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WELCOME

Welcome to the 2016-2017 school year at Fasset Junior High School! The faculty, staff, and administration hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of Fasset Junior High School is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents, and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at Fasset Junior High School encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to attend extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a **citizen** of this school. Each student should read this handbook and be knowledgeable of its contents. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

The personal characteristic around which everything at Fasset centers is respect. At Fasset we will teach you and expect you to

1. Treat yourself with respect
2. Treat others with respect
3. Treat property with respect.

Each of us, by demonstrating respectful behavior, helps create an environment that is physically and emotionally safe for ourselves as well as for others. We create a positive learning environment.

I. ACADEMIC POLICIES

ACADEMIC INTEGRITY

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to copying others' assignments, quizzes or test answers and plagiarism. Students who copy others' work or give work to another student to copy will receive zero credit for the assignment. Because of the seriousness of this offense, additional consequences will be assessed.

ACADEMIC RECOGNITION

Students will be selected for academic recognition on the basis of a grade point average system. The honor roll consists of students with a grade point average of 3.0 - 4.0+. The grade point average range is determined by counting grade of A as 4 points, B as 3 points, C as 2 points and D as 1 point. The grade point average is the result of dividing the total points accumulated during a grading period by the number of grades received.

FEES AND FINES

School fees are necessary to supplement the education of our students. Fees cover a portion of the cost of workbooks and supplies that are consumed by individual students. The fee for Fasset Junior High Students for the 2016-2017 school year will be \$50.00. Waivers are available for those who qualify for free and reduced lunches. Families who qualify for reduced lunches will pay \$25.00. Checks are made payable to Fasset Junior High School or you may pay fees online. Unpaid fees will continue to accrue and can lead to exclusion of extra-curricular activities. This policy is adopted under authority of ORC 3313.642

Textbooks are furnished by the Board of Education and are purchased from funds which your parents help to provide. Each book issued is inventoried by number and condition. Should a book become lost or damaged, a fine or fee will be assessed to cover the loss or damage. The responsibility for good care belongs to the students.

Fines:

1. Textbooks and/or other related school materials that are destroyed or lost, or *significantly damaged* (defacing book, torn pages, breaking/tearing/bent cover, etc) shall be paid accordingly based on the age of the book.

1 - 2 years: full *replacement cost*

3 - 4 years: *2/3 replacement cost*

5 or more years: *1/3 replacement cost*

GRADING SCALE

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>GPA</u>
A	95 – 100	4.0
A-	93 – 94	3.7
B+	91 – 92	3.4
B	87 – 90	3.0
B-	85 – 86	2.7
C+	83 – 84	2.4
C	77 – 82	2.0
C-	75 – 76	1.7
D+	73 – 74	1.4
D	69 – 72	1.0
D-	67 – 68	0.7
F	66 and Below	0.0

Note: The rounding up of grades is required if the average grade decimal is .5 or higher.

**Honor classes follow a different point value.

Please see Clay High School Handbook.

ACADEMIC PRACTICE POLICY

Definition

Academic practice is an assignment to be completed by the student outside of regular class time. It is to enrich, extend, stimulate, or strengthen concepts directly related to the mastery of academic content standards. It also serves as an opportunity for junior high students to develop effective habits that will serve them well in their educational future.

Types of Academic Practice Assignments

Teachers assign different types of academic practice to suit different purposes. The four basic types of academic practice are explained below:

- **Preparation** – intended to help students get ready for the next day's classroom lesson.

- **Practice** – intended to review and reinforce skills, knowledge, and information presented in a previous lesson.
- **Extension** – asks students to expand on skills and concepts taught during a previous class.
- **Creative/Enrichment** – includes analyzing, synthesizing, and evaluating concepts or skills already taught. Students have an opportunity to develop and apply their own ideas about a topic.

Frequently, teachers will assign long-term assignments that generally include special projects, research reports or book reports. The number and frequency of these assignments vary according to the specific requirements set forth by the teacher.

A student's ability to read is strengthened by reading each day at home. Students are urged to spend time reading for pleasure or interest each day, in addition to homework time. Reading materials may include books of interests, newspapers, magazines and journals. A minimum of 20 to 30 minutes of daily reading will significantly enhance students' reading skills.

FJHS Academic Practice Policy

- Academic practice will be assigned to students on a regular basis as a way to supplement and strengthen the student's regular class work.
- Academic practice may be part of the student's grade, and the student will be held responsible for turning it in completed. Academic practice assignments for the average student in grades 7 & 8 for all subjects will not exceed 60 minutes (per night on average).
- Academic practice assignments will not be given on Holidays/Vacations that are printed on the school calendar. The exception is extended time special projects.
- Academic practice assigned over the weekend will be in moderation, adhering to stated time parameters, and used as a tool to promote continuity of a lesson or concept.
- Advance coursework will consider quality vs. quantity when assigning homework.

Academic Practice During Absences

Students who have been ill and absent from school may request academic practice assignments from their teachers when the student has been absent for 2 or more days.

Parents are encouraged to contact the school office early in the morning regarding all academic practice requests. All academic practice missed while absent should be completed in a timely manner. Generally one day is given to complete work for every day a student is absent

Student Responsibilities Regarding Academic Practice

- Record all assignments.
- Ask questions of your teacher to clarify assignments
- Seek help from teachers and/or parents to successfully complete difficult assignments.
- Establish a daily schedule to make time for completing academic practice.
- Establish a specific schedule/plan for completing long-term assignments.

Teacher Responsibilities Regarding Academic Practice

- Present academic practice assignments orally and in writing.
- Assist students in recording assignments.
- Communicate the relationship of the assignment to class work.
- Provide examples of how the assignment is to be done.
- Collect and correct academic practice and specify the value of it in students' final grades.
- Assist students in developing plans for long-term assignments.
- Assist students in clarifying individual roles and obligations in group work projects.
- Coordinate with other teachers to minimize conflicts with scheduled tests and long-term projects.
- Academic practice should never be given as punishment.
- Assignments will be reasonable and pertinent

Parent Responsibilities Regarding Academic Practice

- Provide your child with a suitable, designated place in your home for academic practice.
- Assist your child in developing routine study habits including a scheduled academic practice time.
- Assist your child in developing schedules/plans for long-term assignments.

