



Tahoma
Junior High School
2009-10

Quick Reference guide for Parents – *If your home computer or office computer is not available, this info can be accessed using a district computer (found in the TJH main office) or at any community library.*

Skyward: Used for viewing progress reports, grades, student attendance, paying fees, receiving absence notifications

Parents or Guardian – own password - view all TSD enrolled family members' records	Student Access – own password – individual record
Calendar – a quick glance at messages and assignments recorded on a given day	
Grade book – progress reports of current assignments	Grade book – progress reports of current assignments
Message Center – info sent by schools and teachers	Message Center – info sent by school and teachers
Attendance –Daily attendance for each child	
Test scores – District core assessments and state WASL testing Scores	
Food service – account balance and amount used per day	Food service – account balance and amount used per day
Fee Management –paying fees on ASB and food service accounts	
Report cards	
Report Directory –view family ID number for paying fees and each child's state ID number	Report Directory –view family ID number for paying fees and each child's state ID number
E-mail Notifications – turn on to receive email attendance notification	
Health Information – all emergency info the district has on file for each child	



Teacher Websites: Used to view daily agendas, download class assignments, plan for upcoming tests and major projects, or to complete work during an absence. Teacher websites are accessed through the Tahoma Junior High website.

Events:	Daily Agendas, Assignments, Homework and Major Projects, Due Dates, Test Dates, Special Instructions
Documents:	Downloadable Syllabus, Assignment Sheets, Project Instructions, Study Guides, Etc.
Grades:	A direct link to Skyward Family Access to access student grades
Contact Me:	Choose this tab to send an email message to the teacher.

TAHOMA JUNIOR HIGH

This Student Handbook is designed with you in mind. It will provide you with essential information regarding our school, important procedures, what is expected of you and how you can get help whenever you need it in order to be successful during the school year. You and your parents need to read all information carefully.

We are proud that you are attending an excellent school. We strive to create an educational environment where all students acquire knowledge, skills, and attitudes, which contribute to a productive and successful future. We look forward to working together with you to make this an exciting, enjoyable and rewarding school year.

TAHOMA JUNIOR HIGH REFERENCE GUIDE

ADMINISTRATORS

Principal	Rob Morrow
Assistant Principal	Rhonda Ham
Dean of Students	Craig Johnson
Athletic/ASB Coordinator	Jeff Brady

SECRETARIES

Administrative Assistant	Debra Merlini
Office Secretary	Julie Gleason
Counseling Secretary	Karol Norton
Attendance Secretary	Jackie Kinsley

CERTIFICATED SUPPORT

PERSONNEL

School Counselor	Betty Bernstein
School Counselor	Lori Lewis
School Counselor	Naomi Whyllie

CUSTODIANS

Head Day Custodian	Bill Collins
Day Custodian	Mark Sutton
Night Lead Custodian	Kim McClellan
Night Custodian	John Olson

Night Custodian	Betty Hines
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QUICK REFERENCE INFORMATION

Absence Notification	Attendance
Activities Information	Jeff Brady
ASB Cards/Info	Laura Boland, Cashier
Athletic Information	Jeff Brady
Bulletin	Main Office
Bus Route Maps/Info	Attendance
Class Schedules	online/skyward access
Clearance of Fees, Fines	Laura Boland, Cashier
Lockers	Main Office
Lost and Found	Main office/commons
Lunch Tickets	TJH Kitchen
Progress/Grade Reports	online/skyward access
School Calendar/Events	on-line
Security	Sean P. Kelly
TJH Kitchen	425-413-5698

The Tahoma School District 409 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/pr grievance procedures may be directed to the school districts Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator at the school district office-25720 Maple Valley-Black Diamond Road SE, Maple Valley, WA 98038-3400.

ASSOCIATED STUDENT BODY

The Associated Student Body organization (A.S.B.) is a democratic organization of students. The duties of this organization shall be to organize and coordinate activities of clubs and classes, promote curricular and co-curricular activities, provide effective student representation, and monitor student funds. Every student at Tahoma Junior High is a member of the A.S.B

A.S.B. ACTIVITY CARDS

A.S.B. cards may be purchased in the cashier's office. With this card you may receive reduced prices for dances and yearbook purchase. The A.S.B. card is required for any student participating in co-curricular activities.

ATTENDANCE POLICY

The regularity of attendance is a major contributing factor in reaching the instructional objectives of a course. The following procedures have been designed by the Tahoma Junior High to develop cooperation between parents/guardians and school authorities in order to assist students in establishing lifelong habits of reliability and promptness. Laws of the State of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance.

Parents will receive an automated phone call and email notice whenever a student has been absent from school. After an absence you must contact the attendance office to clear all absences. To clear the absence you need to either send a note, email (Jkinsley@tahomasd.us) or make a phone call (425.413.5619)

Homework missed due to absences can be obtained by logging into individual teachers' websites. A link to teacher websites can be found on the TJH website.

No student will be allowed to attend school-sponsored after-school activities when absent for more than half the day.

Notes will be required for students with Excessive Absences, Truancies, or Court Orders.

