## 2023-2024 School Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to School Night</td>
<td>August 15</td>
</tr>
<tr>
<td>First Day of School</td>
<td>August 17</td>
</tr>
<tr>
<td>Labor Day (No school)</td>
<td>September 4</td>
</tr>
<tr>
<td>Picture Day</td>
<td>September 13-14</td>
</tr>
<tr>
<td>End of 1st Term</td>
<td>October 18</td>
</tr>
<tr>
<td>Fall Break (No school)</td>
<td>October 19-20</td>
</tr>
<tr>
<td>Teacher Workday (No school-STU)</td>
<td>October 23</td>
</tr>
<tr>
<td>Start of 2nd Term</td>
<td>October 24</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 22-24</td>
</tr>
<tr>
<td>Last Day of School Before the Break</td>
<td>December 21</td>
</tr>
<tr>
<td>End of 2nd Term</td>
<td>December 21</td>
</tr>
<tr>
<td>Teacher Workday (No school-STU)</td>
<td>December 22</td>
</tr>
<tr>
<td>Winter Break (No school)</td>
<td>December 25-January 5</td>
</tr>
<tr>
<td>Resume School</td>
<td>January 8</td>
</tr>
<tr>
<td>Start of 3rd Term</td>
<td>January 8</td>
</tr>
<tr>
<td>Martin Luther King Day (No school)</td>
<td>January 15</td>
</tr>
<tr>
<td>District Day (No school-STU)</td>
<td>February 16</td>
</tr>
<tr>
<td>Presidents’ Day (No School)</td>
<td>February 19</td>
</tr>
<tr>
<td>End of 3rd Term</td>
<td>March 7</td>
</tr>
<tr>
<td>Teacher Workday (No school-STU)</td>
<td>March 8</td>
</tr>
<tr>
<td>Start of 4th Term</td>
<td>March 11</td>
</tr>
<tr>
<td>Spring Break (No school)</td>
<td>March 25-29</td>
</tr>
<tr>
<td>Last Day of School</td>
<td>May 22</td>
</tr>
<tr>
<td>Teacher Workday (No school-STU)</td>
<td>May 23</td>
</tr>
</tbody>
</table>
## BELL SCHEDULES

### Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>A.M. Assembly</th>
<th>1st Lunch</th>
<th>2nd Lunch</th>
<th>3rd Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6th Period</td>
<td>Assembly</td>
<td>8:00−9:10</td>
<td>8:00−9:10</td>
<td>8:00−9:10</td>
</tr>
<tr>
<td>2/7th Period</td>
<td>Assembly</td>
<td>8:00−9:10</td>
<td>8:00−9:10</td>
<td>8:00−9:10</td>
</tr>
<tr>
<td>3/8th Period</td>
<td>Assembly</td>
<td>8:00−9:10</td>
<td>8:00−9:10</td>
<td>8:00−9:10</td>
</tr>
<tr>
<td>4/9th Period</td>
<td></td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
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### Advisory/PLC Friday Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>A.M. Assembly</th>
<th>1st Lunch</th>
<th>2nd Lunch</th>
<th>3rd Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory</td>
<td></td>
<td>8:00−8:25</td>
<td>8:00−8:25</td>
<td>8:00−8:25</td>
</tr>
<tr>
<td>1/6th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>2/7th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>3/8th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
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<tr>
<td>LUNCH</td>
<td></td>
<td>11:10−11:35</td>
<td>11:40−12:05</td>
<td>12:10−12:35</td>
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<tr>
<td>4/9th Period</td>
<td></td>
<td>LUNCH</td>
<td>LUNCH</td>
<td>LUNCH</td>
</tr>
<tr>
<td>5/10th Period</td>
<td></td>
<td>12:28−12:58</td>
<td>LUNCH</td>
<td>LUNCH</td>
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<tr>
<td>PLC</td>
<td></td>
<td>12:40−1:30</td>
<td>12:40−1:30</td>
<td>12:40−1:30</td>
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### A.M. Assembly Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>1st Lunch</th>
<th>2nd Lunch</th>
<th>3rd Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>2/7th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>3/8th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>4/9th Period</td>
<td>Assembly</td>
<td>LUNCH</td>
<td>LUNCH</td>
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### P.M. Assembly Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>1st Lunch</th>
<th>2nd Lunch</th>
<th>3rd Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>2/7th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>3/8th Period</td>
<td>Assembly</td>
<td>8:00−9:00</td>
<td>8:00−9:00</td>
</tr>
<tr>
<td>4/9th Period</td>
<td>Assembly</td>
<td>LUNCH</td>
<td>LUNCH</td>
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### Early Release Schedule (11:30am)

