



**FASSETT JUNIOR HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2023-2024**

Fassett Junior High School
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THIS SCHOOL AGENDA BELONGS TO:

Name: _____

Grade: _____ Homeroom: _____ Locker Number: _____

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WELCOME

Welcome to the 2023-2024 school year at Fassett 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 Fassett 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 Fassett 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 staff at Fassett have created and expect to maintain a positive and safe learning environment. As part of Positive Behavior Intervention and Support (PBIS) at Fassett, we have identified **Be Respectful, Be Responsible, and Be Ready** as our priority expectations for positive behavior. Our Matrix of Expectations provides students a framework of guidance on what it means to **Be Respectful, Be Responsible, and Be Ready** in every area/location at Fassett. Students at Fassett are taught these expectations, and acknowledged for meeting these expectations.

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 – 3.49 and Principal's List is grade point 3.5+. The grade point average range is determined by counting a 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 Fassett Junior High Students for the 2023-2024 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 Fassett Junior High School or you may pay fees online. Unpaid fees will continue to accrue and can lead to exclusion of field trips and 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.

Note: All fines/fees must be paid prior to participation in team sports, field trips or the 8th Grade Washington DC Trip.

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*

GENERAL USE & CARE OF CHROMEBOOK

Students are expected to follow the following guidelines for care of their Chromebooks:

1. Chromebooks must remain in the protective case at all times.
2. Students should refrain from placing the Chromebook into a backpack or book bag.
3. Students should be sure that the school issued protective case is fully closed when not in use.
4. Heavy objects should never be placed or stacked on top of the Chromebooks. This includes books, musical instruments, sports equipment, etc.
5. Chromebooks should be used while sitting on a flat, stable surface such as a table.
6. For security reasons, Chromebooks should not be left in vehicles other than during transport to or from school.
7. Students should protect their Chromebooks from extreme heat or cold, and should not leave them in vehicles during extreme temperatures.
8. Never place the power cord in a position that may be a trip hazard or cause damage to the Chromebook.
9. Students should never eat or drink while using their Chromebooks, or use their Chromebooks near others who are eating or drinking.
10. Chromebook batteries are expected to be charged daily. Teachers are not expected to make special accommodations or give special consideration during class for students with Chromebooks that are not adequately charged. It will be the teacher's decision how to handle charging in individual classrooms. Chromebooks that are not a part of the Technology Protection Fund will be stored and charged overnight at school.
11. Teachers are not expected to make special accommodations or give special consideration for students who forget their Chromebook.
12. Students are encouraged to help each other in learning to operate their Chromebooks. However, such help should be provided with voices and not hands.
13. Students should operate their own Chromebook at all times.
14. Any inappropriate or careless use of a Chromebook should be reported to a teacher or other staff member immediately.

INTERNET SAFETY & PRIVACY

Parents or guardians and students are required to read and agree to the District's Acceptable Use and Internet Safety Policy prior to receiving Network/Internet/email access. The Internet provides unparalleled access to educational resources and opportunities for personal growth. As an educational tool, users can learn about virtually any topic. The Internet also contains content that may not be appropriate for junior high and high school students. The District will provide learning opportunities for students within a safe and nurturing environment, and will continue to teach safe and effective Internet usage skills. The District has the obligation to monitor use of provided equipment and provide Internet filtering for school-owned technology while at school and at home or outside the district. The District Internet filtering system will block most inappropriate sites, but the Internet is vast and ever changing, making it impossible to guarantee to block all inappropriate websites. What may be appropriate for one grade level student may not be appropriate for another grade level student. Building administration, along with the Director of Technology, will monitor student email and school provided file storage and determine filtering criteria specific to each building.

STUDENT CHROMEBOOK RESPONSIBILITIES

Your Chromebook is an important learning tool and is to be used for educational purposes. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- I will follow the policies and procedures of the District, including the Student Code of Conduct, the Acceptable Use Policy, and abide by all local, state, and federal laws when using the Chromebook at home, school, and any other locations.
- I will not download, install, or access software/tools of any kind on the Chromebook, without consent from the District.
- I will not attempt to remove programs, management or other profiles, or any files (other than my productivity or classroom files) from the Chromebook, or attempt to alter any items in the settings or on any application on the Chromebook without prior consent from the District.
- I will treat the Chromebook with care at all times. Negligence may include, but not be limited to, dropping, getting wet, leaving outdoors, exposing to extreme temperatures, leaving in a vehicle, or using it with food or drink nearby.
- I will keep my Chromebook in my school-issued protective case at all times.
- I will not lend or permit anyone to access or use the Chromebook, including my friends or siblings; it will stay in my possession or an approved secure location.
- I will keep my locker locked at all times when my Chromebook is stored inside.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other Students.
- I will not connect the Chromebook to my personal computer, nor will I attempt to sync my Chromebook to my personal computer.
- I will recharge the Chromebook battery each night.
- I will bring the Chromebook to school every day.

