral*

**TOOELE JR. HIGH SCHOOL RULES (FAST PASS)**

*F--Follow Directions*

*A--Act Respectfully*

*S--Safety First*

*T--Take Responsibility*

**FAST PASSES:** *Roadrunners are FAST. They follow directions, act respectfully, consider safety first, and take responsibility. Students who get to class on time, students who are prepared with the necessary materials, students who treat everyone with respect, and students that follow the FAST*

guidelines will receive a FAST pass. The pass is turned in and exchanged for a small prize and students will become eligible for larger prizes during the school's activities.

**OOPS TICKETS:** Students who need to be reminded to follow the FAST rules will receive a OOPS ticket from teachers and staff. The first and second tickets are warnings; while the third ticket will earn the student time in ALC and a copy of the ticket will be mailed home to parents,

**CITIZENSHIP:** Citizenship grades are based on attendance, participation, preparation, and behavior in classes. Citizenship is determined in each class by the teacher's guidelines.

**CITIZENSHIP GRADES**

"H" indicates Honors; "S" indicates Satisfactory; "N" indicates needs improvement; "U" indicates unsatisfactory.

**MAKE-UP FOR CITIZENSHIP GRADES**

A student may make-up a "U" citizenship grade by completing three after school detentions. Detentions are held by appointment with teachers or after school Monday thru Thursday. Upon completion of detentions, student are to take a copy of the receipt of attendance to the teacher for a grade change. Receiving a "U" grade in citizenship will result in students not being allowed to attend school activities until the grade is cleared.

**GRADING:** Grades are based on an accumulation of total weighted points from assessments, assignments, homework, and participation in class. Parents, as well as students, should remain aware of academic standing in the student's classes by checking the teacher's gradebook via the SIS System. Points are converted to a percentage, and letter grades are assigned according to the following scale of percent:

Letter Grade	Percentage	GPA	Letter Grade	Percentage	GPA
A	93%-100%	4.00/4.00	C	73%-76%	2.00/4.00
A-	90%-92%	3.67/4.00	C-	70%-72%	1.67/4.00
B+	87%-89%	3.33/4.00	D+	67%-69%	1.33/4.00
B	83%-86%	3.00/4.00	D	63%-66%	1.00/4.00
B-	80%-82%	2.67/4.00	D-	60%-62%	0.67/4.00

C+	77%-79%	2.33/4.00	F	0%-59%	0.00/4.00
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*Students that wish to dispute a grade must resolve it with the issuing teacher within two (2) weeks of the reporting period. Any student that does not pass a class will need to attend summer school or do credit recovery classes. Students will pay \$25.00 for each recovery class and \$25.00 for each summer school class.*

***CERTIFICATION OF COMPLETION:*** *Students will receive a certificate of completion from Tooele Jr. High School at the end of eighth grade if they have passed math, science, language arts, and history in seventh and eighth grade years, and have no more than one failing grade in any other subject. Students that have not passed the requirements for a completion certificate will receive a certificate of attendance at Tooele Jr. High School at the end of eighth grade.*

***LATE WORK:*** *Late work is defined as any work not completed and handed in by the due date except in the case of an excused absence.*

***Late Work Policy***

- *Students are expected to complete all missing work.*
- *No credit will be given for certain assignments and projects that are late or exceed a specific cut-off date. Students will be informed ahead of time if an assignment/project falls into this category.*
- *Each teacher reserves the right to require an alternative or additional assignment if the original assignment has been corrected in class.*
- *Students must complete assignments to re-take tests in order to pass the class.*
- *Late work may not receive full credit in a class, as determined by the teacher.*

***SUCCESS ACADEMY:*** *Success Academy is a school program designed to provide students additional time to complete assignments when/if needed. When a student falls behind 2-3 assignments in a core class, the student may be recommended for Success Academy. The student is assigned to have lunch in a designated room with a teacher, and there the student will work on the missing assignments. Students may bring a lunch from home or purchase the school's sack lunch. Once the student has completed the missing assignments, the student will be sent back to the regular lunch schedule. As the student may be missing multiple assignments, it may take multiple days assigned to Success Academy to*

complete the missing assignments. If the student completes the work, he/she may show the work to the Success Academy Teacher, and will then be cleared of any further days in Success Academy.

