

Success in Junior High



Welcome TJHS Promoting Class of 2024!



Robert Nelson
Principal



Onyema Anyanwu
Assistant Principal
7th Grade



Michelle Bonnema
Assistant Principal
8th Grade



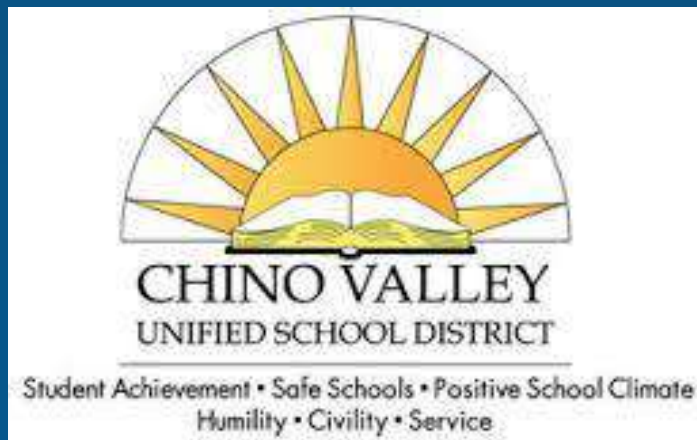
Joseph Hurtado
Intervention Counselor

Townsend Administrative Team

ABOUT TOWNSEND



- ▶ 2013 & 2001 California Distinguished School
- ▶ 40 teachers / 83 staff members
- ▶ 975 students (7th and 8th grade)
- ▶ 35 Years of Excellence



Modernization



Be YOU



- ▶ Maintain overall health of your body
- ▶ Maintain a meaningful network of relationships
- ▶ Pursue knowledge, good decisions, and solutions to problems
- ▶ Maintain a positive self-concept and deal constructively with feelings
- ▶ Develop a set of beliefs, principles, or values that give meaning or purpose to your life

PTSA COMMITTEES:

- ▶ Red Ribbon Week (October)
- ▶ Student Store (weekly)
- ▶ Fundraising
- ▶ Hospitality
(August/October/May)
- ▶ Library Support (August/May)
- ▶ PTSA membership/sponsorship



HOW TO SUPPORT PTSA

- ▶ **Attend once per month PTSA meetings**
- ▶ **PTSA Committee Participation**
- ▶ **Think N Local partners, family dinner nights**
- ▶ **Volunteer: Snack Shack, Dances, Teacher Appreciation activities, other on-campus events**
- ▶ **Officers still need to be elected for 2022-23; we will also need officers for the 2023/24 school year**
- ▶ **Consider shadowing / supporting this year's officers**







SUPPORT NEEDS ON CAMPUS

- ▶ **4 Playground Supervisor positions (Lunch Supervision 12:45 – 2:30)**
- ▶ **4 AVID Tutor positions (2 days a week for Period 5 & 6)**
- ▶ **Apply at www.edjoin.org, (909) 628-1202 x1129 for questions**

Playground Supervisor - POOL

[Tweet](#) [Share](#) [Print](#)



"Excellence in Education"

About the Employer

Our Vision:
United together, the Chino Valley Unified School District staff, parents/guardians, community, and Governing Board work to provide an educational environment whereby:

Our students possess the personal and academic skills to be successful, responsible and productive. They are motivated, self-confident, and life-long learners. They exhibit integrity and contribute to the well-being of their communities. They successfully solve problems using their intellectual capacity and appropriate technology tools. They respect the ideas of other people, while holding true to their own convictions. Students recognize that academic achievement is essential to competing in the global economic setting. They face the future knowing that their goals are within their reach, by continuing their education and through their individual commitment and hard work.

Mission:
The Chino Valley Unified School District provides all students a rigorous and relevant education in a safe learning environment.

Application Deadline

Until Filled

Date Posted

4/21/2022

Contact

Nereyda Raygoza
(909) 628-1202 1129

Number of Openings

Not Specified

Salary

Salary: \$15.00 per hour.

Length of Work Year

See details listed.

FIRST DAY OF SCHOOL – AUGUST 8

- ▶ **School starts at 9:12 a.m.**
- ▶ **Dismissal at 3:15 p.m.**
(Every Wednesday is Early Release at 2:18 p.m.)
- ▶ **Students will report to the Media Center to find their name and first period room number**
- ▶ **Students will receive their Class Schedule during 1st period**
- ▶ **PE clothes will be sold through their PE class (\$25)**
- ▶ **Classes are balanced during the first 3 weeks**
 - ▶ **Schedule changes are common during this time**

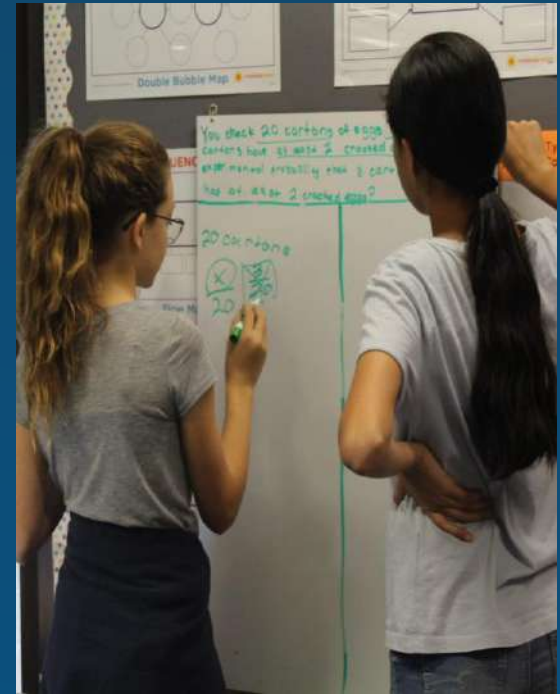
ELECTIVE WHEEL

- ▶ Art
- ▶ Drama
- ▶ Life Essentials
- ▶ Piano Lab
- ▶ Woodshop



YEAR LONG ELECTIVES:

- ▶ **AVID****
- ▶ **Beginning/Intermediate/Advanced Band**
 - ▶ Brass, woodwinds, percussion
- ▶ **Choir**
- ▶ **Medical Detectives (8th grade)**
- ▶ **Leadership/Yearbook****
- ▶ **Teacher Aide/Library Aide/Office Aide (8th grade)**



ADVANCED CLASS

- ▶ **Accelerated Math 7
(separate placement criteria)**
 - ▶ **Students meeting the placement criteria complete 7th and 8th Grade Math in one year**
 - ▶ **Successful students will take Integrated Math 1 during 8th Grade year (Freshmen level class)**
 - ▶ **Students scoring “Standard Exceeded” on the Grade 6 Math Essential Standards Assessment will be placed in Accelerated Math 7**

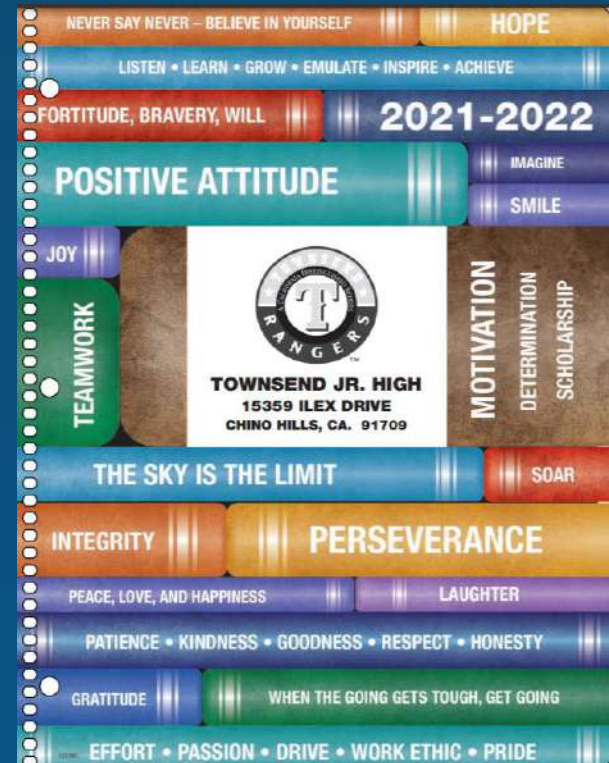
AGENDA AND HOMEWORK

▶ Agenda

- ▶ Provides an organizational tool to keep track of assignments, projects, and upcoming assessments
- ▶ Please check your child's agenda nightly for quality assignment completion
- ▶ Provides a communication link between home and school

▶ Homework

- ▶ Provides the necessary practice to be prepared for assessments, projects, chapter tests, and much more



GRADING

- ▶ **Grade based on mastery of grade-level standards**
- ▶ **60-75% Assessments/Projects, 25-40% Assignments**
- ▶ **No extra credit**
- ▶ **Progress reports at 6 weeks**
- ▶ **Trimester grade (permanent) every 12 weeks**
- ▶ **2.0 GPA required to participate in extracurricular activities**
 - ▶ **School dances, competitions - band/dance/color guard, leadership, drama performances, intramural sports, & fieldtrips**

ACADEMIC RALLIES

CELEBRATION OF ACADEMIC ACHIEVEMENT

- ▶ Rallies are held each trimester
 - ▶ 4.0 Gold Honor Roll
 - ▶ 3.0 to 3.9 Silver Honor Roll
 - ▶ 2.0 to 2.9 Ranger Pride
 - ▶ B.U.G. Award (Bring Up Grades)
 - ▶ Community Service
 - ▶ Be YOU Award of Excellence
- ▶ Through the rallies, we spotlight academic successes, positive character traits, and resilience



Student Involvement & Activities

GET INVOLVED & BE RECOGNIZED

- ▶ National Junior Honor Society
- ▶ Fitness Club
- ▶ Volleyball Club*
- ▶ Wrestling Club*
- ▶ Basketball*
- ▶ Marching Band, Jazz Band, & Drumline
- ▶ Drama Club*
- ▶ Color Guard
- ▶ Dance Team
- ▶ School Dances
- ▶ Spirit Days
- ▶ Lunch Competitions
- ▶ Student of the Month




Student Involvement & Activities

GET INVOLVED & BE RECOGNIZED


- ▶ Be YOU initiative – www.chino.k12.ca.us/beYOU
 - ▶ Be the best version of yourself: Physically, Socially, Emotionally, Intellectually, Spiritually
- ▶ Change the World – Everyone can do 5 hours!
- ▶ Impact Your Future – Be a 21st Century Learner
 - ▶ Regular reading practice at/above your Lexile level

LEXILE TEXT RANGES TO GUIDE READING	
GRADES	LEXILE TEXT RANGE
11-12	1185L-1385L
9-10	1050L-1335L
6-8	925L-1185L
4-5	740L-1010L
2-3	420L-820L
1	190L-530L

Student Supports on Campus

- ▶ **Counselor – Mr. Hurtado**
 - ▶ **Academic concerns & peer conflict**
 - ▶ **Intervention Counselor – Mr. Davis**
 - ▶ **Social-emotional support, Tier 2 referral**
 - ▶ **Take-Control Lunch**
 - ▶ **Peer Tutoring & Individual Counseling**
 - ▶ **Intervention period for ELA and Math**
 - ▶ **After-school intervention (December-April)**
- 

6 WEEK PROGRESS REPORT AT-RISK CONFERENCE

- ▶ **October 4th – 6th**
 - ▶ **Good indication of how your child is adjusting to junior high**
 - ▶ **Meet with teacher, student, and parent**
 - ▶ **Implement interventions offered at school**
 - ▶ **Let's work as a team to create a *positive learning experience***
- 

STAY CONNECTED

▶ Communication

▶ **Website** – www.chino.k12.ca.us/townsend

▶ **Aeries Parent Portal** –
<https://aeriesweb.chino.k12.ca.us>

▶ **Demographic info, classes, and online grades**

▶ **Aeries Communications**

▶ **Receive voice messages, text, email**

▶ **Smartphone App**


▶ **Web app feed in Aeries Portal**



STAY CONNECTED

▶ Aeries Communications

▶ Receive voice messages, text, email



The screenshot displays the Aeries Portal interface for the 2019-2020 school year. The top navigation bar includes links for Dashboard, Communications (highlighted with a green box), Student Info, Attendance, Grades, Test Scores, and Change Student. Below the navigation bar, the main content area is divided into two columns. The left column contains 'Aeries Communications' with sub-sections for 'Notification Preferences' (Do Not Contact) and 'General and Emergency Announcements' (Emergency Announcements). The right column features 'School And District Messages' with a message about Aeries being offline for maintenance on May 1st and 2nd, and a link for Summer School Information.