- I will bring my pair of earbuds (large headphones such as “Beats” not acceptable, unless approved by administration) to use at school each day.
- I will report to the school any problems with the Chromebook.
- I will not attempt to repair the Chromebook or have the Chromebook repaired, nor will I attempt to clean the Chromebook with anything other than as directed by the District.
- I agree that email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication.
- I agree to return the Chromebook, case, and *ORIGINAL* charger to school when requested or upon my withdrawal from the District. Failure to return all items loaned to me in good condition will result in a fine for their replacement.
- I will not share personal information about others or myself while using the Internet unless required for a school assignment or activity. This includes name, age, address, phone number, or school name.
- I agree to be responsible, accurate, and careful when it is necessary to give personal information (i.e., district approved subscription website).
- I will protect my Chromebook from extreme heat or cold, and will not leave the Chromebook in a vehicle during extreme temperatures. For security reasons, during transport to and from school, I will secure my Chromebook out of sight (in the trunk or other storage area) while in a vehicle.
- I will provide my Chromebook for inspection if the District requests.

TECHNOLOGY DAMAGE/LOSS/THEFT AGREEMENT

The District Technology Damage/Loss/Theft Agreement applies to all 5-12 Students. This is a change from previous years. Unlike our previous process, there is no annual cost to the Student to receive and/or take their device home on a daily basis and all Students are automatically “Opted In” to this process. In this new, revised model, Students are **ONLY** responsible for charges incurred due to any damage/loss/theft of a device that has been issued to the Student. The Student will incur the full charge for any such damage/loss/theft as detailed below.

COVERAGE & BENEFIT

- Coverage under this agreement is 24 hours per day, 7 days a week.
- Any damage/loss/theft of any device, case, or charger, should be reported immediately to our student helpdesk system via an email to student_techhelp@oregoncs.org.
- A student with a damaged/lost/stolen device will be given a replacement.

DAMAGE

Device damage – If a Device is damaged, the device will be inspected for extent of damage and a fee will be assessed according to the fee schedule below. Fees are subject to change. Cost for typical repairs includes, but is not limited to:

- Screen (Includes LCD & Digitizer): \$120
- Keyboard: \$60
- Back Cover: \$33
- Hinge: \$25
- Spine Cover (Plastic Cover Under Screen): \$20
- Device damaged in its entirety: \$325

Charger damages covered – Care needs to be taken with the Device charger during use, winding, and storing. If the charger is rendered useless during normal wear and tear, a replacement will be given to the student during the school year at no charge. The bad charger must be returned to receive the replacement.

Charger damages NOT covered - Damage due to reasons that include, but are not limited to, incorrect winding of cord, pet damage/chews, or damage to the charger due to misuse. Students needing replacements throughout the school year or upon return of the Device at the end of the school year, due to these reasons, will incur a replacement charge at the current cost of replacement. The student or parent or guardian may not choose to replace the charger on their own.

Case damages covered - The cases that Oregon City Schools supplies for the Devices are very durable. They come warrantied. If any incidental damage occurs to the case, it is most likely covered under warranty and should be turned in for replacement. There will be no charge for such replacement. The bad case must be returned to receive the replacement.

Case damages NOT covered - Damage due to reasons that include, but are not limited to, drawing/markings/coloring any part of the case, adding stickers that are not removable, excessive dirt, or damage not considered normal wear and tear. Students needing replacements throughout the school year or upon return of the Device at the end of the school year, due to these reasons, will incur a replacement charge at the current cost of replacement. The student or parent or guardian may not choose to replace the case on their own.

Devices returned to the district with a damaged case or charger at the end of each school year or when a student moves out of district will be handled in the same was as the above bullets.

LOSS • CHROMEBOOK LOSS

Device loss – Student will be charged a replacement cost.

- Current replacement cost is \$355
- Device will be locked via our management system and will be rendered useless.
- If the device is recovered, the replacement charge will be removed minus any costs incurred for damage to the device upon its return.
- Charger loss - If the charger is lost, the student will be charged for its replacement. The student or parent or guardian may not choose to replace the charger on their own.
- Case loss - If the Device case is lost, the student will be charged for its replacement. The student or parent or guardian may not choose to replace the case on their own.
- Devices returned to the district with a missing case or charger at the end of each school year or when a student moves out of district will cause a fee for replacement(s).

THEFT • CHROMEBOOK THEFT

If a device is stolen, a replacement will be given at no cost to the Student. To be considered for theft classification, a police report must be submitted to the school or the incident will be considered a “loss” and the above rules will apply.

PROCESSING OF DAMAGE/LOSS/THEFT

- Once the appropriate fee is determined, a claim form will be completed by the technology department and distributed to the Student’s building.
- The Student/Family will be notified of the charges by the building personnel and the charge will be applied to the Student’s PowerSchool account. Families can pay the fee via our online Pay Schools process.