Parental Absences

RCW 28A.225.0101 places the responsibility of student attendance on the parent or legal guardian. Absences (other than those defined as excused) given with the permission of the parent or legal guardian, are considered parental absences. Parents/legal guardians should understand that all absences can affect academic progress.

Early Dismissal/Late Arrival – Note required

A student who arrives late or who needs to leave before the end of the school day must check through the attendance office. A student is required to bring a written request form home signed by the parent/guardian stating the reason for the early release or late arrival. Missed busses, oversleeping, and traffic do not constitute excused late arrivals.

Truancy

Truancy is defined as an absence from school or class without the knowledge and consent of the parent/guardian or an absence from school or class once arriving on campus without the knowledge or consent of the school staff. Students may be denied the opportunity to submit academic work. Students are subject to discipline up to and including long-term suspension for truancy.

Tardiness

A student will be considered tardy when he/she is not in his/her designated area at the start of the class according to the posted classroom policy. If a student arriving tardy does not have a signed pass to class the tardy will be considered unexcused. It is the responsibility of the student to obtain a pass. Students arriving five or more minutes tardy to class without a pass will be considered truant from class. Staff detaining a student longer than one minute beyond the end of class will provide an excused pass to the next class. Students are subject to disciplinary action.

Tardy Procedures for Excessive Late Arrivals for each Semester

Tardy 1 to 5 times	Accept Parent Note
Tardy 6 times	Sent to the office for a formal warning
Tardy 7 times	Tardy Contract is developed which will include disciplinary action

ATHLETICS

There are many requirements concerning eligibility for any sport which include, but are not limited to, purchase of ASB card, completion of physical and athlete/parent signature of co-curricular handbook and participation form.

Tahoma Junior High (8th graders) is a member of the Kent-Tahoma Middle School League for interscholastic competitions. The Kent-Tahoma Middle School League offers four sports seasons for athletes. Teams are divided Gold for students that attended CRMS and Blue for students that attended TMS.

Ninth grade students compete for Tahoma Senior High sport teams and participate in the South Puget Sound League (SPSL) for interscholastic competitions consisting of three sport seasons. Stop by the main office and pick up the District Participation Card and Co-curricular Guide. All athletes must have a physical exam every two years. For additional information contact Mr. Brady, athletic coordinator.

BULLETIN BOARDS

All posters are to be approved by the activities coordinator before they are placed on a bulletin board or wall. Nothing can be posted on campus without permission.

BUS TRANSPORTATION

Buses will load and unload in the bus zone. The driver is in full charge of the bus and the students. Students are to obey the driver promptly and willingly. Buses have the right-of-way when leaving the campus.

CLOSED CAMPUS

Tahoma Junior High School is designated as “closed campus” which means students CANNOT leave the school grounds once they have arrived, even if first period has not yet started. When necessary, permission to leave may be granted by the attendance office. Students are discouraged from driving to school and are not permitted to use school parking lots for their personal vehicles.

In addition to being a closed campus, Tahoma Junior High has areas where students are not allowed except for instructional purposes. These restricted areas are the parking lots and large playfields. Students are reminded that the woods surrounding the school are also considered off campus areas. Violation of these regulations will result in disciplinary action.

COUNSELING SERVICES

Tahoma Junior High counselors support students in the following Areas: educational, emotional, personal and social.

Tahoma Junior High counselors hold Masters Degrees in Counseling and are ESA certified to work within the school setting with students, parents, teachers, administrators and agencies within the community. Specific services provided may include:

- Classroom guidance
- Group/Individual counseling
- Academic Counseling
- Crisis prevention and intervention
- Consultation with parents
- Referral services to community resources

DAILY BULLETIN

Information for the daily bulletin must be submitted to the main office by 3:00 pm the day before the announcement is to be made. Students bringing in notices must have them signed by the club advisor or the athletic coordinator. The bulletin will be posted daily outside the cashier’s office.

DISCIPLINARY ACTIONS

A fair and consistent discipline plan must provide degrees of flexibility for the consideration of individuals involved. The considerations include: 1) intent and severity of the act, 2) the number of previous acts by the parties involved, 3) prior disciplinary action taken to alleviate the situation, 4) previous parent involvement and input.

Progressive and corrective disciplinary action may involve any of the following actions:

- **Informal Warning:** An administrator or staff member will talk with student explaining the expectations for future situations.
- **Student Conference and/or Warning;** A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations.
- **Parent Involvement:** telephone, personal contact or letter notifies Parent/guardian. A conference may be conducted between the student, his/her parent/guardian, and teachers.