<table>
<thead>
<tr>
<th>Period</th>
<th>1st Lunch</th>
<th>2nd Lunch</th>
<th>3rd Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6th Period</td>
<td>Assembly</td>
<td>8:00−8:35</td>
<td>8:00−8:35</td>
</tr>
<tr>
<td>2/7th Period</td>
<td>Assembly</td>
<td>8:00−8:35</td>
<td>8:00−8:35</td>
</tr>
<tr>
<td>3/8th Period</td>
<td>Assembly</td>
<td>8:00−8:35</td>
<td>8:00−8:35</td>
</tr>
<tr>
<td>LUNCH</td>
<td>Assembly</td>
<td>11:15−11:30</td>
<td>2:00−2:40</td>
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</tbody>
</table>

### Lunch Times

- A.M. Lunch: 9:00–10:00
- P.M. Lunch: 12:00–1:00
## CLARKE N. JOHNSEN FACULTY

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Subject</th>
<th>Name</th>
<th>Department/Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim Almond</td>
<td>SPED</td>
<td>Tai Lauti</td>
<td>Science</td>
</tr>
<tr>
<td>Katherine Block</td>
<td>Science</td>
<td>Amy LeFevre</td>
<td>Language Arts</td>
</tr>
<tr>
<td>Cody Brough</td>
<td>SPED (Life Skills)</td>
<td>Richard LeSueur</td>
<td>Science</td>
</tr>
<tr>
<td>Benjamin Bybee</td>
<td>Spanish</td>
<td>Kyle Marian</td>
<td>P.E./Gaming</td>
</tr>
<tr>
<td>Kayden Calder</td>
<td>Assistant Principal</td>
<td>Flora Martin</td>
<td>DLI (Spanish)</td>
</tr>
<tr>
<td>Christian Chou</td>
<td>Science</td>
<td>Sean Merrill</td>
<td>Counselor</td>
</tr>
<tr>
<td>Brady Christensen</td>
<td>CTE/Business/ODS</td>
<td>Bailey Moss</td>
<td>Health</td>
</tr>
<tr>
<td>Lori Daffern</td>
<td>SPED</td>
<td>Blaire Nelson</td>
<td>CTE/Business</td>
</tr>
<tr>
<td>Becky Darling</td>
<td>Math/Gaming</td>
<td>Amy Palmer</td>
<td>P.E.</td>
</tr>
<tr>
<td>Katrina Dvorachek</td>
<td>Orchestra</td>
<td>Vern Palmer</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Mary Elkins</td>
<td>Language Arts</td>
<td>Russ Paystrup</td>
<td>Mathematics</td>
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<tr>
<td>LeeAnn Elmer</td>
<td>Math</td>
<td>Dionne Powell</td>
<td>Science</td>
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<tr>
<td>Ky Fisher</td>
<td>Counselor</td>
<td>Brandi Richman</td>
<td>Math</td>
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<tr>
<td>Brenda Florence</td>
<td>Science</td>
<td>Likelli Simao Bender</td>
<td>DLI (Portuguese)</td>
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<tr>
<td>David Fritzler</td>
<td>Art</td>
<td>Natalie Snyder</td>
<td>Band</td>
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<tr>
<td>Jeff Gangwer</td>
<td>Language Arts/Social Studies</td>
<td>Krista Sparks</td>
<td>Principal</td>
</tr>
<tr>
<td>Jeff Gorrine</td>
<td>Social Studies</td>
<td>DeeAnne Squire</td>
<td>Language Arts</td>
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<tr>
<td>Deanne Hamilton</td>
<td>Science</td>
<td>Amanda Thomas</td>
<td>Counselor</td>
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<tr>
<td>Debbie Hitesman</td>
<td>CTE</td>
<td>Dallin Vance</td>
<td>Language Arts</td>
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<tr>
<td>Loren Hulett</td>
<td>Mathematics</td>
<td>Marc Vickers</td>
<td>P.E.</td>
</tr>
<tr>
<td>Chad Jensen</td>
<td>Social Studies</td>
<td>Ray Walters</td>
<td>CTE/Shop/Yearbook</td>
</tr>
<tr>
<td>Shalon Jones-Miller</td>
<td>Assistant Principal</td>
<td>Shaunie Ware</td>
<td>Study Skills</td>
</tr>
<tr>
<td>Rebecca Jorgensen</td>
<td>Choir/History</td>
<td>Adrienne Whittle</td>
<td>Math</td>
</tr>
<tr>
<td>Michelle Joyce</td>
<td>Language Arts</td>
<td>Julianna Williams</td>
<td>Language Arts</td>
</tr>
<tr>
<td>Jamie Kerr</td>
<td>Language Arts/Social Studies</td>
<td>William Willson</td>
<td>Language Arts</td>
</tr>
</tbody>
</table>
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, subcontractors, 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:
Kris Sparks, Principal 435-833-1939
Kayden Calder, Asst. Principal 435-833-1939
Shalon Jones-Miller, Asst. Principal 435-833-1939