NEGLIGENCE

- Damage caused by negligence will not be covered by the Technology Damage/Loss/Theft Agreement and will be the sole financial responsibility of the Student and parents or guardians.
- It is the responsibility of the appropriate administrators to determine if damages are due to negligence or accident. The school administrator will communicate with the technology department, including the Director of Technology, and seek input from the Student and/or parent to determine if there was an instance of negligence.

GRADING SCALE

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>Regular GPA</u>	<u>Honors GPA</u>
A+	98-100	4.0	4.5
A	93 – 97	4.0	4.5
A-	90 – 92	3.7	4.2
B+	87 – 89	3.4	3.9
B	83 – 86	3.0	3.5
B-	80 – 82	2.7	3.2
C+	77 – 79	2.4	2.9
C	73 – 76	2.0	2.5
C-	70 – 72	1.7	2.2
D+	67 – 69	1.4	1.4
D	63 – 66	1.0	1.0
D-	60 – 62	.7	.7
F	59 and Below	0	0

Note: The rounding up of grades is required if the average grade decimal is .5 or higher. **Honor classes (Algebra 1 & Physical Science) follow a different point value.

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.

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. 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.

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 in completing missing or unacceptable assignments through an After School Academic Practice Program. If a student elects not to participate in this program he/she will receive a zero on that missing/unacceptable assignment.

This program allows students an opportunity to complete the missing work with teacher assistance, that day after school and receive full credit.

Parent(s)/guardians will be contacted for permission to stay. Students will be notified via email if permission is given. The program runs 2:40-3:40 PM Mondays-Fridays.

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 email 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 PowerSchool. The dates grade cards are published are posted on the district calendar.

TEXTBOOKS/CHROMEBOOKS

Textbooks and Chromebooks 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 or Chromebook 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.

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)

District Truancy Policy

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

In accordance with House Bill 410, Ohio Revised Code 3321.01 and the Oregon City School District student attendance policy, a student is considered "habitual truant" if he/she is absent without a legitimate excuse for:

- 1.) 30 or more consecutive hours.
- 2.) 42 or more hours in one month.
- 3.) 72 or more hours in one year.

Unacceptable reasons for being absent/tardy from school may include but are not limited to: oversleeping, car trouble, missing the bus, ride did not show up, shopping, haircut, beauty shop appointments, babysitting, out-of-school suspension, truancy, family errands, hunting, non-school sponsored activities or sporting events, non-treatment of head lice or other absences not listed as excused. A doctor appointment does not constitute an automatic excused absence.

***Legitimate/excused reasons** to be absent from school are:

1. Personal illness with doctor's note stating that the child is unable to attend school on given day(s)
2. Medical Excuse
 - a. Personal illness and medical excuse **notes must be received within 72 hours** of the student returning to school
 - b. A doctor's appointment or well-child checkup does not guarantee a full excused day. Students are, within reason, expected to be in school when the time of the appointment permits partial attendance.
3. Death in the family (Limit of 3 days per occurrence)
4. Religious Observance
5. Quarantine
6. Court Subpoena
7. Family Vacation – (one vacation approved in advance UP TO FIVE (5) DAYS)

When a student is "**habitually truant**," the following will occur:

1. Within seven (7) days of triggering absence, the district will:
 - Select members (2 representatives from the school, parents/guardians, and student) for the Absence Intervention Team (AIT)
 - Make three (3) attempts to secure the student's parent or guardian's participation on the AIT
2. Within ten (10) days of the triggering absence, the student will be assigned to the selected AIT
3. Within fourteen (14) days after the assignment of the team, the district will develop the student's Absence Intervention Plan
4. If the student does not make progress on the plan or continues to be **excessive truant**, the district will file a complaint in juvenile court

In accordance with House Bill 410, Ohio Revised Code 3321.01 and the Oregon City School District student attendance policy, a student is considered "excessively absent" if he/she is absent:

- 1.) 38 or more hours of combined non-medical absences and unexcused absences in one school month.
- 2.) 65 or more hours of combined non-medical absences and unexcused absences in one school year.

When a student is **excessively absent** from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

Tardies & Early Dismissal

Tardiness is defined as a student arriving late to school (after the start of first hour class). An early dismissal is defined as a student leaving school prior to official close of the school day. Tardies and early dismissals will also be classified as **excused** or **unexcused absences**.

Attendance Procedures Unexcused Tardies to School

Since arriving to class on time and remaining in class is crucial to individual success and group continuity, the following will occur for accumulated unexcused tardies to school:

1. After 4th unexcused tardy/early dismissal to/from school: a warning notice will be sent to parent /guardian email and student email
2. Upon the 5th unexcused tardy/early dismissal: a Lunch detention will be issued and email notice sent to parent/guardian email, phone call to parent/guardian
3. Upon the 6th unexcused tardy/early dismissal: a 30 minute Extended Day will be issued and email notice sent to parent/guardian email, phone call to parent/guardian
4. Upon the 7th unexcused tardy/early dismissal: a 60 minute Extended Day will be issued and email notice sent to parent/guardian email, phone call to parent/guardian
5. Upon the 8th unexcused tardy/early dismissal: two 60 minute Extended Days will be issued and email notice sent to parent/guardian email, phone call to parent/guardian
6. The 9th unexcused tardy/early dismissal to/from school will result in one (1) day of BIC (Behavior Intervention Center).