DISCIPLINE PROGRAM DEFINITIONS

Possible disciplinary actions considered least to most severe may include:

- **Closed Lunch:** The student is assigned to a supervised detention room for lunch. During this time the student may eat lunch, study, or read silently.
- **After School Detention:** The student is assigned to a supervised detention room after school from 2:15 to 3:20 p.m. During this time the student must work on schoolwork or read silently.
- **Friday School Discipline:** The student is assigned to a supervised detention room after school on a designated Friday from 2:15 to 6:00. Students are expected to complete school work and participate in community service activities. Students may bring a snack to eat during an assigned break.
- **Saturday School Discipline:** The student is assigned Saturday School (8:00 a.m. - Noon). Failure to attend or complete Saturday School will result in a three (3) day in-school suspension and reassignment of Saturday School. Students are expected to bring school work and participate in community service activities.
- **In-school Suspension:** The student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete schoolwork or read silently.
- **Short term Suspension from School:** (1 to 10 days) the student is excluded from school and related school activities.
- **Long term Suspension from School:** During a long term suspension the student is excluded from school and related activities for more than 10 days.
- **Emergency Expulsion from School:** An emergency expulsion means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Expulsion from School:** An expulsion means the removal of a student from school, school activities, and all related school functions for an indefinite period of time.

DRUG AND ALCOHOL SERVICES

The Tahoma School District contracts with a local treatment agency to provide chemical dependency/substance abuse intervention services to all Tahoma School District students. Intervention Specialists provide drug and alcohol assessments, education information and consultation with students and parents. Students may initiate contact with the intervention specialist on their own or may be referred by friend, teachers or parents. Information is available about community resources for students and families. The intervention specialist may be contacted through the school counseling office.

FINES

Fines and/or fees are imposed for materials that are not returned or have been damaged. Grades and transcripts can be withheld until all fines are paid. Students with outstanding fines cannot participate in sports. Fines can be paid at the cashier's window during lunch.

FLOWERS/GIFT DELIVERIES

Deliveries of flowers/gifts to students at school are discouraged. Items **will not** be delivered to classrooms. Students will be notified to pick up items in the office after school. Balloons or glass vases are not allowed on the buses.

HEALTH CARE SERVICES

To comply with the Family Rights and Privacy Act, we keep a record of the health care services that we provide to each student. You may ask to see a copy of your student's record. You may also ask us to correct that record. We will not disclose your record to others unless you direct us to do so, or unless the law authorizes or compels us to do so. Health information pertaining to special education needs is located in the Special Services Department at Tahoma School District Central Services Center.

HOMEWORK AND ASSIGNMENTS

Students should expect homework to be assigned. Homework and assignments are extremely important and are included in determining the academic grade for a given class. Homework and assignments are expected to be completed to the best of a student's ability and turned in on time. Late homework and assignments, if accepted, may result in a lower grade. It is the student's responsibility to get missed assignments for the times they are absent.. Please check the teacher's website for assignments and daily agenda.

Opportunities are provided to help you with your homework:

- Individual assistance from the teacher
- After school scholastic support is also available.

IMMUNIZATION

Each student is required to meet the state's immunization standards. Information and forms are available in the counseling center. State regulations prohibit students from attending public schools without proper immunizations.

LOCKERS

Lockers and desks are the property of the school district. When assigned a locker and desk, a student shall be responsible for its proper care. A student may be subject to a fine for any willful damage to school property. Students are encouraged to keep their assigned lockers closed and locked.

General inspection of lockers may be made with prior notice given to students for the purpose of collecting misplaced library and textbooks and other school property. The school reserves the right to inspect individual lockers without advance notice. When possible, before opening a student's locker, an administrator shall seek the consent of the student to conduct a locker inspection. A third party shall always be present to witness such inspection. If the student is not available or does not consent to the inspection (and when the search is prompted by a reasonable suspicion that the contents of the locker create an emergency) the administrator may open the locker. This action will only be taken when it is necessary to protect the students, staff, and property of the school. The administrator shall be responsible for completing a written report which describes the purpose of the locker inspection, witnesses present, objects found during the inspection and their disposition.

LOST AND FOUND

A lost and found service is maintained in the commons and locker rooms. Students should turn in all items found (for which ownership is unknown) to the main office.

MATERIALS

Students are required to come to class each day with the necessary supplies to be ready to learn.

General course supplies will include:

- Three ring binder with the following items:
 - Class divider tabs,
 - #2 pencils,
 - Ball point pens,
 - Ruler,
 - Eraser,
 - Pencil pouch for holding small supplies.
 - Flash/thumb drive
 - One mini-calculator (basic functions, solar powered)
 - Textbooks & Assignments.

Specific course supplies may include:

- Safety goggles for woods, metals, science, Phys. Ed.
- Physical Education uniform/clothing
- Fee cards for special projects in elective courses.

MEDICATION

Students who take medication (even over the counter) at school must provide written instructions from a doctor and a note containing parent/guardian permission. This information and medication should be checked through the nurses's office. The school nurse will then make arrangements to dispense the medications. No medication (prescribed or over-the-counter) is permitted on campus without prior approval as noted above.

NATURAL DISASTERS

One of the important responsibilities for any school district is to provide for the safety of students in the event of an emergency or natural disaster. Parents and students should be aware of the following:

- If the event occurs during the time students are coming to school, buses will continue to school rather than returning students to their bus stops.
- Students will remain at school, and will not be released or returned home unless/until conditions allow them to be returned safely. In extreme cases this could involve remaining at school overnight.
- Parents/Guardians are advised not to remove a student from the school grounds unless they have first checked with school officials and the student has been checked out. Students will not be released to neighbors, friends, or relatives unless written permission is sent, or they are designated on the emergency contact form.
- Parents should avoid calling the school. The phones may be needed by school officials for emergency communications.