ALS Information:
Kris Sparks, Principal, 435-833-1939

Sexual Harassment Officers:
District Office Representative, 435-833-1900
Kris Sparks – Principal, 435-833-1939

Family Liaison Contact:
Mark Ernst 435-833-1900
Kris Sparks, Principal, 435-833-1939

Indian Education:
Mat Jackson 435-833-1915

Homeless Liaison:
Mat Jackson 435-830-4706

School Lunch Manager:
Misty Johnson, 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**
- Friday Morning Information during Advisory period. (also available for viewing on the school webpage)
- Daily announcements during the first 5 minutes of the day.

**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

**School Website** – go to 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 Friday 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 needs 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 and meet with teachers before and after school to receive additional help. In addition, the following programs are available: 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 and grades. CNJJHS is a closed campus. Students are always to remain on school property in designated areas. 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.

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.

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.

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 due date.**

**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 handcarry the form to teachers, the parent may request the work through the office with a minimum notice of one (1) school day.

**Tardies**
*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 3rd 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 5th 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 10th 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 to 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 (Policy 5031)
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.

Resources: this rule is authorized by;

A. The Utah Constitution Article X, Section 3, which vests general control and supervision over public education to the Board.
B. Subsection 53G-8-202(2)(c)(i), which directs the Superintendent to develop a conduct and discipline policy model for elementary and secondary public schools; and.
C. 47 CFR, part 54, Children's Internet Protection Act, which requires schools and libraries that have computers with internet access to certify they have internet safety policies and technology protection measures in place to receive discounted internet access and services.
D. All schools under the LEA supervision shall be required to have a policy or policies for students, employees and where appropriate, for guests governing the use of electronic devices on school premises and at school-sponsored activities. R277-495-3 (1),