2019-2020 School

Dashboard **Communications** Student Info Attendance Grades Test Scores Change Student

Welcome to the Aeries Portal for [School Name]

Aeries Communications

Notification Preferences

Do Not Contact

General and Emergency Announcements

Emergency Announcements

Please allow up to 48 hours for changes to take effect.

School And District Messages

Aeries will be offline beginning Friday, May 1st from 11:00pm - Saturday, May 2nd at 8:00am for scheduled maintenance.

[Aeries and Parent/Student Portal account will be unavailable during these maintenance hours.](#)

District Message ⌚ Last Updated: 4/29/2020 1:21 PM

Click [HERE](#) for Summer School Information

School Message ⌚ Last Updated: 4/2/2020 10:19 AM

STAY CONNECTED

▶ Aeries Communications

▶ Receive voice messages, text, email

The screenshot shows a web browser window with the URL <https://aeriesweb.chino.k12.ca.us/Parent/Dashboard.aspx>. The page header includes the Aeries Student logo, a smiley face icon, and the text "Your Student's Name" followed by "Townsend Junior High School - Grade 8". A warning message states: "If you have multiple students, you may switch student here." There is a search bar with the placeholder text "Search students, pages, classes" and a notification bell icon labeled "Your Email Address...".

The main content area displays a "Students" section with two student profiles:

- Student 1 Name**: Grade: 11, Chino Hills High School. Links: Gradebook, Gradebook Details, Attendance, Test Details.
- Student 2 Name**: Grade: 8, Townsend Junior High School. Links: Gradebook, Gradebook Details, Attendance, Test Details.

A sidebar on the left contains navigation icons for Dashboard, Communications (highlighted with a red circle), Student Info, Attendance, Grades, Classes, and Test Scores.

STAY CONNECTED

▶ Aeries Communications

▶ Receive voice messages, text, email

The screenshot shows the Aeries website interface. At the top, there is a navigation bar with the Aeries logo, a search bar, and user account options. The main header area displays the school name "Townsend Junior High School" and a "Switch School" dropdown menu. A red arrow points to the "Switch School" dropdown, and another red arrow points to the "My Account" option in the user profile menu.

The screenshot shows the "Notification Settings" page for "Your Name". The page is divided into three main sections: "URGENT SMART ALERTS & NOTICES", "GENERAL ANNOUNCEMENTS & MESSAGES", and "SCHOOL ALERTS". The "GENERAL ANNOUNCEMENTS & MESSAGES" section is currently selected and shows notification preferences for three schools: Chino Hills High School, Townsend Junior High School, and Chino Valley Unified School District. Each school has three notification frequency options: "Off", "Instant", and "Digest". A red circle highlights the "Instant" option for Townsend Junior High School, with a red arrow pointing to it from above.

School	Email	Text	Get App	School Alerts
Chino Hills High School	Off Instant Digest	Off Instant Digest	Get App	On
Townsend Junior High School	Off Instant Digest	Off Instant Digest		On
Chino Valley Unified School District	Off Instant Digest	Off Instant Digest		On

STAY CONNECTED

ROBERT O. TOWNSEND
JUNIOR HIGH

SEARCH **ROBERT O. TOWNSEND**



SELECT A SCHOOL >

ABOUT US ▾ ACADEMICS ▾ ATHLETICS/ACTIVITIES CLASSROOMS PARENTS STAFF STUDENTS



TOWNSEND NEWS AND HEADLINES



**ROBERT O. TOWNSEND
JR. HIGH SCHOOL**

STAY CONNECTED THROUGH PARENTSQUARE!

ParentSquare is designed to keep parents informed and facilitate participation at schools. To activate your ParentSquare account, enter your Aeries Parent Portal, tap on Communications, and confirm the data you see there. Click "Read More" for more information on getting started.

 Computer Literacy for Parents Get your information on learning how computers work! This is the best time for you! Join this class for FREE. You may bring your laptop or we will use ours. We will meet regularly to work on this journey with you. We will be able to help you. Dates: October 8 November 5 December 2 January 9 February 6 Time: 7:00 am - 8:00 am	 Conocimiento de Computadoras para Padres ¡Este es el momento perfecto para aprender cómo funcionan las computadoras! Este es el mejor momento para usted. ¡Únase a esta clase GRATIS. ¡Usted puede traer su computadora o usaremos la nuestra. Nos reuniremos regularmente para trabajar en esta jornada con usted. ¡Podemos ayudarle a usted. Fecha: 8 de octubre 5 de noviembre 2 de diciembre 9 de enero 6 de febrero Horario: 7:00 am - 8:00 pm
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FAMILY ENGAGEMENT CENTER

Want to support your student's learning and build a partnership with school staff? Have a student transitioning from Pre-K to Kindergarten, elementary to junior high, or junior high to high school? The Family Engagement Center offers parents, students, and the CVUSD community workshops all year long. Click Read More to learn more.

Don't Let This Happen to You



Follow These Chromebook Best Practices

CHROMEBOOK BEST PRACTICES

Keep your school Chromebook happy and healthy or troubleshoot an already glitchy device with this helpful information.