After School Academic Practice Program

Fassett Junior High School is pleased to offer additional academic assistance to students through an After School Academic Practice Program.

This program allows students an opportunity to complete the missing work with teacher assistance, that day after school and receive full credit without a disciplinary consequence.

Purpose

To assist students in completing missing or unacceptable assignments.

If a student does not participate in this program the consequence for missing assignments will result in the students receiving a zero on that assignment.

POWER SCHOOL

Oregon City Schools has adopted Power School as the district grading system. One advantage of Power School is the ability of parents to check their student's grades. Any parent that misplaces the password can e-mail parentportal@oregoncs.org and request a new password or call 419-693-0661.

Students who misplace passwords can request a new password at studentportal@oregoncs.org.

Please be sure to check regularly. Grades are updated every two weeks. The dates for updates are listed on the Fassett calendar.

REPORT CARDS

Parents and students will receive grade cards through Power School. The dates grade cards are published are posted on the district calendar.

TEXTBOOKS

Textbooks are furnished by the Board of Education and are purchased from funds which your parents help to provide. Each book issued is inventoried by number and condition. Should a book become lost or damaged, a fine or fee will be assessed to cover the loss or damage. The responsibility for good care belongs to the student.

WITHDRAWALS

Students who must withdraw should speak to the counselor to secure the form which must be signed by each of your teachers indicating that all books, fees, etc. have been taken care of properly. A student record release form signed by the parent or guardian is needed before we may send records to another school, prospective employer, or other agency which may request them. If you plan on moving you are encouraged to complete this record release form before withdrawing your child so that when the receiving school requests these records, we can send them without delay.

Students are officially withdrawn after FJHS receives a request for records from the school to which the student is transferring.

II. ATTENDANCE

OREGON SCHOOLS ATTENDANCE POLICY

“The parent or other person having the care of a child of compulsory school age [*ages six to eighteen - ORC 3321.01*] is responsible for that child’s school attendance. That responsibility is satisfied by attendance at either a school or special education program, which meets the minimum standards prescribed by the State Board of Education. The responsibility of parents for the attendance of school age children ends when (1) the child receives a high school diploma, (2) successfully completes the high school curriculum or, if a handicapped student, his/her individualized education program, (3) the child is excused from school attendance under an age and schooling certificate, or (4) the child is excused from school or special education program attendance under rules prescribed by the State Board of Education.” (ORC 3321.04)

All absences from school are classified as **excused** or **unexcused**. Students with unexcused absences are **truant**. Any student absent without legitimate excuse 5 consecutive days, 7 days in a month, or 12 days within a school year may be referred to the Superintendent (ORC 3321.18 – 3321.22)

- Students leaving after 1:35 p.m. (with a valid excuse) are not marked absent in any form.
- Students who arrive tardy but before 8:50 a.m. with a doctor’s slip are removed from the absence/tardy roster for that day.
- A student must be in attendance at school or school related events for a total of 4 periods

Excused Absences

1. Personal Illness – parent determines student unable to attend school due to illness (3 parent excused absences are permitted each quarter before a doctor’s note is required)
2. Medical Excuse – student has been examined by physician and determines student is unable to attend school due to illness
3. Family Illness
4. Quarantine
5. Death in the family
6. Religious Observance
7. An emergency / circumstances which constitutes good and sufficient cause for absence from school as deemed by the Principal
8. Family Vacation – a vacation form is required. Vacation will be approved for 5 days only per school calendar year. Students with excessive absences and/or grades below a “C” may be denied an excused family vacation.

Examples of Unexcused Absences

1. More than 3 medical-related illnesses per quarter without a note from a physician
2. Out-of-School Suspension
3. Truancy – purposefully skipping school
4. Non-School sponsored activities/sports (i.e. club sports)
5. Oversleeping, missing the bus, car trouble, etc.
6. Child care issues (i.e. babysitting)

7. Shopping, haircuts, beauty appointments, errands, hunting, vacations without prior approval, etc.
8. Take Your Child to Work Day – please arrange when school is not in session
9. Other absences not listed as excused.

Partial School Day Absences, Tardies & Early Dismissal

Tardiness is defined as a student arriving late to their first class, but not more than 1 hour late to school. An early dismissal is defined as a student leaving school within 1 hour of dismissal. Tardies and early dismissals will also be classified as **excused** or **unexcused**. If a student misses 1 ½ hours in the school day or no more than two (2) class periods, it will be counted as an early dismissal.

Procedures for Handling Tardies/Early Dismissals

Since being to class on time and remaining in class is crucial to individual success and group continuity, the following will occur for accumulated tardies to school and/or early dismissals:

1. After the 4th tardy/early dismissal a warning notice will be sent home to your parent or guardian.
2. 5th and 6th: a lunch detention will be issued.
3. 7th and 8th: a 30 minute after-school detention will be issued.
4. 9th and 10th: a 60 minute after-school detention will be issued.
5. 11th, 12th, and 13th: a 120 minute detention will be issued.
6. 14th: one day of ISAP (In-School Alternative Placement) will be issued.
7. Additional tardies and/or early dismissals will result in ISS or out-of-school suspension.

Tardies and early dismissals accumulate for the entire school year.

Half Day Absence

Half-day equals 4 periods. Half-day absence is defined as all partial absences that are not considered a tardy or early dismissal. Half-day absence will also be classified as **excused** or **unexcused**. Two (2) unexcused half day absences will equal one (1) full day for truancy purposes.

Requirement:

- Written notification from parent / guardian / physician is required for all half day absences.