1. Definitions
   a. Acceptable use Policy means a document stipulating constraints and practices that a user shall accept prior to a user accessing an LEA's or any school within an LEA's, network or the internet.
   b. Electronic Devices: means a device that is used for audio, video or text communication or any other type of computer or computer-like instrument including, but not limited to the following, smartphone; smart or electronic watch; a tablet; virtual reality device.
   c. Guest means an individual; who is not a student, employee, or designated volunteer o the public school; and who is on school property or at the site of a school-sponsored activity or event.
   d. Inappropriate matter means pornographic or indecent material as defined in Subsection 76-10- 1253(1)(a).
   e. District-owned electronic device means a device that is used for audio, video, text communication, or any other type of computer or computer-like instrument that is identified as being owned, provided, issued or lent by the LEA to a student or employee.
   f. Privately owned electronic device means a device, including an electronic device that is used for audio, video, text communication, or and another computer or computer-like device that is not owned or issued by the LEA to a student or employee.
   g. Public school means a school or public-school program grades kindergarten through 12 grades, which is part of the Utah Public School System, including a school with a distance learning program or an alternative program.
   h. The Children's Internet Protection Act (CIPA) means federal regulations enacted by the Federal Communications Commission (FCC) and administrated by the Schools and Libraries Division of the FCC.
   i. CIPA and companion laws, the Neighborhood Children's Internet Protection Act (NCIPA) and the Protecting Children in the 21st Century Act, require recipients of federal technology and to comply with certain internet filtering and policy requirement.
   j. Utah Education Telehealth Network (UETN) means the Utah Education and Telehealth Network created in section 53B-17-105
   k. Individual suspicion means information that an individual has violated policy; generally required for constitutional search (including personal belongings; exceptions are possible when privacy interests implicated in the search are minimal and where other safeguards are available; not as exacting in the public school setting as in criminal law.
   l. Reasonable suspicion; need not be based on a single factor, but on the totality of the circumstances; aggregate effect of all information available at the time of the search; does not require absolute certainty but only sufficient probability; the sort of common-sense conclusion about human behavior upon which practical people are entitled to rely.
m. Instructional time are the hours during the school day designated by the school or school district, cumulative hours and days during the course of the school year must equal 990 hours of instructional hours and 180 instructional days, consistent with R277-419; also includes the time during the class when the teacher is instructing the students.

2. Use of Electronic Devices. Electronic devices may be used during the school day, during school-sponsored activities or transportation as follows:
   a. Student may have electronic devices in their possession during the regular school day.
   b. The devices must remain out of sight during the instructional time and be turned off or on a silent mode.
   c. If students intentionally use or respond to electronic devices during instructional time or during time identified by teachers, electronic devices may be confiscated.
   d. Devices may be retrieved by individuals designated by the school. Students may also be subject to school discipline.
   e. A school shall, develop a written procedure to establish a warning schedule for student violations which all school employees shall follow. Exceptions may be made for individual students or for specific time periods as warranted. The time period shall be interpreted with flexibility.
   f. Electronic devices must be either turned off or held in a secure place by the teacher, as determined by the individual teacher, during class quizzes, tests, and standardized assessments.
   g. Electronic devices inappropriately used or disclosed may be subject to search by school administrators based on reasonable suspicion.
   h. Students may not use any electronic device to access inappropriate matter while on school property or while using District connectivity. Students may not use any electronic device to hack any school or district network. Students may not use any electronic device in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees, or guests.

3. Use of District-owned Electronic Devices. District-owned electronic devices must be used in accordance with the specific rules and conditions related to the issuance of the device to the student, including rules on care and maintenance of the device, and restrictions on personal uses of the device, and rules relating to the installation or use of software on the device. Students may not use any District-owned electronic device to access inappropriate matter, nor may students use a District-owned electronic device to hack any network or any electronic device. Students may not use any District-owned electronic device in ways that bully, humiliate, harass, or intimidate school-related individuals, including students, employees or guests.

4. Exceptions to the general electronic device policy shall be made consistent with the school district and school policies but in the judgment and discretion of individual teachers.
   a. Medical reasons: School administrators may give permission for students to possess electronic devices for good cause shown if the devices do not distract from the instructional or education process.
   b. Parent request: parents may request that a student possess an electronic device on active mode at all times during the school day, with exception to during course or subject test and standardized assessments. Teachers shall grant such request for good cause shown. (good cause may include medical needs or unusual family situations.)
   c. Teacher permission: The teacher may permit a student to have an electronic device in his possession at all times during the regular school day, including during assessments, based on a written 504 plans, and IEP or legitimate circumstances as determined by the individual teacher.
   d. Emergency: students may use electronic devices in situations that threaten the health, safety or well-being of students (including themselves), school employees or others.
   e. Parents shall make requests for exceptions to the school district/school policy to the school principal, designee or individual teacher. The school shall have forms available at the main office and in the counseling center for parent/student requests.