STAY CONNECTED

► Communication

► Instagram

► @townsendrangerpride

► Facebook

► townsendrangerpride

► Twitter

► TJHSRangerPride

facebook



townsendrangerpride
@townsendrangerpride

Instagram



townsendrangerpride [Follow](#)

1,332 posts 920 followers 305 following

Townsend Junior High School
Official Instagram for Townsend Junior High School Spirit, showing pride as Rangers every day in every way.
forms.gle/aQDDbanXo4FEqJoP6

[Ranger Ro...](#) [Ranger Spirit](#) [beYOU](#) [Leadership](#) [Yearbook](#) [Service](#) [Virtual Rally](#)

TJHS Ranger Pride
1,239 Tweets



Follow

TJHS Ranger Pride

@TJHSRangerPride

Official Twitter for Townsend Junior High School Spirit, showing pride as Rangers every day in every way.

© Chino Hills, CA chino.k12.ca.us/Page/59 Joined March 2017

109 Following 99 Followers


TEACHER COMMUNICATION

- ▶ Jr. High teachers have 165+ students (5 or 6 classes)
- ▶ If 3 don't turn in homework each period = 15-18 students
- ▶ 15 calls at average of 20 minutes each =
- ▶ 5 hours of calls + grading & preparation for next day and family time
 - ▶ Not realistic communication for Jr. High teachers


Suggestion:

- ▶ Check the Aeries Portal and Google Classroom online to monitor your child's grades
- ▶ Email teacher or message through Aeries
- ▶ Schedule a parent conference

PARENT ROLE

- ▶ Be an advocate for your child
 - ▶ Talk to the teacher first
 - ▶ Do not go to the classroom
 - ▶ Call or Email teacher for concerns or questions
 - ▶ Make an appointment to visit the classroom or set up a conference
 - ▶ Monitor the student agenda
 - ▶ Keep the school informed
 - ▶ Sign in through the office w/photo ID when on campus and pick up visitor badge
 - ▶ Log in to the Aeries Portal to monitor progress
- 
- A series of white diagonal lines of varying lengths and thicknesses are located in the bottom right corner of the slide, extending from the right edge towards the center.

WHAT TO EXPECT FROM YOUR CHILD

- ▶ **They will test your rules----be strong**
 - ▶ **Don't accept everything they tell you as fact**
 - ▶ **Know where they are and who they are with**
 - ▶ **Expect them to take responsibility for actions and academics**
 - ▶ **Teach them to be proactive with teacher communication and advocating for themselves**
 - ▶ **Check in with them on a daily basis**
 - ▶ **Gain insight into his/her view of themselves**
 - ▶ **Determine how much he/she is engaged with others**
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located in the lower right quadrant of the slide.

STUDENT BEHAVIOR


- ▶ **High Standards & Expectations**
- ▶ **We will work as a team to help guide your child through the junior high years**
- ▶ **Know everything about your child**
 - ▶ **Pay attention to your child's friends and their cell phone**
 - ▶ **Texts, pictures/video, and Instagram/SnapChat/Discord/photo vault**
 - ▶ **Be on the lookout for peer pressure/changes in behavior (fighting, drugs, vaping, alcohol)**
 - ▶ **Call us, and we will call you**

SUPPORT PROGRAMS

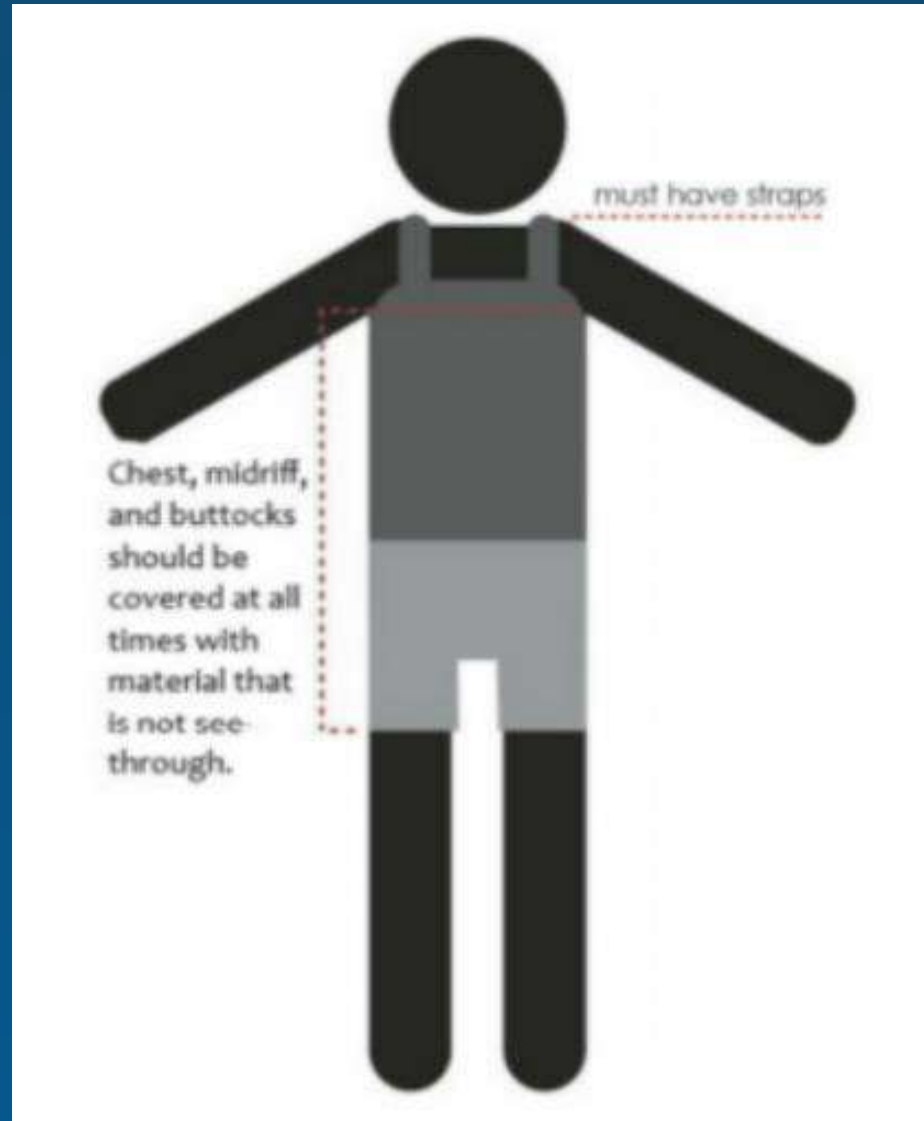
- ▶ **Multi-Tiered Systems of Support for Academics & Behavior**
 - ▶ **Townsend Expectations: Be Safe, Respectful, Responsible**
 - ▶ **Second Step – curriculum for pro-social behavior**
- ▶ **Safe School Ambassadors**
- ▶ **Assemblies focusing on character, resilience, anti-bullying**
- ▶ **“Don’t Start Tobacco” – Anti-smoking (Fall)**
- ▶ **“Project Alert” – Anti-drug/alcohol/vaping (Winter)**
- ▶ **Chino Human Services Counseling**
- ▶ **Clean Sweep School – supported by Chino Hills Sheriff**
 - ▶ **Interquest Canine Detection Service (JHS & HS campuses)**