***HOMEWORK:*** *Not all learning takes place in school. Parents should expect students to have homework each night and students should be reading at least 30 minutes each night at home.*

***HOMEROOM:*** *Homeroom is a student support class held on Wednesdays and also held at various times throughout the year as needed. During the 25 minutes of class, teachers will teach the Second Step Program, which is a program designed to address social skills in teenagers and identifying ways to prevent bullying. Teachers will check student grades the first Wednesday of each month. Students are assigned to sit with their Homeroom teachers in assemblies and outside the school for any emergency drills. Students will receive a "P" or "F" grade in Homeroom. In order to receive a "P" (Passing) grade, the student must complete 70% of the in class assignments following the Second Step Curriculum. Students' planners will be checked by the Homeroom Teacher.*

***DRESS CODE:*** *Students at Tooele Jr. High School are encouraged to dress appropriately for school. If students come to school with clothing deemed inappropriate by administration or staff, the student will have three choices: (1) Adjust the clothing by turning it inside out (shirt or blouse); (2) Put on appropriate clothes that are available in the office for use; (3) Call home for a change of clothing.*

*All clothing needs to be modest and appropriate for school appearance. The following dress standards are designed to provide a positive school environment:*

- 1. Appearance should not disrupt the classroom environment or school activities and/or should not hinder other students or teachers from participating.*
- 2. Visible writing or markings on a student's body is not acceptable.*
- 3. Proper footwear should be worn at all times. House slippers are not considered appropriate.*
- 4. Hats or bandanas are not to be worn.*
- 5. Shorts, dresses and skirts should be knee length.*
- 6. Pants with holes must have leggings worn under the pants.*
- 7. Clothing that displays obscene or suggestive words, pictures or advertises any substance use or gang affiliation will not be allowed.*

8. *Clothing must be of modest design and must have sleeves. No see through clothing will be allowed without a cover top.*
9. *The wearing of sunglasses, chains or spiked jewelry is not allowed.*

***SCHEDULE CHANGES:*** *Errors made in a student's schedule will be changed free of charge. Schedule changes requested by the student/parent will be charged \$3.00 per class and cleared through administration.*

***CLOSED CAMPUS:*** *Tooele Jr. High School is a Closed Campus School. Students may not leave campus during the day without administrative approval. Students must be signed out through the office and accompanied by a parent/guardian in order to leave campus.*

***SUSPENSIONS:*** *Suspension may be used when students do not comply with rules of the school. A student who is suspended may not participate in school activities, return to school, or be on school property until the student has been readmitted to school by an administrator. Whenever a student is suspended, parents/guardians will be notified of the suspension. When it has been determined that a student is to be suspended, the parent/guardian, upon meeting with administration, may be given the option of attending all classes with the student in lieu of suspension. If this option is accepted, the parent must attend all of the student's classes with the student for each day of the suspension.*

***CELL PHONE POLICY:*** *Cell phones are allowed in the school, however, each teacher will determine the use of the cell phones in class. Cell phones shall be powered off during class time unless other arrangements are made by the teacher. If a student is found to be in possession of or distributing pornography using cell phones, the student will be suspended and referred to law enforcement. Tooele Jr. High School is not responsible for any lost cell phone or missing cell phone. Students are responsible for their cell phones.*

***CHEATING POLICY:*** *Cheating (the student will receive a 0 on the assessment and the teacher will call the students parent)*

***COMPUTER USE:*** *All students will agree to an Acceptable Use Policy upon registering for school at Tooele Jr. High School. The policy is clear as to the use of computers in the school.*

***VISITORS:*** *All visitors are required to check in at the office. Visitors may not come into the school to visit classrooms, students, or school personnel without first obtaining permission from the school administration. Students are not allowed to bring friends or relatives to school without prior administrative approval.*

**PLEDGE OF ALEGIANCE:** In compliance with Utah State Law, students will recite the Pledge of Allegiance as a class each morning in the first period of the day.

**FIELD TRIPS AND REWARDS:** Eligibility for field trips (if any are held) and events are based on student grades and behavior. If the student has a poor citizenship "U" grade, the student may not be eligible to participate. There may be a cost for field trips.