5. Reporting misuse of electronic devices. Students should report any misuse of electronic devices by an employee to the principal or other appropriate administrators. Students should report misuse of electronic devices by other students to a teacher or an administrator. Misuse of electronic devices by guests should be reported to the principal or other appropriate administrators.

6. Consequences for violation of policy.
   a. Students will receive one warning prior to discipline for violation of this policy
b. Designated individuals, upon identification, may retrieve their child's electronic device during school hours or by appointment.

c. A school may impose other consequences for a student's violation of the electronic device policy only following notice of such policy to the school community. Such penalties are not exhaustive, and more than one penalty may be imposed if warranted. Such penalties may include:
• Loss of electronic device privileges
• Disciplinary letter
• In-school suspension
• Suspension
• Loss of extracurricular or honor privileges or recognition
• If students are defiant and will not cooperate with school administrators and/or will not surrender electronic devices, the designated school administrator may take appropriate action for the safety and well-being of the student or other students or employees at the school. The school principal or designee shall notify a parent immediately of additional penalties.

7. Notice to Students and Parents of Policy.
a. Parents and students shall receive annual written notice of the school district's school's electronic device policy and procedure. Written notice may be satisfied by posting the policy on the school district/school's website, publishing the policy in the school handbook or directory, sending the policy to the students home or any other reasonable means.
b. Parents and students shall receive annual notice of the policy:
• Parents and students shall receive notice of changes in the school district/school policy in a timely manner and through reasonable means.
• A copy of the most current policy shall always be available in the main office of the school and shall be posted online on the school website if a school has a website.
c. Schools may require that parents return a copy of the policy with a signature indicating that parents have had access to the policy.
d. Information to parents should include exceptions to the policy and potential consequences for students.
e. Information to parents shall provide clear information on how best to contact students during school hours or activities, in lieu of immediate contact by electronic device.
f. Students and parents shall be notified that law enforcement may be contacted, at the school's discretion if circumstances warrant such contact.

a. Only licensed school personnel (unless other employees are specifically identified in policy) may confiscate student electronic devices.
b. Licensed school employees are discouraged from searching or reviewing material or numbers stored on student electronic devices except under compelling circumstance.
c. Licensed school employees may search an electronic device if the device is found by the employee for the limited purpose of determining the device's owner.
d. Schools will do their best to guarantee and protect confiscated electronic devices but are not responsible for loss, damage or theft.
e. Schools will make a good faith effort to notify parents or designated individuals that electronic device is in the school's possession and time and resources permitting, will maintain electronic devices until the end of the school year. Prior to disposal of devices school/school districts shall clear all personal data.

a. Individual teachers, school employees, and schools are encouraged to use electronic devices creatively to communicate effectively with students and parents and to enhance instruction.
b. Creative uses might include:
• Notifying absent students of assignments.
• Communicating with parents when students excel or if a student falls behind or is absent
• Parents notifying school when students are absent or tardy
• Teachers notifying students of news articles or events that would enhance discussion or student research
• Providing immediate feedback to student on written work or assignments
• Using student electronic devices in class as response systems.

a. Picture taking or recording by students is strictly forbidden in school or school activity private areas, such as locker rooms, counseling sessions, washrooms, and dressing areas.
b. Students bring electronic devices on school property or to school activities at their own risk. The school is not responsible for lost stolen or damaged electronic equipment.
c. Students are strictly responsible for their own electronic devices. If devices are borrowed or taken and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).
d. Student and parents should be informed and understand that confiscated electronic devices may be subject to search by school officials.
e. A student's penalties for violation(s) of an electronic device policy provision may vary depending upon the intentional nature of the violation, other disciplinary actions the student may have received and specific circumstances of the violation.