TOWNSEND POLICIES

- ▶ **Student/Parent Handbook can be found online and printed in student agenda**
 - ▶ **Dress Code** - www.chino.k12.ca.us/townsenddresscode
 - ▶ **Cell Phone Policy** – www.chino.k12.ca.us/townsendcellphonepolicy
 - ▶ **Gum Citations**

 - ▶ **Progressive Discipline:**
 - ▶ **Counseling, Warning, Reflection, Parent Contact, after-school detention, Saturday Work Study**
- 

DRESS CODE AT TOWNSEND



DRESS CODE AT TOWNSEND



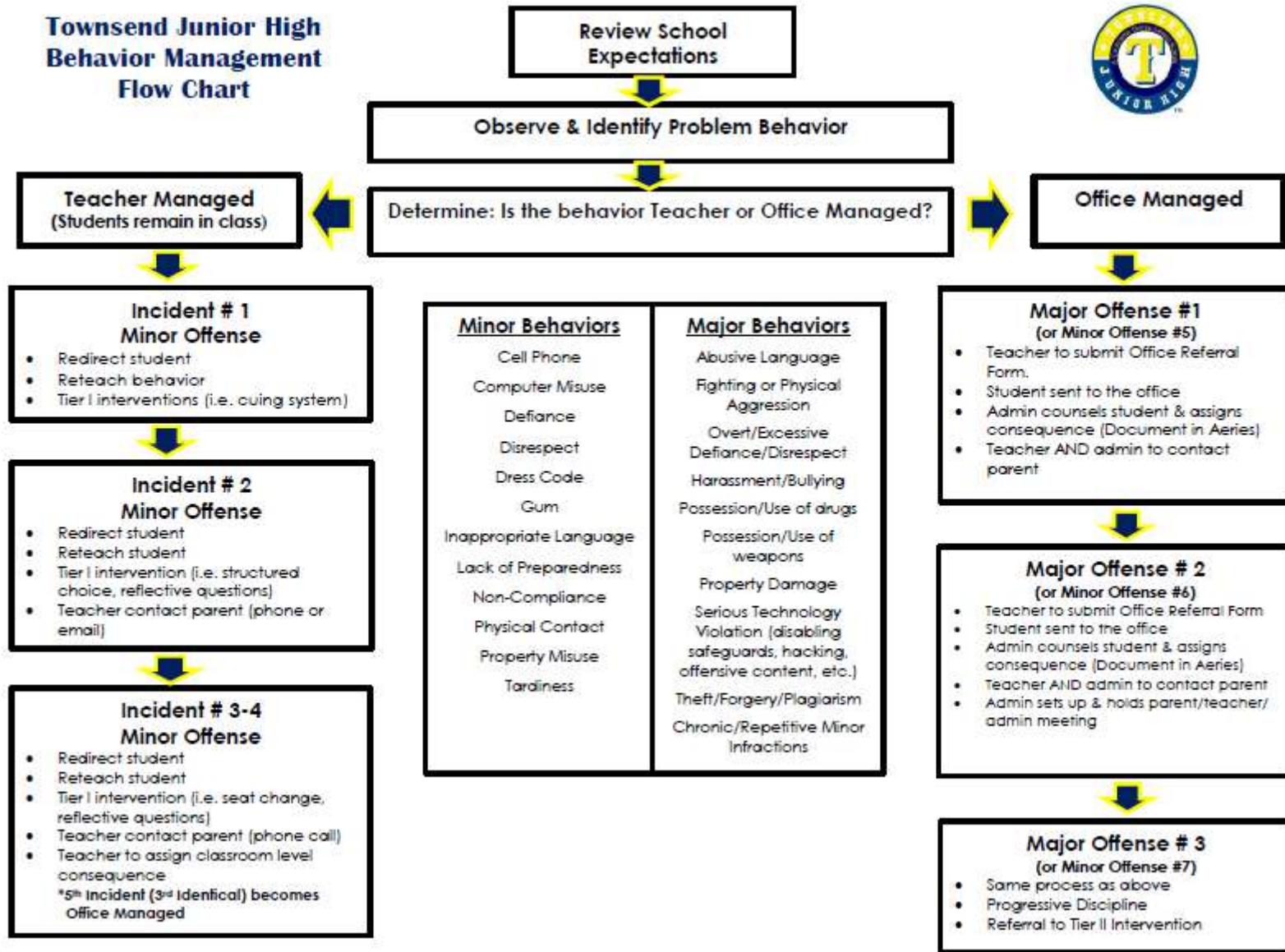
TOWNSEND EXPECTATIONS

Townsend School-wide Expectations

	Be Safe	Be Respectful	Be Responsible
Quads	<ul style="list-style-type: none"> Walk at all times and finish food & drinks at the lunch tables Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Use appropriate language and be polite when passing classroom doors and windows Be mindful of others & your surroundings and maintain a 2-foot voice 	<ul style="list-style-type: none"> Place all trash into the trash cans Report inappropriate behavior
Lunch Table	<ul style="list-style-type: none"> Choose one seat and remain seated there until leaving the tables Keep backpacks and feet underneath the table 	<ul style="list-style-type: none"> Listen and follow adult instruction Be inclusive and prevent peers from eating alone 	<ul style="list-style-type: none"> Clean up after yourself and put ALL trash in the trashcans Stay in designated areas and be quiet near classrooms
Restroom	<ul style="list-style-type: none"> Keep facilities clean Report inappropriate behavior 	<ul style="list-style-type: none"> Respect others' privacy Throw trash into the trash cans 	<ul style="list-style-type: none"> Use resources properly Flush the toilets
Blacktop	<ul style="list-style-type: none"> Play under control and maintain personal space Play with 10 or less people per court 	<ul style="list-style-type: none"> Use appropriate language and have good sportsmanship Follow all adult directions 	<ul style="list-style-type: none"> Play with adult supervision Stop play at the bell and return all equipment
Media Center	<ul style="list-style-type: none"> Keep hands, feet, and objects to yourself Walk at all times and only enter when supervised or with permission 	<ul style="list-style-type: none"> Be polite when passing classroom doors and windows Use appropriate language 	<ul style="list-style-type: none"> Move calmly, quietly, and quickly Be mindful of others and your surroundings
Assemblies	<ul style="list-style-type: none"> Remain seated at all times and keep hands, feet, and objects to yourself Walk at all times and maintain personal space 	<ul style="list-style-type: none"> Be polite and courteous Listen attentively and follow all adult instructions 	<ul style="list-style-type: none"> Walk with your class to your designated seating area Remain seated with your class
Office	<ul style="list-style-type: none"> Keep doorways clear and enter one student at a time Politely wait your turn in designated areas 	<ul style="list-style-type: none"> Speak softly Use "please" and "thank you." 	<ul style="list-style-type: none"> Bring requested items to the appropriate staff member who called you Ask questions if you are not sure where to go or what to do
Computer Lab	<ul style="list-style-type: none"> Keep backpacks under the desk Enter the room calmly 	<ul style="list-style-type: none"> Treat equipment like you own it Keep computer settings as is without changing 	<ul style="list-style-type: none"> Push chairs in before exiting Logout of computers and clean up after yourself
Library	<ul style="list-style-type: none"> Walk carefully and quietly Push chairs in before leaving the area and leave furniture in place All students must be in a seat unless looking for a book 	<ul style="list-style-type: none"> Speak softly Handle computers, books, and equipment with care; treat it like you own it Food and drinks are not allowed 	<ul style="list-style-type: none"> Computers are used for research and class assignments only Return materials on-time to avoid charges Logout of computers and clean up after yourself

PROGRESSIVE DISCIPLINE

Townsend Junior High Behavior Management Flow Chart



DEFINED MISBEHAVIORS

Teacher-Managed Behaviors		Office-Managed Behaviors	