Procedures for Excused Absences, Tardies, etc.

1. Parent/guardian must call the school by 8:45 a.m. when a student is absent **(419-697-9911)**.
2. Upon return to school, a written note is required from the parent/guardian/physician.
3. After three parent excused absences, a doctor's note is required for the absence to be considered excused. We recommend that you get a doctor's excuse each time you visit the doctor.
4. Written notification from a parent/guardian/physician is required for all tardies and early dismissals.

Attendance Notification Process

1. 3 unexcused absences = letter with print-out of attendance.
2. 5 unexcused absences = letter with print-out of attendance and request for conference with principal.
3. 10 unexcused absences = referral to diversion hearing (contact central office) where parental attendance contract is established.
4. 15 unexcused absences = recommendation for charges to be filed against parent/guardian.

III. COMMUNICATION

EMERGENCY SCHOOL CLOSINGS

It may be necessary for the school to close or have delayed openings during the school year because of weather conditions or unsafe driving conditions. Radio/TV stations will broadcast school closing information if weather warrants closing.

Students and parents should not call the principal, teachers, or the school to request the information.

MESSAGES AND DELIVERIES FROM HOME

At times students forget their lunches or homework and will want to call home. Students are allowed to call home from the office phone before school and during Academic Stride.

Although we make every effort to ensure your child receives their items, occasionally an item may get overlooked. When your child calls home, **it is their responsibility to check the office counter between classes to pick up their item(s)**. Please make sure that your child's name is on the item(s) that are being dropped off.

If you need to speak with your child due to an emergency situation, please leave a phone number where you can be reached.

If a student uses a school phone to call home, we ask that he/she leave a message.

IV. DISCIPLINE POLICIES/STUDENT POLICIES

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of the Fassett Junior High School have authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial or bus driver, the student is expected to accept such correction.

BULLYING

Bullying includes, but is not limited to, an individual willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, written, electronically transmitted and/or psychological in nature. Bullying may occur through attacks on an individual and/or property, or any combination of these.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be of this nature to the building administration. All complaints that violate this policy shall be investigated.

CELL PHONE / ELECTRONIC DEVICES POLICY

Every Fassett Junior High student will be issued a Chrome Book to use for the school year. Access to this device provides students with a multitude of resources to solve problems, answer questions and communicate with classmates and teachers. However, they can also be disruptive to the educational process in many ways, including, but not limited to: communicating during instruction, cheating, sexting, eliciting panic, making plans in conflict with established school rules, taking or disseminating or sharing obscene or inappropriate images, etc. It is important that students learn to maturely manage the use of these devices.

Therefore, district issued Chrome Books are permitted to be used in the classroom for educational purposes at all times, unless their teacher has posted the RED "No TECHNOLOGY" sign. Additionally, students may use personal electronic devices (e.g. cell phones, etc.) **INAUDIBLY** before and after school. However, personal devices must be turned off and locked in their lockers throughout the school day. Students are required to use the Oregon Public filtered internet access at all times with all electronic devices. Use of personal internet connections (e.g. 3G/4G or personal hotspot type connections) are prohibited. Students who violate this policy with personal devices will be subject to the following discipline procedures:

First Offense:

- 1) Device will be confiscated and turned into the building Administrator
- 2) Parents will be contacted, and can claim after school
- 3) Parents will sign a form stating they understand the next time will result in a \$10.00 fine and the device being held for a week
- 4) Student will be issued a consequence: 60 minute after school detention

Second Offense:

- 1) Device will be confiscated and turned into the building Administrator
- 2) Parents will be contacted
- 3) A \$10.00 fine will be assessed
- 4.) Device will be held for one week. If the fine is not paid, or the consequences not served, at the end of one week, the device will be held until payment is received and/or consequences are served.
- 5.) Parents will sign a paper saying they understand the next time will result in a \$25.00 fine and the device being held for a week
- 6.) Student will be issued a consequence 120 minute after school

Third Offense:

- 1) Device will be confiscated and turned into the building Administrator
- 2) Parents will be contacted
- 3) A \$25.00 fine will be assessed
- 4) Device will be held for one week. If the fine is not paid, or the consequences not served, at the end of one week, the device will be held until payment is received and/or consequences are served.
- 5) Parents will sign a paper saying they understand the next time will result in a \$25.00 fine and the device being held for a week
- 6) Students will be issued one day of OSS (out of school suspension)

Fourth or more Offenses:

- 1) Device will be confiscated and turned into the building Administrator
- 2) Parents will be contacted
- 3) A \$25.00 fine will be assessed
- 4) Device will be held for one week. If the fine is not paid, or the consequences not served, at the end of one week, the device will be held until payment is received and/or consequences are served.
- 5) Parents will sign a paper saying they understand the next time will result in a \$25.00 fine and the device being held for a week
- 6) Students will be issued OSS (out of school suspension) to be determined by administrator

Please note that the District assumes no liability for electronic devices that are brought to school if they are broken, lost or stolen. Administrative time will not be used to search for or investigate

events surrounding lost or stolen items. Notices of this policy are posted in a central location in each school building and in the student handbooks.

***All fines will be donated to: The Oregon Schools Foundation**

CODE OF CONDUCT

The most important ingredient for success is positive attitude and behavior. RESPECT and RESPONSIBILITY are the keys to developing your character. We expect students at FJHS to behave with respect for themselves, respect for others, and respect for their surroundings. The choices you make regarding your behavior should not keep you or others from learning, or the teachers from teaching. As a junior high school student, we believe that you will respond to situations with an increasing amount of self-control. We expect you to follow these guidelines so that you can make positive choices regarding your behavior:

1. Respect the authority of all staff members. This includes teachers, substitutes, the principal, counselors, support staff, custodians and visiting guests.
2. Follow rules and procedures established by Oregon City Schools, FJHS, and FJHS teachers. Teachers will often have policies and procedures in effect for their classrooms. They will review these with you at the beginning of the year. It is important that you understand these policies and procedures thoroughly so that you know what is expected of you in each of your classes.
3. Be prepared for each class with the appropriate books, Chrome Book, homework and supplies.
4. Work to the best of your ability.
5. Be courteous, cooperative and compassionate to others.
6. Dress appropriately for school and school functions.
7. Show tolerance to other's differences. This includes race, religion, sex, sexual orientation and abilities.
8. Respect property belonging to FJHS, teachers or your peers.
9. Accept responsibility for your actions.
10. Conduct yourself as a representative of Oregon City Schools when participating or attending any school-sponsored event.