1st Time Warning – Student pick up at end of school day.
2nd Time - Parent Pick-up from office/administrator
3rd 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 the 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 (Code 5004)

Purpose and Philosophy.
1. Tooele County School District (TCSD) is committed to providing a safe, wholesome, orderly, and positive environment conducive to teaching and learning for all students. The TCSD Board of Education recognizes that dress and grooming seriously affect the behavior of students attending school and may also impact sanitation, health, and safety conditions. TCSD also recognizes the need for balance between freedom of individual expression and the right to quality education for all that is free of disruption.
2. Students shall dress in a manner suitable to the day’s activities consistent with the standards of health, safety, and acceptable behavior. The student dress and grooming standards shall apply to all schools in the district and to both male and female students. The dress code also applies to students whether attending school or any school-sponsored function or activity (as a participant or member of the audience).
3. School administrators, faculty, and staff are responsible for communication and enforcement of this policy and student dress and grooming standards, as well as, ensuring compliance with applicable federal, state, and local laws, in addition to, legal precedence and board policy. Involvement of stakeholders (i.e. PTA, Community Council, staff, students) in the management of schools is encouraged and can result in expanded thinking, increased ownership, satisfaction, and improved instructional programs and outcomes. Interpretation of the dress and grooming standards will be under the primary responsibility and discretion of school administrators. However, all district and school staff members shall have a share of responsibility in seeing that these standards are implemented and enforced fairly and consistently in classrooms, in school buildings, on school grounds, on school buses, at school activities, and other school-sponsored events. The building principal has the final discretion to implement this policy fairly and consistently (regardless of student gender identification, race, sexual orientation, religion, etc.). Violations of this student dress code may result in reasonable disciplinary action according to District policy.

B. 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 individuals 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, funny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, sexually suggestive, or promote illegal/criminal activity.

3. Items which display advertising, promotions and likenesses of tobacco, e-cigarettes, alcohol, gang activity/affiliation 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 styles which 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 tend to disrupt or interfere with the learning atmosphere at the school shall not be allowed. Sunglasses may not be worn indoors at school.

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 mid-thigh are permitted unless leggings are worn. Such leggings may not be see-through.

7. Clothing must sufficiently cover undergarments at all times (i.e. sagging pants that reveal underwear, tops that reveal bra straps, etc.). Short shorts, mini-skirts, bare midriffs, halter-tops, tube tops, strapless shirts/tops, muscle shirts with enlarged holes, or similar revealing clothing is not permitted. Clothing must cover the midriff, underwear, and cleavage at all times (even when seated). This includes clothing that has holes above mid-thigh. School activity uniforms (i.e. singlets, spanks, 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, including hoodies, are permitted as long as they do not disrupt the learning environment or make it difficult or impossible to identify students.

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
Students can have and carry a backpack from class to class throughout the school day. Be cautious how much you put in your backpack, so it is not a burden/distraction to carry around throughout the day. Backpacks must be able to be carried on shoulders, no rolling backpacks are allowed. Stow backpacks away during class and in the lunchroom, so they are not a tripping hazard for other people. All such bags are subject to search, if there is any suspicion from administration/law enforcement.

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 ensure 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 busses, 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. Fees can also be paid online or over the phone. Parents may make payment arrangements with the principal if needed. Late payments will be due by November 1st. 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.

Hall Lockers
**At this time we are not issuing hall lockers, in the case that we do in the future, the following applies: Students will be assigned a locker and school supplied lock. Lockers and locks are the property of CNJJHS and as such, CNJJHS reserves the right to inspect or search lockers at any time. Students may not bring their own lock, and 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 minimal 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 Homework District Policy on Tooele County School District website.
Hallways and Common Areas
Students are allowed to be in the hallways and common areas prior to the 1st 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 to be used at the teacher’s discretion and for emergencies. 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. Students must use a restroom that color coordinates with the teacher's hall pass and when allowed via the digital hall pass system, SmartPass. 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 online. Student’s lunch balance can be viewed on Skyward 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. Students are to remain in the lunchroom, main foyer, and/or the approved area outside during the entire lunch time.