Note: Accrual of unexcused tardies and early dismissals will start over at the semester.

If a pattern of habitual tardiness continues, the parents will be notified in writing, options for students continuing to be tardy include truancy charges related to Ohio Attendance laws.

Procedures for Absences, Tardies, Early Dismissals

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 or doctor (dentist/orthodontist/counselor).
3. A doctor's note is required for the absence to be considered excused. We recommend a doctor's excuse each time you visit the doctor.
4. Written notification from a parent/guardian or doctor is required for all tardies and/or early dismissals.

Tardiness to Class:

A student tardy to class (after 1st period class) does not require a slip from the office and will be admitted to the classroom. Three tardies to a class per semester will result in an Office Referral and issued progressive consequences.

If a teacher or administrator retains a student, the student should have a hall pass written in their agenda book signed by the retaining staff person. Any student absent for over ½ of the class period will be marked as absent, not tardy, for that class and written up for a violation by the teacher of the that class as follows:

- 1st, 2nd & 3rd Tardy – Verbal Warning from teacher (Each tardy documented in Educator Handbook)
- 4th Tardy – Office Referral and 1/2 hr. After school detention
- 5th & 6th Tardy – Office Referral and 1 hr. After school detention
- 7th & 8th Tardy – Office Referral and 1-1/2 hr. After school detention
- 9th Tardy – Office Referral and 2 hr. After school detention
- 10th Tardy –Office Referral and ISS the following day
- 11th Tardy - Office Referral and put on behavior contract

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. Notification will also be posted on district social media outlets.

MESSAGES, DELIVERIES FROM HOME AND ALTERNATE TRANSPORTATION PLANS

- If students need to call home for any reason, they are allowed to call home **from the office phone** before school.
- When your child calls home, **it is their responsibility to check the office between classes to pick up their item(s)**. Please ensure your student's name is on the item(s) being dropped off.
- If you need to speak with your child due to an emergency situation, please call the office and leave a phone number where you can be reached. We will locate the student and call you from a school phone.
- When a student uses a school phone to call home, and a parent is unable to be contacted directly, we ask that he/she leave a message indicating the reason for the call.
- We understand that emergencies arise. Please have alternate transportation plans arranged before school. Students are expected to ride the bus assigned by the district transportation department.

STUDENT EMAIL All students are provided an email address for educational purposes while enrolled. Student's emails are monitored by the tech department and administration. Administration and teachers use email as a way of connecting with a large student body and students should therefore plan to check their email every day. Misuse of student email could include: using it to harass/bully others, unauthorized mass distribution, use of vulgarity/profanity, or other violations of the acceptable use policy. Discipline associated with misuse will be on a case by case basis and range from warnings, to loss of privilege, or detentions and/or suspensions.

IV. STUDENT EXPECTATIONS

The most important ingredients for success are positive attitude and behavior. **BE RESPECTFUL, BE RESPONSIBLE and BE READY** are the key phases to focus on while developing your character. We expect students at FJHS to behave with respect for themselves, for others, and 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, assistant principal, counselor, support staff, custodians and visiting guests. All adult employees of Fasset 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
2. Follow rules and procedures established by Oregon City Schools and FJHS teachers. Teachers will often have policies and procedures for their classrooms. They will review these with you at the beginning of the year. It is important that you understand these policies & procedures thoroughly so you know what is expected in each of your classes.
3. Be **READY** for each class with the appropriate books, Chromebook, homework and supplies.
4. Work to the best of your ability.
5. Be **RESPECTFUL**, cooperative and compassionate to others.
6. Dress appropriately for school & 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.


CODE OF CONDUCT

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. FJHS reserves the right to modify rules and regulations as needed at any time. Announcements will be made to inform students of any changes.

This Code of Conduct includes:

1. Misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
3. For any violation deemed more severe, the administration/Dean's office has the right to use his/her discretion when assigning a consequence