SNOW BULLETIN

We seldom miss a day of school because of snow conditions. Sometimes school starts an hour late and/or we are on emergency schedule. *When "Emergency Schedule" is announced, the Emergency Bus Pick-up/Drop-off routes will be in effect and all after school and out of district transportation is canceled.* Emergency Transportation information is provided by the district transportation department (425-413-3222) and on the Tahoma Web site www.Tahomasd.us Communication on poor weather days is via by automated phone call to your home, TV and local radio stations: 570-KVI, 950-KJR, 710-KIRO and many others.

NO ANNOUNCEMENT MEANS SCHOOL WILL BE IN SESSION ON REGULAR SCHEDULE.

SSR GUIDELINES

1. Students will read **NOVELS**
2. This is **not** a time for homework.
3. Wednesday is meeting day for clubs, activities, ASB, etc.

STUDENT ACTIVITY PROGRAM

The student activity program at Tahoma Junior High is designed to offer all students a balanced set of extracurricular opportunities. In addition to the student government, there are clubs formed by students with common interests. Each club has a faculty advisor and plans its own activities. All clubs are part of and responsible to the Associated Student Body organization

STUDENT PRIVACY

The right to privacy is a fundamental tenet of human liberty. District staff shall take particular care to respect students' privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. Therefore, only designated personnel shall have the authority to conduct student searches. They shall do so only upon reasonable cause and in a manner prescribed by direct policy.

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable cause to believe that something is concealed that may be stolen, an illegal substance, or of immediate danger to the student or to other students. School officials shall request the student to remove all items from pockets or other personal effects.

STUDENT RECOGNITION PROGRAM SCHOOL VISITATIONS

Students are not permitted to bring visitors to school. Parents/guardians are welcome at any time, please stop by the main office for a Visitor's Pass.

STUDENT RESPONSIBILITIES REGARDING PERSONAL & DISTRICT-PROVIDED TECHNOLOGY RESOURCES

The Tahoma School District recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of the schools. Tahoma School District is pleased to offer students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to thrive in today's knowledge society. Each student is responsible for his/her use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Electronic devices must be used in a manner consistent with the mission of the Tahoma School District and in compliance with the Acceptable Use Policy 2022. The school reserves the right to limit use of electronic devices, especially when these devices are used to harass others, disrupt the learning environment, cheat, or provide unauthorized access to the district network. Students are expected to abide by school and classroom rules regarding appropriate times for use of personal as well as district provided electronic devices. Inappropriate use may result in the electronic device being confiscated and returned to parents. Failure to turn over the requested device will result in disciplinary action.

Personal electronic devices have educational and monetary value. Students who use these devices are prohibited from trading, selling or lending these devices to other students on campus. Personal electronic devices are the sole responsibility of the student owner. The school or district assumes no responsibility for these personal devices if they are lost, loaned, or stolen and cannot guarantee time nor resources trying to locate stolen or lost items. Disciplinary action for violations involving personal electronic technology shall be consistent with standard district and school policies and procedures. Violation of this policy can result in revoking a student's privileges to use portable electronic devices at school, suspension of access to Tahoma School District electronic equipment, or school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

TELEPHONES

Students will not be allowed to use the office telephones except in emergency. Teachers may give permission for students to use the class room phones at their discretion. Students must have a pass from the classroom teacher to use the office telephone during class time. Telephone messages will be delivered from parents/guardians only. ***Parents are encouraged to call only in an emergency.***

Students may only use cell phones or pay phones outside and in the commons before school, during lunch and after school.

TEXTBOOKS/MATERIALS

Each student is responsible for issued textbooks. Fines will be assessed if they are lost or damaged. New books should be immediately protected with book covers

Tahoma School District Dress Code
Board Policy 3224

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not lead school officials to reasonably believe that such dress or grooming shall present a health or safety hazard, create a material and substantial disruption of the educational process, or promote, advertise, or encourage behavior or convey messages contrary to valid pedagogical purposes or the district's educational mission.

The following standards are established to provide guidance to students:

1. Clothing and/or accessories displaying or making reference to alcohol, illicit drugs or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming which evidences gang membership, affiliation, or promotion thereof is prohibited.
3. Hats and/or other headgear (i.e., scarves, hoods on sweatshirts, bandannas, sunglasses) shall not be worn in the school building during the school day. (Hats and headgear of students in violation of this standard will normally be confiscated and sent to the school office where they may be returned to the student at the end of the school day. In the case of repeated violations, the confiscated items may be kept in the school office until the end of the semester.)
4. Attire, which exposes the torso (i.e., halter-tops, tank tops, see-through clothing and clothing that does not cover undergarments), is not appropriate school wear. Pants will be worn at waist level even if a shirt covers the body.
5. Jewelry and other accessories or clothing, which may present a safety hazard or danger to the welfare of self or others, shall not be worn. (including wallet chains and spiked accessories)
6. Spandex clothing worn as outerwear is not permitted during the instructional day.
7. Shorts must be fingertip in length and hemmed. (not running shorts)
8. Shirts and blouses must be free from holes and pants must not be cut or have holes above mid-thigh.