Vending Machines
**At this time we do not offer vending machines, in case for the future that we do, this information will remain.**

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. CNJHJS 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 CNJHJS 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 3rd 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. on Monday, Tuesday, Wednesday and Thursday and from 8:00 a.m. until 1:30 p.m. on Friday. 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 Friday 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).

**Skateboards, Skates, Scooters, and Rollerblades**
The use of skateboards, 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 Main 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**
District policy does not allow for schedule changes unless it is for an approved reason: IEPs and 504s, DLI requirements, missing a required class, moving into or out of honors, or you have a hole in your schedule. Students/Parents will need to use the approved Google Form to submit an error, or special reason, for schedule
changes. There will be no lines at the counseling center for schedule changes. A fee of $.25 will be charged per copy of official student transcripts. Schedule changes must be cleared through administration. NO other schedule changes will be approved.

**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**

A. Classwork
1. Classwork is a reflection and practice of the core standards and skills with support and constructive feedback within the school day.
2. Classwork comes in many varieties, which include but are not limited to: journals, bell ringers, practice, student self-assessments, projects, and group/center work.
3. Late work will be accepted and assessed within two (2) weeks of the due date. Work assigned within the last two weeks of the term is due three calendar days prior to the end of term. Work turned in three calendar days (not class periods) before the end of the quarter forfeits the opportunity for revisions due to quarter-end deadlines. Late work may result in up to a 15% reduction at the teacher's discretion in the overall score for that assignment. This practice must be included in class disclosures.
4. Students with excused absences have three school days to make-up work without penalty.

B. Homework
1. Homework is defined as work and study at home that is prepared and planned ahead of time to enhance intended learning objectives. It is work that can be done at home without the help of the teacher.
2. Refer to the homework guidelines for more information.

C. Assessment
1. Assessments are to reflect Core Standards and student mastery and/or progress of core standards. Assessments should measure student learning, and proficiency and guide instructional planning for teachers.
2. Assessment comes in many varieties, which include but are not limited to: bellringers, tests, projects, formal/informal assessments, quizzes, demonstrations, papers, and portfolios.
3. Assessments taken late for excused absence after the three-day makeup window provided by the teacher may incur up to a 15% reduction at the teacher's discretion of the overall test score.
4. Students can redo assessments, but are limited to two, in order to demonstrate proficiency. Additional preparedness may be required before a request to redo an assessment is allowed.
   a. Due to the limited availability of comparable forms of respective district benchmark assessments, only one retake will be provided.

D. Grading
1. Student work and assessments will be based on standards from the Utah Core.
2. Grades on report cards will accurately reflect students’ academic proficiency in relation to course standards.
3. Extra points can be given through additional opportunities for all students to demonstrate increased proficiency through retakes (refer to Section A.8). Non-content-related materials cannot be assigned for extra points.
4. Attendance, tardies, and behavior will not be included in the academic grade.
5. Grades will be determined based on the Tooele County School District grading scale.

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6. Grades will be updated weekly in the student information system.
7. Student proficiency is measured as a grade that is comprised of assessment, classwork, and homework.
8. Final Grade Weighting
   • Assessment: No less than 50%
   • Homework: No more than 0-10%
   • Classwork: Remaining percentage of the whole

Student Incentive/ Remediation Days (Tracks to Achievement – T2A)
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 unique situations that should be referred to administration. Refer to Grading District Policy.

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
Be Respectful
1. Students will follow the directions of all school staff.
2. Students will respect themselves and others by keeping hands, feet, mouth, and all objects to themselves.
Be Responsible
3. Students will bring appropriate materials and a positive attitude.
4. Students will stay in their assigned area.

Be Reliable
5. Arrive on time and ready to learn.
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. Please do not leave your valuables (i.e. phones, airpods, money, etc) unattended at ANY time. If you bring items like this to school, you are doing so at your own risk.

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 Detention Procedures
Students will pick up their lunch and report to the assigned 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 4/9th 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 agencies.
- 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.