EXPECTATIONS at FASSETT JUNIOR HIGH SCHOOL

	ALL SETTINGS	ASSEMBLIES & FIELD TRIPS	BATHROOM	BUS	CAFETERIA	HALLWAY & LOCKERS	OFFICE
 BE RESPECTFUL	<ul style="list-style-type: none"> ● Politely do what is asked of you by all adults ● Use respectful, positive language and manners in all interactions ● Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> ● Be positive, quiet, and attentive ● Respond immediately to quiet signal 	<ul style="list-style-type: none"> ● Respect school property ● Clean up after yourself ● Respect the privacy and personal space of others 	<ul style="list-style-type: none"> ● Keep hands and feet to yourself ● Use quiet, polite conversation 	<ul style="list-style-type: none"> ● Politely do what is asked of you by all adults ● Use respectful, positive language and manners in all interactions ● Respect others' space 	<ul style="list-style-type: none"> ● Politely do what is asked of you by all adults ● Use respectful, positive language and manners in all interactions ● Keep hands and feet to yourself ● Give personal space to others 	<ul style="list-style-type: none"> ● Be polite and ask permission ● Patiently wait your turn ● Respect personal space of adult
BE RESPONSIBLE	<ul style="list-style-type: none"> ● Carry your agenda book at all times ● Own your actions ● Notify an adult of problems or concerns ● Do what is expected, even when no one is looking 	<ul style="list-style-type: none"> ● Represent FJHS positively ● Sit in assigned rows/ areas with your teacher and class 	<ul style="list-style-type: none"> ● Go directly to and from the restroom ● Wash your hands 	<ul style="list-style-type: none"> ● Be on time for departure ● Keep track of your belongings ● Throw trash away 	<ul style="list-style-type: none"> ● Make good seating choices ● Remain seated until given permission ● Keep opened food and drink in the cafeteria ● Clean up after yourself 	<ul style="list-style-type: none"> ● Walk directly to your destination ● Be polite and pass quietly ● Walk to the right ● Pick up after yourself ● Keep your locker clean, organized and locked ● Use only your assigned locker 	<ul style="list-style-type: none"> ● Have your signed agenda book ● Have proper paperwork ● Bring in proper notes for absence
BE READY	<ul style="list-style-type: none"> ● Come to school on time, prepared to learn ● Bring necessary classroom supplies, with your Chromebook charged 	<ul style="list-style-type: none"> ● Face forward and sit up straight ● Enter calmly; exit safely 	<ul style="list-style-type: none"> ● Enter only to use the restroom 	<ul style="list-style-type: none"> ● Follow the driver's rules and directions ● Remain seated 	<ul style="list-style-type: none"> ● Quietly enter/exit in an orderly manner 	<ul style="list-style-type: none"> ● Carry your agenda book at all times; signed as needed ● Collect your materials and leave quickly 	<ul style="list-style-type: none"> ● Know why you are there and what you need

CHRONIC DISCIPLINE PROBLEMS

Students who compile a continuing record of violations of school rules and regulations and, as a result, are assigned three or more suspensions from school, will be counseled and may have specific guidelines (Behavioral Contract) set forth in writing to govern their behavior. Should they continue to violate usual rules and regulations, they will be considered for diversion or expulsion.

BULLYING/HARASSMENT

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 to (every staff member is required) report any situation they believe to be of this nature to the building administration. All complaints that violate this policy shall be investigated.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, equipment, furniture, and lockers supplied by the school. Students who deface, disfigure or do other damage to school property will be required to pay all costs associated with repairing or replacing the damaged property.

OREGON CITY SCHOOLS ELECTRONIC DEVICES POLICY (GRADES 7-12)

Cellular phones and other personal electronic devices can be used for several valid educational purposes. Having access to the Internet provides students with 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 via text or call, 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.

All students are provided a Chromebook, which allows access to the internet and educational applications. Therefore, personal electronic devices such as cellular phones, iPads, Kindles, Nooks, etc. are not permitted to be used in the classroom, unless the teacher has given students direct permission to do so. Upon entering each classroom, students are required to place their cellular phone in a provided pocket chart. Each student will have an assigned number. Cellular phones are required to remain in the assigned pocket for the duration of the class period, unless otherwise directed by the teacher. Students are not permitted to take their cellular phone with them when leaving the classroom to use the restroom. Additionally, students may use such devices INAUDIBLY before and after school, and during lunch. Students are required to use the Oregon Public filtered internet access at all times with all electronic devices. Use of personal internet connections are prohibited (e.g. 3/4/5G or myfi type connections). Students who violate this policy will be subject to the following discipline procedures:

First Offense: The device will be confiscated and turned in to the office. The student may retrieve the device at the end of the school day. The parent/guardian of the student will be notified.

Second Offense: The device will be confiscated and turned in to the office. The student will be issued a thirty (30) minute after-school detention. The parent/guardian of the student will be notified.

Third Offense: The device will be confiscated and turned in to the office. The student will be assigned a sixty (60) minute after-school detention. The parent/guardian of the student will be notified.

Fourth or More Offense(s): The device will be confiscated and turned in to the office. The student will be issued a one hundred and twenty (120) minute after-school detention. The parent/guardian of the student will be notified.

Students must receive explicit permission from staff members to record video or take still pictures in the building, regardless of time of day (example: lunch, late bus). Depending on the circumstances and seriousness of the incident, this referral may result in a BIC, suspension or expulsion.

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.