**SCHOOL TRANSPORTATION (BUSES):** Bus drivers are in charge of all behavior on buses. All rules must be strictly followed by all students. Students who do not follow the rules may be denied the privilege of riding buses. Students and parents are responsible for any deliberate damage to a bus. If students ride a bus to school, they should arrive at the bus stop five minutes before the bus arrives. All school rules apply while riding a school bus. No food or drink will be allowed on the bus. Parents must send a written note to the bus driver in order for a student to exit the bus at any other stop than the designated stop for the student. Parents and students are required to sign a copy of the rules and regulations regarding bus transportation.

**FEES:** Student Fees: Student fees need to be paid prior to the first day of school. Parents may make payment arrangements with the administration if needed. Such payments are due no later than 90 days after registration. Unpaid fees will be sent to collections

**Fee Waiver:** Students who are in State custody or foster care or are receiving public assistance in the form of Temporary Assistance for Needy Families, by application approved by the principal, may have all fees waived (full documentation is required). Other fee waivers may be granted because of extenuating circumstances. Requests for fee waivers are to be made to the school's administration.

**Fee Waiver Approvals do not cover the following:** Recovery Classes, Yearbooks, lost or replaced locks, lost or damaged books, damage to school property or rented school property. Complete fee waiver packets are available in the main office and at registration.

**PUBLIC DISPLAY OF AFFECTION (PDA):** Public display of affection is not allowed in the Junior High. This includes holding hands, walking arm-in-arm, hugging, kissing, or any display of affection. Failure in following this procedure will result in a referral to school administration.

**SAFE SCHOOL PROCEDURES:** Tooele Jr. High School has a policy of zero tolerance concerning drugs, alcohol, tobacco, guns/weapons, gang

activity or association, sexual harassment, violent behavior, fires, fireworks, fire alarms, cheating, theft, vandalism, trespass on property, defiance and rebellion, inappropriate grooming, dress, and appearance, inappropriate behavior on school activities/buses.

**Appropriate Language:** Appropriate language will be displayed at all times. Swearing and use of offensive language will result in disciplinary actions by teachers/staff and administration

**Possess, Use, or Knowingly Present as Related to Drugs and Alcohol:** The use, possession, distribution, or sale of illegal drugs, alcohol, prescription drugs, look-a-like drugs, over the counter drugs, or drug paraphernalia constitutes a safe school violation. It is illegal under the laws of the State of Utah to possess any such item at Tooele Jr. High School. Students who may be under the influence of, in possession, be knowingly present where there is use and possession of, and/or distribute any of the above items during school hours, on school property, or during any school sponsored activity or event will receive disciplinary action as required through District policy and procedures. Students will be suspended from school, referred to law enforcement, and referred to the district's Case Management Team (CMT).

**Tobacco Use:** The use and/or possession of tobacco products are prohibited and illegal. This applies to students who are in school, on school property, on the way to and from school, and at all school sponsored activities. 1<sup>st</sup> offenders will be required to complete a smoking cessations class and sign a non-use contract with parent's signature. If a student refuses to sign a non-use contract, the student will be referred to juvenile court. School administration are agents of the court and may issue citations for repeated offenses in addition to other disciplinary actions as deemed appropriate by the school administration. Possession or use of spit less, odorless tobacco, e-cigarettes, or any other tobacco similar drug will not be permitted on school property. If such is found, consequences will follow the district and school policies and procedures.

**Gun/Weapon (Knives) Control:** Any student who is found to have a weapon on school property or at a school sponsored activity shall be suspended from school. The case will be referred to law enforcement and referred to Case Management Team (CMT) and a PRE (Predicts Risk Evaluation) will be conducted. In situations where school officials determine that such objects may be present, the administration will: (1) Contact local law enforcement agencies; (2) Identify and contain the student; (3) Confiscate any such item if possible; (4) Contact the student's parents/guardians; (5) Suspend the student until the investigation is complete and a recommendation from CMT is delivered. The student may be placed on an alternative educational plan following district policy and procedures.