Exceptions may be made to one or more of these standards by the principal on a case-by-case basis for physical education classes, students with disability-related needs, students with bona fide religious dress requirements, and with consideration given to the physical and social developmental level of students.

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an activity if the principal reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; and/or
2. Prevents, interferes with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent. Students may be subject to corrective action, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded appropriate due process

Student Rules

All segments of our society require some standards that all members of that society are expected to follow and maintain. So that the rights of classmates and other students are not infringed upon, the following rules are formed for all to follow. With rights go responsibilities. Your responsibility lies in following these guidelines and encouraging your peers to do likewise.

In addition to the rules that follow, teachers will have specific policies and regulations. Students will be informed of these rules. Any activity that violates state law is prohibited under district policies.

Academic Expectations

It is the responsibility and duty of each student to pursue his/her course of studies and he or she may be subject to corrective action or punishment imposed by a school district for not meeting academic expectations.

Aggressive Behavior

Behavior towards another person that is meant to instigate a fight or cause a negative response will not be allowed.

Alcohol and Chemical Substances

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other intoxicant. Students may not be in possession of drug paraphernalia. Any illegal chemical substance, narcotic, hallucinogenic drug, or medicine prescribed to another student is not permitted. No counterfeit drug is permitted. Use of inhalants (huffing) is not permitted. Students may not possess over the counter (OTC) drugs or medicines prescribed for them. In addition, a student may not knowingly remain in any area where there is alcohol or drug activity taking place.

Alteration of Records

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

Arson

Setting fire to a building or property is prohibited.

Assault/Battery

A student shall not use, threaten to use, or attempt to use force or violence upon another person, including the use of an object or instrument for the purpose of inflicting injury.

Attendance/Truancy/Tardiness

A student absent or tardy from classes without an approved excuse shall be subject to corrective action or punishment. Leaving class without the permission of the teacher is also considered truancy.

Behavior Contract

Students who commit "multiple infractions" are subject to the stipulations of a behavior contract and/or a parent conference before returning to class(es) and/or school.

Cellular Phones/Pagers/Beepers

Cellular phones or personal communication devices are to remain off and concealed in a backpack in the classroom. Any disruption to classroom activities due to these devices will result in confiscation of the device and possible discipline. Items will be returned to the parent or student. Students may only use cell phones in classrooms with staff permission.

Cheating

Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. A student who knowingly allows his/her work to be copied shall also be subject to corrective action.

Closed Campus/Unauthorized Areas

Tahoma Junior High School is designated a closed campus. This means students SHALL NOT leave the campus area once they have arrived, even if the first period of the day has not yet started. Students shall not be permitted in unauthorized areas without staff permission. These areas include parking lots, playing fields and the woods surrounding the school. A student out of class, for any reason, must have a hall pass.

Damage/Destruction of Property/Vandalism

A student shall not intentionally or negligently damage nor deface school or private property in any way. Students and parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned.

Defiance of School Authority

A student shall comply with all lawful and reasonable instructions of any District employee. Students will obey established classroom rules and make a reasonable effort on academic tasks.

Disruptive Conduct

A student may not engage in any conduct that causes the substantial and material disruption of any lawful mission, process, or function of the school.

Dress Code Violation

Please see Tahoma School District Dress Code. Hats may not be worn or visible in the building during the school day. Attire which exposes the torso (i.e., halter-tops, tank tops, see through clothing and clothing that does not cover undergarments), is not appropriate school wear. Clothing that is disruptive to the learning environment is not allowed. *Tops and Sundresses must have two-inch straps.*

Electronic Devices

Radios, Walkmans, CD players, MP3 Players, *etc*, and headphones must remain off and in a backpack in classrooms unless specifically permitted by staff. Cameras are not allowed without staff permission.

Explosives

A student shall not possess, use or threaten to use anything tending or serving to explode with force and violence or emit chemicals, such as firecrackers, bullets, pipe bombs or stink bombs.

Extortion

A student shall not take another person's money or property by coercive behavior, such as the use of threats or physical violence.

False Accusations

A student shall not knowingly allege untrue wrong-doing or make defamatory statements regarding other persons. Students will not make false statements that disrupt the learning environment.

False Alarm

A student shall not call 911 or intentionally trip a fire alarm or other alarm system when there is not an actual emergency.

Failure to Return Signed Infraction or Parent Notes

Students shall return infractions with a parent/guardian signature on the next school day.

Failure to Serve Detention

Students will serve detentions within the time frame assigned.

Fighting

A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight may be subject to corrective action or punishment.

Food and Gum

All food and beverages must be confined to the Commons. Gum chewing is not permitted in the building.

Forgery/Falsification

The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Gambling

Games played for money are not allowed on campus.

Gang Behavior

A student shall not exhibit behavior or gestures or gang membership as set forth in Board Policy 3244.