This code of conduct is meant to guide you in making responsible decisions about your behavior. If however, you choose to behave irresponsibly and make poor choices, you will be held accountable for your actions. The CODE OF CONDUCT applies to time in transport to and from school, the school day, after school activities, sports and any time you are on school property.

DISCIPLINE POLICY

Our discipline policy is designed to help you accept responsibility for your actions, learn from your mistakes and correct your behavior. Regardless of the severity of the infraction, consequences are teaching tools aimed at identifying behavior and changing it. Every decision carries a consequence. The goal is to teach students to make decisions that result in positive consequences rather than in negative consequences.

Since it is our belief that consequences are designed to teach, we encourage our students to:

- a. Own their behavior (which consists of being honest with staff, parents and themselves)
- b. Serve the consequence
- c. Make a concerted effort to not repeat the same behavior

There are several tiers to monitor behavior. They are the demerits, time-outs, detentions and office referrals.

1. Demerit Tier

The demerit system is used as a consequence for minor infractions of policies and procedures. Demerits serve as a warning and reminder for you to change your behavior or remember a certain procedure. Demerits can be issued by any staff member. They are given for:

1. Being tardy to class (Less than 1 minute)
2. Possession of nuisance items (toys, trading cards, laser pointer, etc.)
3. Unprepared for class

More serious consequences occur if you have four or more demerits on file per semester. . They are as follows:

1. After the 4th demerit received (any combination) a warning notice will be sent home to your parent or guardian.
2. When the 5th and 6th demerits are received, a lunch detention will be issued.
3. When the 7th, 8th demerits are received, a 30 minute after-school detention will be issued.
4. When the 9th and 10th demerits are received, a 60 minute after-school detention will be issued.
5. When the 11th, 12th and 13th demerits are received, a 120 minute detention will be issued.
6. The 14th demerit received will result in one day of ISS (In-School-Suspension)
7. Additional demerits received will result in ISS placement or out of school suspension.

Demerits are held for a semester. At the beginning of each semester, all old demerits are forgiven. It is our hope that you begin each semester with a better understanding of yourself and the behavior that is expected of you.

2. Lunch Detention Tier (Teacher Issued Consequence)

An immediate consequence that staff members may issue is a lunch detention. Detentions are for violations greater than demerits and may be given for such things including, but not limited to:

1. Persistent disruption of class (out of seat behavior, etc.)
2. Talking out
3. Failure or refusal to follow directions
4. Participation in horseplay
5. Otherwise interfering with the learning process
6. Disrespect
7. Inappropriate behavior
8. Insubordination

Teachers will generally assign a 30 minute lunch detention

Detentions are issued throughout the computer program "Educators Handbook". The date the consequence is to be served will be entered into the system, and the student will receive notification as well. Not serving the consequence on the date assigned may result in additional consequences

3. Discipline Referrals

Serious codes of conduct violations result in a disciplinary referral. Referrals are given when your behavior:

- is illegal
- is a threat to the safety and welfare to other students, teachers and staff members
- is a major disruption to the teaching/learning process.
- constantly disregards school policies and procedures

The following behaviors are violations of the CODE OF CONDUCT and may result in immediate referral:

1. Serious classroom disruption
2. Insubordination (failure to follow directions or respect individuals of authority)
3. Cheating -- presenting someone else's work as your own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to copying other assignments, quiz, or test answers and plagiarism. (See Academic Integrity)
4. Gambling
5. Verbal Harassment
6. Inappropriate displays of affection
7. Leaving class or school without permission
8. Forgery
9. Using vulgar or profane language - this includes verbal language, written language and gestures
10. Skipping detention
11. Bullying
12. Instigation
13. Vandalism
14. Theft
15. Other (including firearms, look-a-like firearms, dangerous instruments, matches / lighters)

When given a referral, you will report to the principal, assistant principal, or his/her designee, to receive a disciplinary consequence. Your past discipline record and the circumstances of the incident will be taken into account before deciding on a disciplinary action. Consequences for referrals are at the administrator's discretion and include, but are not limited to:

- Lunch Detention
- 30 minute, 60 minute or 120 minute after- school detention
- Short Term ISS
- Long Term ISS
- Out of School Suspension
- Expulsion
- Referral to Law Enforcement
- Referral to Diversion Program

* An office referral will rarely result in less than a one hour after-school detention and will often result in a harsher consequence.

In-school Suspension (ISS), out-of-school Suspension, and Diversion are severe consequences. Each is explained in detail below.

IN-SCHOOL SUSPENSION (ISS)

In an attempt to provide a more constructive program and as an alternative to out-of-school suspension, students who demonstrate behavior problems will be assigned in-school suspension. This will provide students with an opportunity to receive credit for their academic work while being disciplined and continue to be able to participate in extracurricular activities during the school year.

When a student is assigned to in-school suspension at the administrator's discretion, he/she will spend the assigned time in a designated area under a strict set of rules. Students will not have a chance to socialize with the other students and will not be allowed to participate in the school functions during the school day with possible loss of activities.