**Sexual Harassment:** The purpose of this policy is to assure a learning environment exists where a student is able to learn free from sexual harassment and is in compliance with state and federal law. Any form of sexual harassment by staff or students is prohibited. This includes any verbal, written or physical conduct of a sexual nature, which has the purpose of effecting or creating an intimidating, hostile, or offensive environment. Sexual harassment in schools is not simply inappropriate behavior; it is against the law. Sexual harassment includes, but is not limited to the following: unwelcome touches, sexually vulgar words (written or spoken), sexually graphic pictures, obscene gestures, spreading of sexual rumors, unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature. The key word is "Unwelcome or Unwanted." This means that the hearer or receiver has the right to define whether the actions, pictures, gestures, words or rumors are harassing. A good rule of thumb to follow is "Keep Your Language and Behavior Appropriate and Socially Acceptable. Always show respect for yourself and others." Sexual harassment by students must be reported to school administration. Following a thorough and fair investigation, students or staff members who have violated this policy may face suspension, alternative placement, other appropriate legal or school consequences. Sexual harassment by staff must be reported to school administration, who must report such behavior to the District's Assistant Superintendent.

**Bullying:** Tooele Jr. High School will follow the guidelines when addressing bullying: (1) Student conferences will be held with teachers/administration to address the problem. Verbal warning will be given to the student causing the bullying and the behavior should cease happening; (2) Student conference held with administration and parents contacted with consequences assigned; (3) If the bullying continues, additional and more serious consequences will be addressed; (4) If bullying continues, suspension and/or referral to Case Management Team (CMT) for additional consequences, such as, but not limited to a PRE (Predicts Risk Evaluation) and consideration for suspension.

**Fighting:** Students who experience difficulty with other students should discuss the situation with an adult in the school – SEEK ASSISTANCE. Fighting and physical abuse will not be accepted at Tooele Jr. High School. Suspensions for fighting may range from one to ten days based on the circumstances. Students that are involved in fighting may be referred for a PRE (Predicts Risk Evaluation) and to Case Management (CMT) for consideration of placement. The key element is to SEEK ASSISTANCE!

**Theft:** Stealing is not only inappropriate, but it is against the law. Administrative action will occur and law enforcement referral may be necessary based on the individual's circumstances.

**Vandalism:** Destruction of personal, private, or public property will not be allowed and will be dealt with by school administration. Parents will be notified of such vandalism and arrangements will be made for restitution. A referral may be made to law enforcement.

**Trespass:** Under the law, a person is guilty of a misdemeanor if he/she enters or remains on school property without proper permission. When notice is given of a trespass by a school official, the person is warned to leave immediately or he/she will be referred to local law enforcement.

**Emergency and Safety Drills:** Safety drills will be held regularly as required by Utah Law. These drills include learning such routines as fire drills, bomb threat drills, intruder drills, shelter-in-place drills, earthquake drills, etc. All emergency and safety drills will be discussed through the homeroom teacher. Practicing the drills is a serious matter and students will be aware of the procedures in such drills. In the case of a major emergency, parents are encouraged not to call the school. The best way to communicate would be to turn on the radio or television for any broadcasted information. In case of a hazardous release event (chemical spill near the school) a lock-down or shelter-in-place procedure will occur. If students are outside, they will move quickly into the building and safety procedures would be put in place. If the school needed to relocate to another site, the school would move to Tooele High School auditorium or the LDS Church on Coleman Street. At any time during an emergency, students would only be released to parents/guardians as identified through identification.

### ***GENERAL PROCEDURES AND ACADEMIC PROGRAMS***

**Counseling Department:** Students wanting an appointment with a counselor must make an appointment with the Counseling Secretary. Appointments will be scheduled before/after school or during lunch time. Parents may call 833-1921 to schedule an appointment.

**Textbooks:** Textbooks are assigned to students. It is their responsibility to take care of the textbooks.

**Student Incentives:** Students have many opportunities to earn incentives. Such incentives are given due to grades, attendance, FAST Passes, reading points, positive behavior in class and within the school, Mayor's Award, etc.

**Grades:** Midterm grades and final quarter grades will be sent home each quarter.

**Hall Passes:** Whenever students are out of class, students must have a hall pass. Students will use their planners for the purpose of a hall pass with a teacher's signature.

**Vending Machines:** Vending machines are in the foyer for student use. It is a privilege to have the vending in the school, therefore, students are expected to take care of all litter regarding the machines. The machines will be turned off during class time.

**Hall Lockers:** All students will have an assigned locker from the homeroom teachers. Students should not share lockers. Tooele Jr. High School is not responsible for any items put into the lockers. The lockers will be cleaned each quarter during homeroom. The lockers are school property and administration reserves the right to inspect or search lockers as deemed necessary. If damage is caused to a locker, the student assigned to the locker will be responsible for the damage.