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 demerits, 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. Any staff member can issue demerits. They are given for:

1. Possession of nuisance items (toys, trading cards, laser pointer, etc.)
2. Missing supplies for class (pencil, homework, notes, paper, folder, binder, etc)
3. Chromebook not charged
4. Gum

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 via email.
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. Detention Tier: (Teacher Issued Consequence) An immediate consequence that staff members may issue is a 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, talking out, etc.)
2. Physical Contact / hands-on behavior
3. Failure or refusal to follow directions
4. Participation in horseplay (including running in the hallway)
5. Interfering with the learning process
6. Disrespect
7. Inappropriate behavior
8. Inappropriate language
9. Insubordination
10. Harassment / bullying
11. Public displays of affection

Teachers will generally assign:

1. 30-minute lunch detention
2. 30-minute after- school detention
3. 60-minute after-school detention.

Not serving the consequence on the date assigned may result in additional consequences.

Parent Notification: In an effort to communicate with parents, teachers issuing a detention will email parent and student notification of the consequence. It is the responsibility of the student and parent to check email for notification of the consequence and date/time the detention to be served.

3. Office Referrals: Serious code of conduct violations results in a disciplinary referral. Office 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.
4. Verbal Harassment
5. Inappropriate displays of affection
6. Leaving class or school without permission
7. Forgery
8. Using vulgar or profane language - this includes verbal language, written language and gestures
9. Skipping detention
10. Bullying
11. Instigation (to stir up or encourage others to do something inappropriate)
12. Vandalism
13. Theft
14. Other (including firearms, look-a-like firearms, dangerous instruments, matches / lighters)

When given a referral, you will report to the 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 afterschool detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- 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 (OSS), and Diversion are severe consequences. Each is explained in detail below.

4. 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 alternative placement. 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 alternative placement 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. If a student is absent on the assigned day of ISS, he/she will serve on the day he/she returns to school. Likewise, if a calamity day is called, the student will serve ISS on the next day school is in session.

5. Out-of-School Suspension/Expulsion (OSS)

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. 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. Students that are suspended from school can make up work that is missed.

6. Diversion Program

Diversion team is composed of the School Resource Officer (SRO), front office staff, a building administrator and a district representative. The team will schedule a hearing and 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 and receive counseling or a combination of the above. The team and the school counselor will track the progress of the youth while the contract is in effect. 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 any time depending upon their behavior.

COLLUSION

The administration may discipline a student who knowingly assists or aids in any way another person in violating school rules, and/or regulations concerning school policy. This includes inciting other students to violate the behavior code.

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.

Body Apparel

- Pants, shorts, skirts, and dresses should appropriately cover a student's crotch and posterior, and must be at least middle knuckle at all times with arms at the side and shoulders down. The overriding determination to the appropriateness of shorts, skirts, and dresses will be they need to be modest and students are to be appropriately covered. Holes, fraying, etc. above middle knuckle length must have leggings underneath.
- All pants/shorts are to be worn at the waist, without exposing undergarments.
- There is to be no writing or designs on the seat of any lower body apparel.
- Sleeping attire is **NOT** permitted.
- Shirts must meet the following criteria to be considered appropriate: Zero cleavage should be seen. All shirts must be shoulder width (i.e. no tank tops or spaghetti straps), at all times, and have a manufactured collar, or be of the crew neck style on t-shirts or sweatshirts. Undergarments are not permitted to be visible. Any shirt that can be seen through must be layered with a shirt underneath where skin and bra straps cannot be seen. The bottom portion of the shirt/top must overlap to the top of the pant at all times (including when seated and when arms are raised overhead). Specifically, tops that expose the midriff when standing or walking will be deemed too short and are not permitted. Tube tops are not permitted.
- Hoodies/Hooded Sweatshirt may be worn as long as the hood is **NOT** worn on the head.

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.

Miscellaneous

- Coats/jackets, string bags, purses, mini backpacks, crossbody bags, and fanny packs are **NOT** allowed to be brought into class during the school day. These items should be placed in a student's assigned locker.
- Book bags are **NOT** permitted to be carried throughout the school day.
- Handwriting is **NOT** permitted on clothing or on the body.
- 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.
- If a student wears a rival school's apparel and the wearing is deemed disruptive or unsafe, the student will be asked to remove the apparel.

The principal will have final discretion in determining appropriateness.

Consequences for Dress Code Violation

- 1st offense – Parents will be called immediately and a change of clothing/shoes will be requested. The student will remain in BIC 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. Parents will be called and a change of clothing/shoes will be requested. The student will remain in BIC 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 BIC. Parents will be called and a change of clothing/shoes will be requested. The student will remain in BIC 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/ASSAULT, HARASSMENT, OBSCENE GESTURE

Fighting and similar conduct in the school setting is disruptive to the educational atmosphere. NO student(s) may fight with, 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.

CHEATING/PLAGIARISM

The intent of this policy is to communicate to students and parents that cheating and plagiarism are against school policy and are in violation of the Student Discipline Code. Cheating and plagiarism are unacceptable under any circumstances. Work presented for credit in all classes must be original student work.