Harassment, Intimidation and Bullying

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal or physical act; a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school.

A student who believes that he/she, or another student, is being subjected to harassment, intimidation, or bullying (whether by another student, district staff member, parent or volunteer) may use the guidelines outlined in Policy and Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying, to report and resolve the concern. A copy of this Policy and Procedure is available by contacting the main office.

Inappropriate/ Disrespectful/Offensive School Behavior

Students shall refrain from activities that violate standards of acceptable social conduct including public demonstrations of physical affection on the school campus or at school-sponsored events.

Loitering

A student shall be expected to leave the school campus at the official close of the school day unless permission to do otherwise has been granted. Students shall immediately follow requests to disperse.

Loitering in the Presence of Misconduct

A student shall be expected to immediately leave any activity at which misconduct is occurring.

Lying to Authorities

Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

Misconduct with Substitute Teacher

Students are expected to show respect to guest or substitute teachers. Students receiving a discipline referral from a guest teacher may incur a harsher consequence for the misbehavior.

Multiple Infractions

Violating more than one school rule or violating the same rule(s) on separate occasions may result in significant consequences, up to and including expulsion.

Non-suit

Students are expected to bring and wear an appropriate change of clothes as outlined in the PE Course Syllabus.

Off-campus Events/Outside of School Hours

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

Plagiarism

Students shall not copy, download, or plagiarize a written work(s) and turn in the assignment as his/her own.

Profanity

Students will not swear or use disrespectful gestures. Profanity directed at staff is considered exceptional misconduct.

Reckless Physical Behavior

Any aggressive, unsafe, or reckless behavior, including "horseplay", which jeopardizes the health, safety, or welfare of students and/or staff, is prohibited. Excessive or inappropriate use of aerosol sprays is not permitted on campus.

Refusal to Identify Self

All persons are expected, upon request, to identify themselves to school personnel in the school building, on the campus, or at school-sponsored events.

Theft

A student will be disciplined for theft and may be liable for the replacement value of stolen property. Theft is defined as the unauthorized carrying away of the personal goods or property of another person or the school district.

Threats

Students shall not threaten to use force or violence upon any school staff, student or property. All threats will be taken seriously.

Tobacco

A student shall not possess, use, transmit, or show evidence of having used a tobacco product of any kind, or any item purported to be such. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters is also not permitted.

Unauthorized Computer Use

School board policy states that computers are for educational purposes only and must be in support of education, research or school approved co-curricular activities. The use of computers and systems must be in conformity with all laws and school policy and commercial solicitation is not allowed. Users are responsible for the privacy of their password, logging off the computer when they are finished, and the appropriateness of the material and actions that take place under their account. No use of the system shall disrupt the operation. Software and hardware shall not be destroyed, modified or abused. Unauthorized access or attempts to access any computer hard drive or computer system is prohibited. The cost parts and labor associated with repairing the system may be included as a consequence for tampering with the system. Students shall not access, use, and/or manipulate computer files outside of designated, teacher-authorized areas. No programs (executable files) shall be downloaded on to the hard drive of the computer.

Level One Offense may include:

- Accessing programs that are not in the start menu or local programs
- Downloading programs and files from the internet without permission
- Accessing programs and files from the public directory without permission
- Non-educational use of e-mail (chat rooms, Instant Messaging friends, playing games)
- Using someone else's account or allowing someone else to access a student's personal account

Level Two Offense may include:

- Attempting to gain access to accounts or other restricted areas such as the computer's hard drive
- Attempting any activity that may potentially damage the computer or the network
- Use of the system to store, distribute or access obscene or pornographic material

Unauthorized Activities

Selling or purchasing any items not authorized as a school fund-raiser is prohibited. Distribution of unauthorized information or materials is not allowed.

Vulgar or Lewd Conduct

Any lewd, indecent or obscene act or expression is prohibited, including those remarks with racist or sexist overtones.

Weapons and Dangerous Instruments

A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, taser, dangerous weapon/ammunition or facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. Exceptions to this mandatory penalty may be made on a case-by-case basis by the Superintendent.

Firearms Any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for not less than one year subject to the provisions of RCW 28A.600.010. Exceptions to this mandatory penalty may be made on a case-by-case basis by the Superintendent.



JUNIOR HIGH SCHOOL SANCTION RANGE CHART (CONTINUED)

Exceptional Misconduct

Exceptional misconduct means misconduct to 1) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective actions and/or punishment, as to warrant an immediate resort to short-term suspension, and/or 2) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate resort to short-term suspension.

Exceptional Misconduct	Friday or Saturday School	In-School Suspension (1-5 Days)	Short-Term Suspension (1-10 Days)	Long-Term Suspension (11-90 Days)	Emergency Expulsion	Expulsion
Aggressive Behavior						
Alcohol/Chemical Substances ¹			20 Days ¹			
Alcohol/Chemical Substances (Selling/Distributing)						
Arson						
Assault/Battery			3 Days ²			
Behavior Contract						
Explosives						
Fighting						
Firearms						
Gang Behavior (Policy 3245)						
Intimidation & Bullying						
Theft						
Threats						
Tobacco		3 Days ³	5 Days			
Weapons & Dangerous Instruments						
Repeated Violations of Exceptional Misconduct						

Pursuant to WAC 180-40.