OUT-OF-SCHOOL SUSPENSION/EXPULSION

Students will be removed from the school environment due to student misconduct that is either repeated throughout the school year or serious enough to harm someone emotionally or physically. The principal, or designee, will decide the length of suspensions. Expulsion hearings will be held with the superintendent or his/her designee. Suspended or expelled students are not allowed to be on school grounds and/or participate in school events. Students that are suspended from school can receive up to 66% credit on work that was missed. Calamity days do not count as a day of suspension. If a calamity day is called on the day of a suspension, that day will be made up. Expelled students will not receive any credit for missed work.

DIVERSION PROGRAM

Diversion program is composed of a police officer, a community member and a school representative. The team will schedule a hearing, notify the youth and parent/guardian of the date and time to appear before the team. Upon completion of the assessment hearing, a behavioral contract for 3 to 9 months is completed and signed by the youth and parent/guardian. The contract could require the youth to perform community service, make restitution, improve school attendance, community school, receive counseling or a combination of the above. The team will track the progress of the youth while the contract is in effect. The school counselor will track progress, the youth will report to his/her counselor on a weekly basis.

Students may be taken to a Diversion hearing during the school year at anytime depending upon their behavior.

DRESS CODE POLICY

The students and staff of Oregon City Schools take pride in their appearance. Students who feel good about themselves also tend to feel good about their learning. Uniforms are not required however; we do insist that our students do not bring undesirable attention to themselves by immodest appearance, unkempt appearance or any other exaggerated clothing, hairdos or hair color.

It is the parents/guardians responsibility to make sure their child is following the Board adopted dress code. The following is the Board adopted policy:

Shoes

- Shoes must be worn for health and safety factors. Slippers are not permitted.
- Although flip-flops/sandals are permitted, only students wearing tennis shoes will be permitted to participate in physical education activities.

Shirts

- Shirts and other clothing that contain slogans, wording or designs that suggest inappropriate ideas, are negative or offensive in nature, promote behavior that is not conducive to a positive school climate or is disruptive to the educational functioning of the school will not be permitted.

- All shirts and blouses must cover the shoulder and have sleeves. Midriff, lower back and chest should not be visible when the student is engaged in normal movement such as walking, sitting down, standing up, etc.
- The back of the shirt must cover the entire back.
- Mesh shirts are permitted only if a shirt that meets dress code is worn underneath.

Pants / Shorts/ Lower Body Apparel

- All lower body apparel including, but not limited to, shorts, skorts, skirts, and dresses must be at least mid-thigh or extend beyond the fingertips (longer of the two) at all times with arms at the side and shoulders down.
- All pants/shorts are to be worn at the waist, without exposing undergarments, and should not have holes in them.
- Pants/shorts cannot have holes of any size. Wearing undergarments under pants/shorts with holes does not make them allowable.
- There is to be no writing or designs on the seat of any lower body apparel.
- Pajama pants and other sleeping attire are not permitted.

Dresses

- Must cover shoulders.
- Must be at least mid-thigh/fingertip length.

Headwear / Hair Color

- Hats, do-rags, skullies, bandannas, and sun glasses are not permitted to be worn inside the building unless permission is granted by the building administrator.
- Hair color must be a natural human color (ex. blonde, black, brunette or brown).

Miscellaneous

- Coats/jackets, book bags, string bags and purses are not allowed to be brought into class during the school day.
- Handwriting is not permitted on clothing or on the body.
- No body piercing except ear area.

- Spiked jewelry, including gauge spikes, and chains are not permitted.
- Clothing or accessories that pertain in any way to gangs or gang culture are not permitted. This includes but is not limited to, writing, symbols, colors and style of dress.
- Temporary tattoos are not permitted unless approved as a school-wide function.

The principal will have final discretion in determining appropriateness.

Consequences

- 1st offense – Parent will be called immediately and a change of clothing/shoes will be requested. The student will remain in ISS until the item(s) arrive. The parent will receive a letter documenting the offense.
- 2nd offense - The student will receive an hour after-school detention. Parent will be called and a change of clothing/shoes will be requested. The student will remain in ISS until the item(s) arrive. The parent will receive a letter documenting the offense.
- 3rd offense - The student will be assigned a full day in ISS. Parent will be called and a change of clothing/shoes will be requested. The student will remain in ISS until the item(s) arrive. The parent will receive a letter documenting the offense.
- 4th offense - Meeting with administration and parents. Consequences to be determined.

FIGHTING and ASSAULT, HARASSMENT, OBSCENE GESTURE

Fighting and similar conduct, in the school setting is disruptive to the educational atmosphere. NO student(s) may fight, harass or physically assault another student in the school building, on school grounds, on the school bus or at any school-sponsored function. Students shall be suspended from school for fighting, harassment or assault for a period of one to ten (10) days with a possible recommendation for expulsion. The length of suspension will be based on a student's past record and seriousness of the offense. Students may be

referred to law enforcement.

GUM CHEWING/CANDY

Gum Chewing is not allowed. Careless disposal of gum and candy in drinking fountains, on furniture and floors present sanitation and cleaning problems.

GUM/CANDY VIOLATION

1 st violation	Teacher will ask student to dispose of gum in trash can.
1 st offense	60 minute After School Detention
2 nd offense	1 week lunch detention/phone call
3 rd offense	Two hour after school/phone call
4 th offense	1 day ISS. Considered insubordination discretion of administrator.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing and like actions. Consequences will be decided by the building administrator.

SEARCHES

As a proactive policy regarding safety, the principal or his/her designee will periodically check lockers for drugs, weapons and other items that are a threat to our students and faculty at Fasset. Periodically we will implement the use of a K-9 unit during the school year.

SEXTING

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, e-mailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

SEXUAL DISCRIMINATION / HARRASSMENT POLICY

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Due process procedures are in place to protect students who feel they have been discriminated against in this way.

SEXUAL HARASSMENT

Students are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Sexual harassment includes, among other things: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature including derogatory comments, slurs, or suggestive jokes. Violation of this policy may result in removal of students from class, suspension, expulsion and/or referral to law enforcement.