Defiance / Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talks back. Student ignores staff request; head down on desk; initially ignores a request but does comply.	Defiance / Non-Compliance	Student engages in refusal to follow directions or talks back. After repeated direction, student refuses to comply.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students. Spontaneous, thoughtless. Redirection is possible.	Disrespect	Student delivers high-intensity socially rude or dismissive messages to adults or students. Intentional talking back and/or socially rude interactions; walking out of class; arguing with teacher; no redirection possible.
Disruption	Student engages in low-intensity, inappropriate disruption. Inappropriate behavior (tapping on desks, whistling, inappropriate noises/sounds).	Disruption	Student engages in behavior causing substantial disruption in a class or activity (sustained loud talk, yelling/screaming, noise with materials, horseplay/roughhousing, and/or sustained out-of-seat behavior). Repeated or potentially dangerous disruption (throwing sharp or heavy objects).
Dress Code Violation	Student wears clothing that is near, but not within, the dress code guidelines. Violation is fixable (i.e. turning a shirt inside out, zipping up a sweatshirt).	Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines. Violation is not fixable, student must change into PE clothes (i.e. offensive and/or puts down a subgroup, gang-related, drug/alcohol/sexual references, contains dangerous objects, too revealing).
Inappropriate Language	Student engages in low-intensity instance of inappropriate language. Not directed at a staff member (i.e. 2 students talking & teacher overhears one student say to the other, "man that's f***ed up...that guy is an a**hole!").	Abusive Language/ Inappropriate Language/ Profanity toward staff	Verbal messages that include swearing, name calling, insults, or use of words in an inappropriate way. Directed toward someone, whether adult or student (i.e. A student in class points to one of his peers across the room & shouts, "That guy is an a**hole. I'm going to f*** him up after school!")
Physical Contact	Student engages in non-serious but inappropriate physical contact. Childish horseplay (chasing each other, tripping, throwing paper, pencils). PDA (touching, kissing).	Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting with an object, kicking, hairpulling, scratching, etc.). Serious or extreme repeated or potentially dangerous disruption (throwing sharp or heavy objects).
Property Misuse	Student engages in low-intensity misuse of property. Non-permanent writing on desk/chair/table, inappropriate drawing or stickers on outside of notebook/binder.	Property Damage	Student participates in an activity that results in destruction or disfigurement of property. Tagging/graffiti/vandalism of school property or another student's property.
Tardy	Student arrives at class after the bell (or signal that class has started).	Tardy	Tardy is not counted as a Major Behavior and will be handled by the Attendance Clerk. The 5 th tardy to school results in an attendance contract. 3 rd tardy to period 2-7 results in Office Referral.
Technology Violation	Student engages in non-serious, but inappropriate use of cell phone, camera, or computer. Electronic devices/cell phones may be used during class at teacher's discretion & supervision.	Technology Violation	Student engages in inappropriate use of cell phone, camera, or computer. Purposefully hiding a laptop, sharing offensive material, shooting/sharing fight videos. Bypassing/disabling safeguards, hacking. Not handing over technology device or handing it to another student.
		Bullying	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling. Asserting power over someone.
		Harassment	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. Legal "hate" language.
		Inappropriate Display of Affection	Student engages in verbal and/or physical gestures/contact of a sexual nature to another student/adult.
		Theft / Forgery / Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission; or claims someone else's work as their own
		Use/Possession of Weapons	Student is in possession of a knife, firearm (real or look alike), or other object readily capable of causing bodily harm.
		Other Office-Managed behaviors not listed above include Arson, Shooting/Bomb Threat, False Alarm, Use/Possession of Alcohol/Drugs/Tobacco, Use/Possession of Combustibles.	