**Lost and Found:** Students who lose materials, supplies, or equipment should report the lost items immediately to the office. All lost and found items should be turned in to the office. All lost and found clothing that is not claimed each quarter will be donated to a charitable organization.

**Media Center:** Students may use the media center with permission from a teacher. No food or drink will be allowed in the media center. Overdue notices for library material will be sent out through the homeroom teacher. Students are responsible to pay any overdue charges. Accelerated Reading (AR) will be completed in the media center.

**Bicycles, Skateboards, Scooters and Rollerblades:** Students who bring skateboards, scooters, and rollerblades to school as their mode of transportation must secure the equipment in the bike storage area. Students take full responsibility for such equipment. This equipment may NOT be ridden in the school building at any time, or the student may lose the privilege of having such equipment at school. All bicycles are to be placed in the bike storage area upon arriving at school and students should bring a lock to secure the bicycle to the rack. The school will not assume any responsibility for such equipment.

## **TOOELE CITY PARK**

Tooele City Park has been designed as part of the Tooele Jr. High School Campus. The rules and procedures of Tooele Jr. High School and Tooele District apply to the park.

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

Tooele County School District, as a standing policy, does not discriminate against individuals because of race, color religion, age, sex, national origin, disability, or status as disabled veteran.

This policy applies to all school programs and employment handed 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 Educational 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 followed in the event of non-compliance may be directed to the District's Equal Employment Officer: Assistant Superintendent Doelene Pitt, 92 South Lodestone Way, Tooele, Utah or to the Director Denver Regional Office for Civil Rights, U.S. Department of Health, Education and Welfare.

<b><i>Position</i></b>	<b><i>TJHS Personnel Call 833-1921</i></b>	<b><i>District Personnel Call 833-1900</i></b>
<b><i>Sexual Harassment Officer</i></b>	<b><i>Principal Bill Gochis</i></b>	<b><i>Assistant Superintendent Doelene Pitt</i></b>
<b><i>504 Officer</i></b>	<b><i>Assistant Principal Dave Whiting</i></b>	<b><i>Assistant Superintendent Doelene Pitt</i></b>
<b><i>ADA Officer</i></b>	<b><i>Principal Bill Gochis</i></b>	<b><i>Assistant Superintendent Doelene Pitt</i></b>
<b><i>Family Liaison (Homeless)</i></b>	<b><i>Principal Bill Gochis</i></b>	<b><i>Christine Johnson, TCSD</i></b>
<b><i>Indian Education</i></b>	<b><i>Assistant Principal Dave Whiting</i></b>	<b><i>Larry Abraham, Federal Programs Director</i></b>
<b><i>Special Education</i></b>	<b><i>Principal Bill Gochis</i></b>	<b><i>Matt Jackson, Special Education Director</i></b>
<b><i>School Lunch Program</i></b>	<b><i>Delaina Loertscher, Manager</i></b>	<b><i>Jennifer Atherly, TCSD</i></b>



## **TOOELE JR. HIGH SCHOOL**

### **THE LEGEND OF THE ROADRUNNER**

*The roadrunner is not the prettiest bird in the world. He does not soar like the eagles or swoop down on his prey like the hawks. He does not attract admirers with his beautiful feathers or graceful airs. He does not sing like the angels or make a lovely sight floating on the lake. He does not command attention by his looks or demeanor or power. What is there about the roadrunner?*

*The little roadrunner is fast. But that is not what makes him successful. It may help him get where he wants to go faster. What he has is direction. Do you see a roadrunner zigzagging down the road, wondering where to turn next? No, he's headed in a straight line, his eye on the prize and single minded in his pursuit. He has direction. If there is an obstacle in sight, either the obstacle moves or he goes around it. Beep! Beep! He knows where he wants to go, how to get there, and does not let the obstacles, the anvils, the Wiley Coyotes of the world stop him. Beep! Beep!*

*To Our Students at Tooele Jr. High School:*

*What is your direction? Do you know where you are going? Be like the roadrunner, plan to head in a straight direction, keep your eye on the prize, and do your best! Be sure not to let any obstacle get in your way. **KNOW WHERE YOU ARE GOING AND DO EVERYTHING IN YOUR POWER TO GET THERE!** Welcome to Tooele Jr. High School 2018-2019*

*Mr. Bill Gochis, Tooele Jr. High School Principal*

*Dr. Dave Whiting, Assistant Principal*