STAFF HARRASSMENT

Regardless of where violations occur, a student may be suspended or expelled if the misconduct is directed at an Oregon City Schools official or employee or the property of an Oregon City Schools official or employee. A student may be suspended or expelled if the student's misconduct occurs off property that is owned or controlled by the school district, but is connected to activities or incidents that have occurred on property that is owned or controlled by Oregon City Schools.

TOBACCO/ALCOHOL/ILLEGAL DRUGS

Smoking and other uses of tobacco products are prohibited on school grounds or in any school-related area, activity or function. The possession of these products on school grounds or in any school related area, activity or function is also prohibited. Students who violate the tobacco policy will be subject to suspension.

The possession, use, or being under the influence of any alcoholic beverage or illegal substance or look alike substance while on school grounds or in any school-related area, activity or function will result in a suspension and/or law enforcement referral and/or expulsion.

ZERO TOLERANCE POLICY

Some behaviors are so serious that they pose a threat to students and staff, and defy not only school rules but also public law. Students who violate these rules may be subject to serious consequences including, but not limited to, long term ISS, suspension, expulsion, and or law enforcement /diversion board referral.

1. Sexual harassment -- This includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other physical conduct of sexual nature including epithets, derogatory comments, slurs or suggestive jokes.
2. Cigarettes and tobacco -- Possession or use of any tobacco or tobacco products while on school grounds or at any school related activity or function. This includes before and after school activities.
3. Alcohol and drugs -- Possession, use, sale or being under the influence of any alcoholic beverage or illegal substance while on school grounds or at any school related activity or function. This includes before and after school activities.
4. Intimidation or threats -- This includes any verbal or written threat to the safety of a student, staff member or other person. THIS INCLUDES HOAX THREATS.
5. Bomb threats -- THIS INCLUDES HOAX THREATS
6. Vandalism, theft, or property damage
7. Extortion (to get money or possessions from someone by use of threats)
8. Fighting/assault -- This includes striking any member of the faculty or staff.
9. Possession or use of fire, explosives, fireworks
10. Possession of a weapon or ammunition
11. Arson (setting of fires)
12. Pulling a false fire alarm
13. Repeated violation of rules, policies or procedures

V. HEALTH AND SAFETY

HEALTH SERVICES

Students becoming ill at school should report to the office. The classroom teacher will notify the office of the student's illness. Office personnel will attempt to determine the cause/ severity of the illness and contact the parent/guardian, Emergency Medical Services, or allow the student to rest in the health room for a maximum of one class period. Under no circumstances should a student be in the restroom, health room or any unsupervised area during a time of illness without direct knowledge of the office staff.

It is imperative that the Emergency Medical Authorization form be completed and returned to the school office annually. School personnel, including the nurse, use these forms daily. The information provided allows us to contact the parent or designee in the event of an incident or medical emergency. Please provide reliable, current, local contact numbers for the parent/guardian and at least one or two other adults that can be reached during the school day in the event that the primary link cannot be contacted. This form also allows you to inform us and/or Emergency Medical Services of any medical/health issues concerning the student. Without contact information and current health data, serious problems could potentially occur in the event that our student is injured.

ILLNESS

There is a Nurse's Station that may be used by students who are temporarily ill when the following procedure is followed:

1. A request to see the nurse is made. Your teacher will sign a pass and indicate the time you left the room.
2. Report immediately to the nurse's station. If nobody is there, report to the office and check in with the secretary.
3. The nurse, or staff member who assists, will sign a pass with the time when you are released back to class.

The school nurse or office personnel will attempt to determine the severity of the illness and call parents when necessary. Class excuse will be given when necessary. Under no circumstances are students to be in bathrooms or unsupervised areas during time of illness.

MEDICATION

If your child will be taking medication during the school year, a new *Physician Request to Administer Medication* form must be filled out and returned to the main office along with the medicine. All prescription medications require a doctor's signature. Forms are available in the school office and on the web-site.

Students may **not** carry prescription or non-prescription medicine on their person. Several exceptions to this rule involve students carrying their rescue inhalers and/or students carrying their epinephrine auto injectors (Epi-pens). State law requires that a Physician Request form be **completed** and signed by the doctors and the parent and provided to the building principal and/or nurse. Epinephrine Auto injectors also require a second/backup injector to be stored at the school. 911 will immediately be called if the Epi-pen is used. Please discuss the importance of actually carrying the medication on their person rather than leaving it in a locker or book bag.

SAFETY DRILLS

1. Fire and Tornado Drills

Fire and tornado drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be quiet during the drill and walk to their designated inside or outside area.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of the drill.

2. Security Drill

Security Drills will be conducted throughout the year to prepare students and staff with the school's Crisis Response Plan. Specific directions will be given to staff and students over the P.A. system and by the classroom teacher. Security drills will be unannounced and every security warning should be taken seriously. After a warning is completed, students and staff will be informed that the security warning was a drill. An all clear will be announced when the security drill is completed.

SECURITY CAMERAS

The Oregon City Schools uses surveillance cameras in our buildings and on our grounds to promote order, safety and security of students, staff and property.

STUDENT ACCIDENTS OR INJURIES

If you are involved in an accident or injured in any way during school or at school-sponsored activities, you are to notify your teacher, coach, or the office as soon as possible. An accident report form will be completed and placed on file in the office.

VI. STUDENT ACTIVITIES

ATHLETICS

Fassett Junior High School complies with the Ohio High School Athletic Association sport regulations and by-laws. Therefore, Fassett sponsors 7th and 8th grade boys' and girls' athletics.

The interscholastic activities sponsored by Fassett are:

Fall

Cheerleading
Cross Country, Boys'
Cross Country, Girls'
Football
Volleyball

Winter

Basketball, Boys'
Basketball, Girls'
Cheerleading
Wrestling

Spring

Track Boys'
Track Girls'

In order for a student to participate in the first practice (try out) **he/she must have a physical on file in the athletic office.** After the team has been decided, each athlete must have paid his/her \$50 participation fee, completed the student-athlete handbook and turned in the emergency medical form.