DOCUMENTATION AND DISCIPLINE

Townsend Junior High School

CITATION

Student: _____ Date: _____

Teacher/Staff: _____ Grade: _____

School-Wide Rules: ✓ Indicates rule was broken.

- _____ 1. Grooming/dress code
- _____ 2. Gum, food, candy, drink
- _____ 3. Cell phone violation
- _____ 4. Needs classroom time-out
- _____ 5. Inappropriate language/profanity
- _____ 6. Horseplay/pushing/play-fighting
- _____ 7. In an unsupervised/restricted area
- _____ 8. Not following adult directions the first time given
- _____ 9. Other/comments: _____

Student's Attitude: Good Argumentative Disrespectful
I have read the citation. If I have any questions, I will contact administration or the teacher/staff member who issued the citation.

Parent Signature: _____

White: Office

Yellow: Guardian

Pink: Teacher

DOCUMENTATION AND DISCIPLINE

DRESS CODE VIOLATION

Student _____

(Circle One) 7 8

Date _____

Violation:

Shirt _____

Hat/hood/bandana

Tight/revealing clothes

Shorts/Skirt _____

Undergarment showing

Ripped/tear/holes in clothing

Pants _____

Jewelry

Other

Explanation of violation _____

Person who observed dress code violation _____

Consequences: Change into PE clothes, office will hold inappropriate clothing until signed dress code citation is received.

First Offense – Warning

Second Offense – 8th period detention assigned

Third Offense – 8th period detention assigned and Parent contacted

Fourth (+) Offense – Saturday Work Study assigned and Assistant Principal contacts parent/guardian for conference

Parent/Guardian Contacted Yes No Left Message () _____ - _____ Time: _____

Parent/Guardian Signature _____

Date _____

DOCUMENTATION AND DISCIPLINE



Self-Check



Name: _____ Date: _____

Teacher: _____ Period: _____

1. I was observed not upholding the following Townsend Expectation(s): (circle)

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

2. Describe what happened: _____

3. What is your plan for improvement?

Own it



Fix it



Move on

Townsend Referral Log

Student: _____ Staff: _____ Grade: _____

1st Incident	Date:	Time:
Location	Problem Behavior	Staff Intervention(s) Administered
<input type="checkbox"/> Classroom <input type="checkbox"/> Quad: _____ <input type="checkbox"/> Hallway: _____ <input type="checkbox"/> Restroom <input type="checkbox"/> Lunch Table <input type="checkbox"/> Media Center <input type="checkbox"/> Blacktop <input type="checkbox"/> Locker Room <input type="checkbox"/> Library	<input type="checkbox"/> Not following instructions <input type="checkbox"/> Not staying on task <input type="checkbox"/> Disagreeing inappropriately <input type="checkbox"/> Not working well with others <input type="checkbox"/> Disrupting others <input type="checkbox"/> Property misuse <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Other _____	<input type="checkbox"/> Utilized pre-correction techniques <input type="checkbox"/> Clarified how behavior did not meet expectations <input type="checkbox"/> Provided a structured choice <input type="checkbox"/> Re-taught/practiced skill <input type="checkbox"/> Identified environmental factors <input type="checkbox"/> Established a behavioral cue/prompt <input type="checkbox"/> Teacher detention/8 th period <input type="checkbox"/> Contacted parent __/__/__
2nd Incident	Date:	Time:
Location	Problem Behavior	Staff Intervention(s) Administered
<input type="checkbox"/> Classroom <input type="checkbox"/> Quad: _____ <input type="checkbox"/> Hallway: _____ <input type="checkbox"/> Restroom <input type="checkbox"/> Lunch Table <input type="checkbox"/> Media Center <input type="checkbox"/> Blacktop <input type="checkbox"/> Locker Room <input type="checkbox"/> Library	<input type="checkbox"/> Not following instructions <input type="checkbox"/> Not staying on task <input type="checkbox"/> Disagreeing inappropriately <input type="checkbox"/> Not working well with others <input type="checkbox"/> Disrupting others <input type="checkbox"/> Property misuse <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Other _____	<input type="checkbox"/> Utilized pre-correction techniques <input type="checkbox"/> Clarified how behavior did not meet expectations <input type="checkbox"/> Student Self-Check <input type="checkbox"/> Provided a structured choice <input type="checkbox"/> Re-taught/practiced skill <input type="checkbox"/> Identified environmental factors <input type="checkbox"/> Established a behavioral cue/prompt <input type="checkbox"/> Teacher detention/8 th period <input type="checkbox"/> Contacted parent __/__/__
3rd Incident	Date:	Time:
Location	Problem Behavior	Staff Intervention(s) Administered
<input type="checkbox"/> Classroom <input type="checkbox"/> Quad: _____ <input type="checkbox"/> Hallway: _____ <input type="checkbox"/> Restroom <input type="checkbox"/> Lunch Table <input type="checkbox"/> Media Center <input type="checkbox"/> Blacktop <input type="checkbox"/> Locker Room <input type="checkbox"/> Library	<input type="checkbox"/> Not following instructions <input type="checkbox"/> Not staying on task <input type="checkbox"/> Disagreeing inappropriately <input type="checkbox"/> Not working well with others <input type="checkbox"/> Disrupting others <input type="checkbox"/> Property misuse <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Other _____	<input type="checkbox"/> Provided a structured choice <input type="checkbox"/> Re-taught/practiced skill <input type="checkbox"/> Modified environmental factors <input type="checkbox"/> Identified possible motivation for misbehavior <input type="checkbox"/> Met with team/student to identify supports <input type="checkbox"/> Collaborated with __team__ counselor __admin__ <input type="checkbox"/> Conference with parent __/__/__ <input type="checkbox"/> Other _____
4th Incident	Date:	Time:
Location	Problem Behavior	Staff Intervention(s) Administered
<input type="checkbox"/> Classroom <input type="checkbox"/> Quad: _____ <input type="checkbox"/> Hallway: _____ <input type="checkbox"/> Restroom <input type="checkbox"/> Lunch Table <input type="checkbox"/> Media Center <input type="checkbox"/> Blacktop <input type="checkbox"/> Locker Room <input type="checkbox"/> Library	<input type="checkbox"/> Not following instructions <input type="checkbox"/> Not staying on task <input type="checkbox"/> Disagreeing inappropriately <input type="checkbox"/> Not working well with others <input type="checkbox"/> Disrupting others <input type="checkbox"/> Property misuse <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Other _____	<input type="checkbox"/> Provided a structured choice <input type="checkbox"/> Re-taught/practices skill <input type="checkbox"/> Modified environmental factors <input type="checkbox"/> Identified possible motivation for behavior <input type="checkbox"/> Met with team/student to identify supports <input type="checkbox"/> Collaborated with __team__ counselor __admin__ <input type="checkbox"/> Conference with parent __/__/__ <input type="checkbox"/> STEP Referral <input type="checkbox"/> Other _____
5th Incident (or 3rd Identical) - See Attached Office Referral Form		