CHEATING

Cheating is the use of a device or another individual in the completion of any assigned task, unless the directions for the task specify otherwise. Examples of cheating include, but are not limited to,

- the deliberate copying of another's work on an examination, test, quiz, homework assignment or project which was assigned by an individual;
- representing work copied from another, or work which was done collaboratively with another, as one's own;
- working with others on an assignment, quiz, or other work that was intended to be done by an individual alone;
- looking at an examination, test, or quiz of another student (whether or not information seen was used);
- submitting papers taken from the Internet;
- using the Internet or other electronic translator programs to translate a foreign language assignment, quiz, or test;
- the use of cheating devices such as "crib sheets," books, or other materials to aid on a test or quiz.

PLAGIARISM

Plagiarism is the presentation of all or part of another's work as one's own without giving credit to the originator. Work may include speeches, written work, music, video, art, graphic designs, or any other work that is not original. Examples of plagiarism include, but are not limited to,

- paraphrasing a portion of any written work or recorded work without giving credit to the original author
- using direct quotations without identifying them as such
- using a direct quotation without citing the source
- the use of portions of music, video, photos, designs, or other media without citing the source
- misrepresenting the work of the author to be that of another or several others.

Consequences – An incident of cheating or plagiarism will result in several consequences:

- the student found cheating or plagiarizing will receive a failing grade of 59% or 0% on the assignment, quiz, test, or project involved (teacher discretion);
- a referral from the teacher will be submitted to the administration. Depending on the circumstances and seriousness of the incident, this referral may result in a more serious consequence such as extended day, suspension or expulsion;
- the teacher will notify the parents;
- cheating or plagiarism may be a factor in denial of admission to or continuation in the National Honor Society;
- repeated violations of cheating or plagiarism will be treated as serious offenses, and will result in more severe consequences.

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.

1st Offense-Written Warning (emailed to student account)

2nd Offense-1 hr. Extended Day

3rd Offense- 2 hr. Extended Day

4th Offense and Thereafter-1 day BIC

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 Fassett. 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 / HARASSMENT 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.

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 BIC, Out of School Suspension(OSS), expulsion, and or law enforcement /diversion board referral.

PUBLIC LAW

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, evidence of smoking, use of snuff, chewing tobacco, tobacco look-alikes (e-cigs, vapes, hookah pens, etc.) or other tobacco products while on school grounds or at any school related activity or function (including before and after school activities) is not permitted.
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

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 HARASSMENT

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 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 or vaping 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.

V. HEALTH AND SAFETY

HEALTH SERVICES

Students becoming ill at school should report to the nurse. The classroom teacher will notify the nurse of the student's illness. The school nurse 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 nurse and/or office staff.

It is imperative that the Emergency Medical Authorization form be completed and returned to the nurse's office annually.. 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.

Refer to the Oregon City Schools Exclusion Pamphlet to determine if a student should remain home during a suspected illness. <https://www.oregoncityschools.org/Downloads/Exclusionpamphlet.pdf>

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 excuses 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.

VI. SAFETY DRILLS

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.

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.

VII. 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:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Basketball, Boys'	Track Boys'
Cross Country, Boys'	Basketball, Girls'	Track Girls'
Cross Country, Girls'	Cheerleading	
Football	Wrestling	
Volleyball	Co-ed Swimming	

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 bi-weekly basis corresponding with dates the teachers are required to update grades. Any athlete not passing four (4) 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 four (4) 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 (4) full class periods. Student athletes must be to school by 11:15 if arriving late to school or leave after 11:45 if requesting an early dismissal.

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 exhibiting improper 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 to exhibit appropriate behavior, are expected to follow the Fasset Code of Conduct and dress code. Failure to follow school 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. If a student receives a referral to BIC or OSS between the scheduled dances, they are not permitted to attend the following dance.

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 be appropriate and respectful.
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:

Art Club	Musical Productions
Chess Club	Spirit Club
Dances	Student Council
Debate Club	Yearbook Club
Fitness Club	Word Masters
Meditation & Yoga 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. Denial includes the 8th Grade Washington DC Trip; denial is based on a combination of 3 days or more of ISS and/or OSS. All outstanding school fees must be paid prior to attending a school sponsored field trip.

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.

VIII. BUILDING PROCEDURES

AGENDA

All 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. Students must obtain permission from their teacher to leave the classroom/area. Students must carry their agenda with them while out of class under a pass. 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.
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 7:30 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 late to school 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 parent/guardian that is transporting the student report to the office. Students will only be released to an adult that is listed as parent /guardian or emergency contact in PowerSchool. **Photo ID is required.** Student and parent cooperation 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

BREAKFAST

All students that arrive at school from 7:30-7:45 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 7:45 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.

LUNCH

Each student will have one 30-minute lunch period. All students are expected to display proper dining habits and behavior. 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 and/or disciplinary consequences.