ATHLETIC ELIGIBILITY

All Ohio High School Athletic Association eligibility rules apply. Specifically the Scholarship By-laws which are:

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled

in school the immediately preceding grading period and receive passing grades during that grading period and 75% of those subjects carried.

The Oregon Board of Education requires that a student athlete attain a 1.5 grade point average in the previous quarter to be considered eligible. The Athletic Director will monitor the athletes' academic progress on a tri-weekly basis corresponding with dates the teachers are required to update grades. Any athlete not passing five (5) of his/her classes by Friday of that week, will be deemed ineligible for the following week (Sunday through Saturday). If a student does become ineligible, he/she will be checked the following week for eligibility and will be reinstated if he/she is then passing five (5) classes. Students will be determined to be eligible or ineligible every three weeks.

In order for an athlete to be eligible for practice or an athletic event, the student must be in school a half day, which equals four periods.

An athlete must reimburse the school for the replacement cost of lost or damaged equipment that was issued to that athlete. Students will be fined for athletic uniforms that are not returned and/or damaged during each athletic season.

ATHLETIC EVENT BEHAVIOR

When students attend either home or away athletic events, they are expected to be on their best behavior at all times and will be required to follow school rules and dress code guidelines. This expectation applies to both participants and spectators. Students not exhibiting proper conduct will be required to leave the athletic event and may be unable to attend future events. **Students may be denied attendance to athletic events (see field trip)**

The following applies at all athletic events and extra-curricular events:

1. Code of conduct behavior is expected at all times, whether you are a participant or a spectator.
2. You are expected to respect the authority of any adult who is in a supervisory position.
3. If a problem occurs, you will be required to leave the event. All FJHS rules and consequences are in effect.
4. If you leave the event area for any reason prior to the end of the game, you will be required to repay in order to be admitted back into the event area.

ASSEMBLIES

Student assemblies are held periodically throughout the school year. Proper conduct of the entire student body is important at each program. Each student is responsible for the impression made by the school as a whole. Textbooks and other materials are not to be taken to the program.

The following protocol will be followed at assemblies:

1. You will go to the assembly with the teacher from whose class you exited to attend the assembly. Sit with your class. 8th grade students will fill the middle section of the auditorium, 7th grade students will fill the left and right sections.
2. Do not bring textbooks, book bags, paper or other distracting material with you.
3. Face forward with your feet on the floor.
4. Treat all presenters with dignity, courtesy and respect. Often, this may be your peers or even you.
5. Do not whistle, jeer, yell or make inappropriate noises or gestures during presentations.
6. Wait for dismissal by the teacher in charge.

DANCES

Dances are scheduled for the enjoyment of the students. Students are required, however, to exhibit appropriate behavior and are expected to follow all school rules. Failure to follow school rules/**dress code** or specific instructions may result in a student not being allowed to attend future dances. Students may be excluded from dances if their behavior in school has resulted in suspension from class or school, if they have received too many discipline offenses, or if they are not doing their homework. If a student receives a disciplinary violation the day of the dance, he or she may not attend.

The following protocol will be followed at dances:

1. You are required to stay at the dance for the entire time, unless written permission is requested by your parent or guardian.
2. You are expected to treat all parent volunteers with courtesy and respect.
3. All dress code rules are enforced at dances.

4. Dance moves should not be inappropriate, disrespectful or demeaning.
5. Book bags and coats are not to be brought to the designated dance area.

EXTRACURRICULAR ACTIVITIES

You are encouraged to become involved in the wide variety of activities that are offered here at FJHS. Students involved in activities tend to perform better in school and develop a sense of loyalty to the school and to their classmates. Becoming involved in your school helps create a sense of loyalty and pride. Here are some of the activities that we offer at FJHS:

For all students:

- Youth to Youth Club
- Debate Club
- Tech Club
- Word Masters
- Student Council
- Power of the Pen
- Yearbook
- Musical Productions
- Dances
- Team Leadership Program
- Fitness Club

Please see the "Athletics" section for information concerning Interscholastic sports for 7th and 8th grade students.

Please plan on participating in or attending an extracurricular event and show your school spirit!

FIELD TRIPS

Students must have signed written permission slips on file before being allowed to go on any field trip. Students may be denied field trip privileges for behavior reasons that occur during the school year.

Students are responsible for any work missed while on a school sponsored field trip during the school day. The assignment will be due on the same date that is given to the students who have attended class.

VII. PROCEDURES

AGENDA

All 7th Grade students will be given an agenda. It is your responsibility to write your daily assignments in your agenda. You must bring your agenda to each class. Hallway passes are written by teachers in the back of the agenda. Students will be permitted into class late if they have a signed pass in their agenda from their previous teacher or a member of the office staff. If you lose or destroy your agenda, you will be required to purchase a new one at a cost of \$5.00.

ARRIVAL AND DEPARTURE –See Parking lot procedures on website

1. Bicycle riders are expected to park their bicycles in the back of the school. Recreational riding is not permitted at any time.
2. Skateboards and Rollerblades are not permitted on school grounds during school time. They present a danger to the student and to others at the busiest times of the day.
3. School rules and policies will be in effect for all students en route to and from school until they get off the bus.
4. Students that come to school by automobile are to be let out as quickly and safely as possible at the side parking lot door. **Students should arrive no earlier than 7:20 a.m.**
5. The main entrance is the bus loading zone and should be kept clear of any traffic between the hours of 7:10-7:45 a.m. and 2:15-3:00 p.m.
6. Students who ride buses should enter the building immediately after they arrive. Students being picked up by parents at the end of the day should have their parents wait for them in the parking lot at the side of the building.
7. Students who arrive to school once it has started must sign in at the office indicating the reason for being late. **A note from the parents is required.**
8. Students who have reason to leave school before the regular dismissal time should obtain an early dismissal slip from the secretary or attendance clerk before school starts in the morning on the date needed. A note from the parents should indicate the pick-up time and reason for the early dismissal. The student must sign out at the office before leaving and have the person

picking them up appear in the office. **We will not allow students to enter a car and go with someone without parent's consent.** Student and parent cooperation with us will help to prevent potential problems.