Updated 06/08/04

Excerpt from Procedure 3241P

¹ Suspension is reduced to a ten (10)-day home suspension for alcohol or drug offense if:

- parent and student consent to a school-approved assessment program at parent expense
- student follows recommendation(s) for treatment.

² Suspension for fighting can be reduced if student agrees to participate in an anger-management program.

³ Suspension for tobacco offense can be reduced if student agrees to participate in a tobacco cessation program.

It is the responsibility of the student to make arrangements to turn in missing work when they return from a 1 to 3 day suspension. Homework will be available upon request for suspensions of 4 to 10 days.

EXTRA-CURRICULAR ACTIVITES AT TJH

Tahoma Junior High encourages students to get involved in extra-curricular activities to enhance their educational experience. TJH offers numerous athletic and activity programs for student involvement.

TJH Athletics

There are many requirements concerning eligibility for any sport which include, but are not limited to, purchase of ASB card, completion of physical and athlete/parent signature of co-curricular handbook and participation form.

Tahoma Junior High (8th graders) is a member of the Kent-Tahoma Middle School League for interscholastic competitions. The Kent-Tahoma Middle School League offers four sports seasons for athletes. Teams are divided Gold for students that attended CRMS and Blue for students that attended TMS.

Ninth grade students compete for Tahoma Senior High sport teams and participate in the South Puget Sound League (SPSL) for interscholastic competitions consisting of three sport seasons. Stop by the main office and pick up the District Participation Card and Co-curricular Guide. All athletes must have a physical exam every two years. For additional information contact Mr. Brady, athletic coordinator.

8th Graders

Tahoma Junior High (8th graders) is a member of the Kent-Tahoma Middle School League for interscholastic competitions. The Kent-Tahoma Middle School League offers four sports seasons for athletes. Teams are divided Gold for students that attended CRMS and Blue for students that attended TMS. Sports available for 8th grade students are as follows:

1 st Session	2nd Session	3rd Session	4th Session
Girls' Fastpitch	Dance (8 th /9 th)	Wrestling	Track and Field
Football	Boys' Basketball	Girls' Basketball	Girls' Volleyball
			Boys' Baseball

9th Graders

Ninth grade students at Tahoma Junior High compete for Tahoma Senior High sports' teams. Tahoma High School is a member of the South Puget Sound League (SPSL) for interscholastic competitions. Sports available at Tahoma High School for 9th grade students are as follows:

Fall	Winter	Spring
Football	Girls' Basketball	Girls' Fastpitch
Cross Country	Boys' Basketball	Boys' Baseball
Girls' Volleyball	Boys' Swim & Dive	Boys' Soccer
Girls' Soccer	Wrestling	Girls' Tennis
Golf	Girls' Gymnastics	Track & Field
Girls' Swim & Dive		
Boys' Tennis		

TJH Activities

At Tahoma Junior High we have several clubs that offer activities for students to get involved out-side of the normal school day. We have a 3:20 activity bus available to help with transportation. Students must be given an activity bus pass from the supervising teacher to be allowed on the bus. Check website for info regarding current activity information.

HOW TO GET GOOD GRADES

- 1) **Believe in yourself** – “To succeed, I must first believe that I can.”
- 2) **Be organized** - If you're organized, you have what you need, when you need it. Each person must determine what's going to work best for himself/herself.
 - ❖ Use an assignment notebook, three-ring binder, or folders for schoolwork
 - ❖ Have phone numbers of classmates
 - ❖ Keep your backpack neat and get organized before you go to bed for blue/gold days
- 3) **Manage your time well** – With good time management, do the things you have to do, you will then have time for the things you want to do.
 - ❖ Use class time
 - ❖ Create your own study plan and stick to it
- 4) **Be Successful in the classroom**
 - ❖ Attend class everyday, do your homework, and be an active learner
 - ❖ Understand what you need to do to adapt to different teachers' styles
 - ❖ Sit in the front of the class if possible
 - ❖ Be a good group member
 - ❖ Treat others with courtesy and respect
 - ❖ Talk to your parents about what you are learning in your classes
- 5) **Take good notes** – Tests usually cover material that has been presented and discussed in class. It is important to have good classroom notes from which to study.
 - ❖ Take notes to help you pay attention and be an active listener
 - ❖ Take notes that are easy to read and review them when studying
 - ❖ Get copies of class notes if you are absent
- 6) **Know how to read a textbook** – It will be easier for you to comprehend and remember what you read
 - ❖ SCAN by reading subtitles, words in bold and italic print, summaries, charts and review questions
 - ❖ READ with a purpose
 - ❖ REVIEW by scanning the material to check my comprehension.
- 7) **Study smart** – You will find that you will spend less time studying and get better grades
 - ❖ Study each night and have a good place to study
 - ❖ Organize your study time
 - ❖ When studying for tests use tricks to help you memorize information, begin studying early, mentally practice taking a test
 - ❖ Use a process for writing papers (Pre-write, Shaping, Rough Draft, and Final)
 - ❖ Know word processing
- 8) **Use test-taking strategies** – To do well on any test, you must study hard and be prepared. You can further improve your test performance by using test-taking strategies.
 - ❖ Have a positive attitude when taking tests
 - ❖ Develop a test-taking plan
 - ❖ Mark the questions that you want to return to
 - ❖ Increase your odds on multiple-choice questions by eliminating obviously incorrect answers
 - ❖ Look for key words in True/False questions
 - ❖ Use a process for answering essay questions
 - ❖ Improve your math test scores by showing all your work and the process you used
 - ❖ Check your answers before turning your tests in
- 9) **Get help when you need it**
 - ❖ Ask questions of your teachers and ask them for help
 - ❖ Talk to a parent, counselor, Dean of Students, Administrator, or other adult if need nonacademic help