- Seating will be consistent throughout the week and changes to seating location may occur on the first day of the week.
- All students 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.
- Restaurant food is not permitted to be delivered to school. Pop is not allowed during the school day.
- Students are not permitted to leave the school grounds during lunch.
- **Birth day celebrations are to be taken care of after school hours. FOOD IS ONLY TO BE CONSUMED IN THE CAFETERIA.**

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. Interested parents are asked to call the school or ask their child to stop by the office to pick up the application form.

IX. 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.

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/lost & found table near gym for lost items. All items are donated once per month.

MEDIA CENTER PROCEDURES

Fassett Junior High School students are encouraged to use our school Library/Media Center.

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. Unreturned books will result in fines at the end of the year. This may result in students being prohibited from participation in field trips or field day activities.

VISITORS

Visitors and parents/guardians are required to check in at the office upon arrival

LOCKER PROCEDURES

1. Lockers are available to store school supplies and personal items necessary for use at FJHS. They will be assigned through the office
2. Store only items related to school in your locker. Cell Phones/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 according to state and federal law.
3. All lockers should have a school purchased lock, but they are not required. All other locks may be cut off and returned to the student. Locks can be purchased for \$7.50 in the school office.
4. **COATS 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 should 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 Fassett. Periodically, the Oregon Police K-9 division will search the building during the school year.

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 due to an emergency situation must be approved by the school office personnel.
2. 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.**
3. 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.

X. Bell Schedules

FASSETT JUNIOR HIGH SCHOOL 2023-2024 SCHEDULES

REGULAR DAILY SCHEDULE

Students Enter Fassett	7:30	
Homeroom	7:30-7:45	15 Minutes
Tardy Bell	7:50	
Period 1	7:50-8:35	45 Minutes
Period 2	8:38-9:22	44 Minutes
Period 3	9:25-10:09	44 Minutes
Eagle Time	10:12-10:40	28 Minutes
Period 4	10:43-11:27	44 Minutes
4A Lunch 10:43-11:13	4B (AA) 11:16-11:27	30min Lunch/11min AA
4B Lunch 10:57-11:27	4A (AA) 10:43-10:54	11min AA/30min Lunch
Period 5	11:30-12:14	44 Minutes
5A Lunch 11:30-12:00	5A (AA) 12:03-12:14	30min Lunch/11min AA
5B Lunch 11:44-12:14	5B (AA) 11:30-11:41	11min AA/30min Lunch
Period 6	12:17-1:01	44 Minutes
Period 7	1:04-1:48	44 Minutes
Period 8	1:51-2:35	44 Minutes

REGULAR DAILY MATH/LA BLOCK SCHEDULE

Students Enter Fassett	7:30	
Homeroom	7:30-7:45	
Tardy Bell	7:50	
Period 1/2A	7:50-8:58	68 Minutes
Period 2B/3	9:01-10:09	68 Minutes
Period 5/6A	11:30-12:38	68 Minutes
Period 6/7A	12:17-1:25	68 Minutes
Period 6B/7	12:41-1:48	67 Minutes
Period 7B/8	1:28-2:35	67 Minutes

TWO-HOUR DELAY SCHEDULE

Students Enter Fassett	9:30	
Homeroom	9:30-9:45	15 minutes
Tardy Bell	9:50	
Period 1	9:50-10:20	30 Minutes
Period 2	10:23-10:53	30 Minutes
Period 3	10:56-11:26	30 Minutes
Period 4	11:29-12:13	44 Minutes
4A Lunch 11:29-11:59	4B (AA) 12:02-12:13	30min Lunch/11min AA
4B Lunch 11:43-12:13	4A (AA) 11:29-11:40	11min AA/30min Lunch
Period 5	12:16-1:00	44 Minutes
5A Lunch 12:16-12:46	5B (AA) 12:49-1:00	30min Lunch/11min AA
5B Lunch 12:30-1:00	5A (AA) 12:16-12:27	11min AA/30min Lunch
Period 6	1:03-1:32	29 Minutes
Period 7	1:35-2:04	29 Minutes
Period 8	2:07-2:35	28 Minutes

TWO-HOUR DELAY MATH/LA BLOCK SCHEDULE

Students Enter Fassett	9:30	
Homeroom	9:30-9:45	15 minutes
Tardy Bell	9:50	
Period 1/2A	9:50-10:36	46 Minutes
Period 2B/3	10:39-11:26	47 Minutes
Period 5/6A	12:16-1:16	60 Minutes
Period 6/7A	1:03-1:48	45 Minutes
Period 6B/7	1:19-2:04	45 Minutes
Period 7B/8	1:51-2:35	44 Minutes

Upon arrival to school (before 7:45 a.m.), students report directly to Homeroom. 1st Period includes morning announcements.

Period 4 includes forty-four (44) minute instructional period, thirty (30) minute lunch, fourteen (11) minute Academic Assist (AA), and transitions.

Period 5 includes forty-four (44) minute instructional period, thirty (30) minute lunch, fourteen (11) minute Academic Assist (AA), and transitions.

XI. FASSETT MAP