9. Students are not permitted to leave the school grounds at any time during the school day or during after school scheduled activities.

CAFETERIA PROCEDURES

1. Cafeteria Rules

Rules for a Very Successful Cafeteria	
Voices	Talk in "restaurant" voices
	Talk with neighbors at your table only
Seating	Feet under the table
	Stay seated unless dismissed
	NO leaving the cafeteria without permission
Cleanliness	Pick-up after yourself
	ALL garbage must be thrown out
	Throwing of food is not permitted

2. Breakfast

All students that arrive at school from 7:20-7:40 will have the opportunity to participate in the breakfast program.

- Students will not be permitted to go to their lockers before breakfast. All items that the students bring to school must be taken to the cafeteria.
- Students who are finished eating breakfast will be released from the cafeteria at the 7:40 bell.
- Students who are still eating when the 7:45 bell rings can remain in the cafeteria until the 7:47 bell.
- Students will not be permitted to eat food in the hallways.

3. Lunch

Each student will have one thirty minute lunch period. All students are expected to display proper dining habits and behavior and your adult cafeteria supervisors will not tolerate undue noise and activity. Cafeteria rules will be explained at the beginning of the school year. Abuse of cafeteria rules may result in the loss of some or all cafeteria privileges.

All pupils must eat their lunch in the cafeteria. Student lunches may be purchased in the cafeteria, and those bringing lunches from home may supplement these through purchases of drinks and snacks. Promptness in getting to and from the lunch room is necessary and tardiness this period will be treated the same as at any other time. Pop is not allowed during the school day. Students are not permitted to leave the school grounds during lunch. **Birthdays celebrations are to be taken care of after school hours. FOOD IS ONLY TO BE CONSUMED IN THE CAFETERIA.**

4. Free/Reduced Meals

The Oregon City School District participates in the Federal Breakfast/ Lunch Program. Each school has application forms which indicate the income scale necessary to qualify for free or reduced meals. Parents who are interested are asked to call the school or ask their child to stop by the office to pick up the application form.

FEDERAL/STATE/LOCAL COMPLIANCE

The Oregon City Schools District complies with federal laws, which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Oregon City School district also complies with the Family Education Rights and Privacy Act of 1974 that grants to parents/guardians the right to examine their children's official school records. Inquiries regarding unlawful discrimination may be directed to the Assistant Superintendent, Oregon City Schools, 5721 Seaman Road, Oregon, Ohio 43616, or by calling 693-0661.

GUIDANCE AND COUNSELING

Counseling services are available to all students. Administrators, teachers, parents or students may refer a student for counseling. Counselors are trained to listen to and assist students with academic or personal concerns. Counselors assist parents in arranging conferences with teachers when academic or behavioral issues arise. Students and their parents should feel free to consult with counselors about classroom concerns, plans, decisions or personal problems. Students are encouraged to become acquainted with their counselors.

LOCKER PROCEDURES

1. Lockers will be available for your use in storing school supplies and personal items necessary for use at school at FJHS. They will be assigned through your first hour teacher.
2. Only store items related to school in your locker. Personal devices must be turned off and locked in lockers. Do not keep anything in your locker that would interfere with your purpose at school, or is illegal.
3. All lockers must have a lock on it that is purchased from FJHS. All other locks will be removed and returned to the student. Locks can be purchased for \$5 in the school office.
4. **COATS AND BOOKBAGS MUST** be stored in lockers. They are not to be brought to class.
5. Do not store food in your locker.
6. Attach items to the inside of your lockers with magnets. Do not use tape or stickers.
7. Students must keep their belongings secured at all times in the hallway and in the locker room.
8. Students who experience difficulty with a locker and need repairs should report the information in the office.

Remember that the school owns and controls the use of the lockers. A FJHS staff member can search your locker at any time.

As a proactive policy regarding safety, the principal or designee will periodically check lockers for drugs, weapons and other items that are a threat to our students and faculty at Fasset. Periodically we will implement the use of a canine sniffing dog during the school year.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. Students are expected to check frequently in the office for lost items.

MEDIA CENTER PROCEDURES

Fassett Junior High School students are encouraged to use our school library. All materials except reference books and computer CD's may be checked out for your enjoyment and for assignments.

1. Materials are checked out for two weeks and may be renewed once.
2. Only 2 items can be checked out at a time.
3. Accounts are frozen at any time materials are past due.
4. If you have unreturned books or unpaid fines at the end of the year, you will not be able to participate in field trips or field day activities. Your grade card will be held until all fines are paid.

TRANSPORTATION PROCEDURES

Many of our students are transported to school by bus. Although riding a bus is a right you are entitled to, with it comes the responsibility to behave appropriately.

1. You are expected to ride the bus to which you are assigned. Any exception to this rule must be approved by the school office personnel.
2. Riding buses other than your assigned bus is discouraged except in emergency situations because of limited riding capacity and potentially crowded conditions.
3. You are expected to respect and obey all directions given by bus drivers and follow all basic safety regulations. THE CODE OF CONDUCT IS IN EFFECT FROM THE TIME YOU BOARD THE BUS.
4. If you violate the code of conduct or disregard rules and procedures regarding transportation, your bus privileges will be suspended and there may be further disciplinary consequences.

VISITORS

Under no circumstances is a student to bring a visitor to the school. This includes young children. Visitors and parents/guardians are required to check in at the office upon arrival wishing to discuss problems or student progress.

Parents wishing to discuss problems with a teacher or the progress of their student should call the counselors to arrange a conference.