Tahoma Junior High Plagiarism Policy

According to *Writers Inc*, plagiarism is “the act of presenting someone else’s ideas as your own.” You must give credit for all ideas that are not widely accepted as common knowledge. The types of plagiarism include:

Word-for-word plagiarism

Uses exact words without giving credit to original author

Paraphrase plagiarism

Use basically the same words as an original source with just a few words changed

Spot plagiarism

Uses a source’s key words or phrases as his own without giving credit

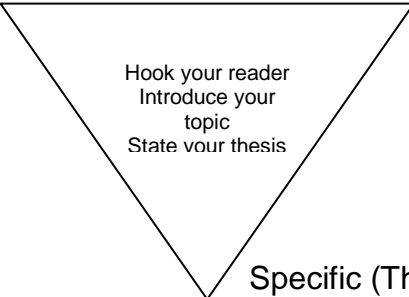
At Tahoma Junior High School, plagiarism is a serious offense with disciplinary consequences. See the disciplinary code for more information.

Essay Writing Vocabulary

Introduction	The first Paragraph in an Essay. In includes the thesis, usually at the end.
Thesis	The sentence with a subject and commentary (opinion). This is the statement which your essay will prove/support.
Body Paragraph	A middle paragraph in an essay. It develops a point you want to make that supports your thesis.
Topic Sentence	The first sentence of a body paragraph. This must include subject + commentary (opinion).
Concrete Detail	Specific details that form the backbone of your essay. Synonyms include: facts, examples, descriptions, support, proof, evidence, direct quotations, paraphrasing, or plot reference.
Commentary	The writer’s opinion or comment about something. Not concrete detail. Synonyms include: opinion, insight, analysis, interpretation, inference, personal response, evaluation, reflection, explication, and feelings.
Concluding Sentence	The last sentence in a body paragraph. It is all commentary, does not repeat any key words, and gives a finished feeling to the paragraph.
Conclusion	The last paragraph in an essay. It may sum up the writer’s ideas, reflect on what was said in the essay, or give more commentary about the subject. It restates the thesis in a new way, is all commentary, does not include concrete detail, and gives a finished feeling to the essay.
Ratio	The balance between concrete detail and commentary in an essay. The ration for a literary analysis essay is 1CD: 2+CM. The ratio varies for different types of writing and is intended as a guideline.
Chunk	In English, one CD and the 2 CMs that go with it. It is the smallest unified group of thought in a paragraph.
Weaving	Blending concrete details and commentary in a body paragraph.
Shaping of the Essay	A step between prewriting and a rough draft. It is used to help organize thoughts and begin developing commentary.
Web Off the Word	A graphic organizer used to develop focused commentary utilizing strong word choice.

**Standard Essay Format
Tahoma Junior High School
Language Arts Department**

Introduction



General

Specific (Thesis)

Body Paragraph #1

**Sample 2-Chunk Paragraph Format
for Writing About Literature**

Topic Sentence (TS)
Concrete Detail (CD) For example,
Commentary (CM)
Commentary (CM)
Concrete Detail (CD) In addition,
Commentary (CM)
Commentary (CM)
Concluding Sentence (CS)

Body Paragraph #2

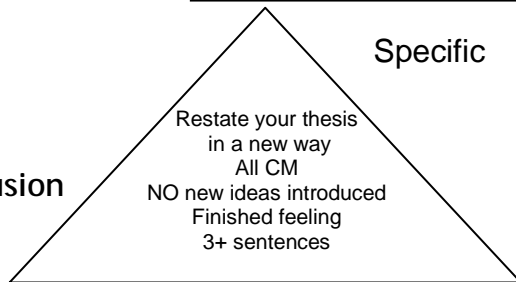
Several body paragraphs
may be needed to
support the thesis.

**Sample 2-Chunk Paragraph Format
for Position Papers**

Topic Sentence (TS)
Commentary (CM) (First reason)
Concrete Detail (CD)
Commentary (CM)
Commentary (CM) (Second reason)
Concrete Detail (CD)
Commentary (CM)
Concluding Sentence (CS)

Specific

Conclusion



General