Townsend Office Referral Form

BE SAFE! BE RESPECTFUL! BE RESPONSIBLE!

Student: _____ Referring Staff: _____

Time of Incident: _____ Date of Incident: _____ Grade: _____

Location <small>(Check only 1)</small>	Problem Behavior <small>(Check only 1)</small>	Environmental Factors <small>(Check only 1)</small>	Possible Motivation <small>(Check only 1)</small>
<input type="checkbox"/> Classroom <input type="checkbox"/> Quad: _____ <input type="checkbox"/> Hallway: _____ <input type="checkbox"/> Restroom <input type="checkbox"/> Lunch Table <input type="checkbox"/> Media Center <input type="checkbox"/> Locker Room <input type="checkbox"/> Blacktop <input type="checkbox"/> Library <input type="checkbox"/> Gate <input type="checkbox"/> Bus area <input type="checkbox"/> Other: _____	Major Offense <input type="checkbox"/> Fighting <input type="checkbox"/> Destruction of property <input type="checkbox"/> Profanity toward staff <input type="checkbox"/> Possession of stolen property <input type="checkbox"/> Bullying <input type="checkbox"/> Committed obscene act <input type="checkbox"/> Weapon: <input type="checkbox"/> Other: _____ Chronic Minor Offense <small>(Attach Referral Log)</small> Failure to: <input type="checkbox"/> Follow instructions <input type="checkbox"/> Stay on task <input type="checkbox"/> Accept feedback/correctives appropriately <input type="checkbox"/> Disagree appropriately <input type="checkbox"/> Work well with others <input type="checkbox"/> Properly use materials <input type="checkbox"/> Use appropriate language <input type="checkbox"/> Other: _____	<input type="checkbox"/> Adult request/directive <input type="checkbox"/> Oral instruction <input type="checkbox"/> Individual seat work <input type="checkbox"/> Group work <input type="checkbox"/> Managing materials <input type="checkbox"/> External interruptions <input type="checkbox"/> Classroom transitions <input type="checkbox"/> Passing period <input type="checkbox"/> Teasing from peers <input type="checkbox"/> Changes to routine <input type="checkbox"/> Guest visitor/speaker <input type="checkbox"/> Substitute teacher <input type="checkbox"/> Assembly <input type="checkbox"/> Unstructured time <input type="checkbox"/> Other: _____	<input type="checkbox"/> Gain peer attention <input type="checkbox"/> Gain adult attention <input type="checkbox"/> Gain/obtain item <input type="checkbox"/> Gain/obtain activity <input type="checkbox"/> Avoid peers <input type="checkbox"/> Avoid adults <input type="checkbox"/> Avoid seat work <input type="checkbox"/> Avoid group work <input type="checkbox"/> Avoid scheduled event <input type="checkbox"/> Other: _____

Provide a behaviorally specific description:

Others involved in the incident: _____

Last parent/guardian contact: _____

Referring Staff Signature: _____

Administrator Comments

Skill Development:

- | | |
|--|---|
| <input type="checkbox"/> Identified Academic Deficits | <input type="checkbox"/> Assigned Detention (lunch) |
| <input type="checkbox"/> Identified Environmental Factors/Motivation | <input type="checkbox"/> Assigned Detention (after school) |
| <input type="checkbox"/> Identified Behavior Skill Deficits | <input type="checkbox"/> Assigned On-Campus or Reverse Suspension |
| <input type="checkbox"/> Provided Corrective Teaching | <input type="checkbox"/> Assigned Suspension from school |
| <input type="checkbox"/> Scheduled follow up meeting | <input type="checkbox"/> Referred to counseling |
| <input type="checkbox"/> Assigned Adult mentor | <input type="checkbox"/> Developed Behavior Support Plan |

Administrator's Signature: _____ Date: _____

White: Office

Yellow: Guardian

Pink: Teacher

ATTENDANCE

- ▶ **Every Wednesday is early release – 2:18 p.m.**
- ▶ **9 Minimum Days throughout the year – 1:48 p.m.**
- ▶ **Stress the importance of being in school every day unless sick; we cannot teach them if they are not here**
- ▶ **Make doctor and dentist appointments after school hours**
- ▶ **Contact office if student will be absent 5 or more days for independent study (2 weeks notice)**
- ▶ **Email teachers for assignments if absent less than 3 days**
 - ▶ **Office staff will only collect assignments for students absent 3 consecutive days**
- ▶ **Please plan vacations after school is out**

IMPORTANT REMINDERS:

- ▶ **Contact our health office if your child is on medication or has an inhaler**
- ▶ **Student drop off ---- Hawthorn, Duke, Ilex**
 - ▶ **See Traffic Maps for Pick Up and Drop Off on the Townsend website**
- ▶ **U-turns on Ilex are dangerous and not permitted during posted hours**
- ▶ **No double parking to load/unload in the street**
- ▶ **Students are safe waiting in front of school not on the corner of Glen Ridge**
- ▶ **School is out at 3:15 p.m. and students should go directly home unless involved in a program**



Glen Ridge Dr

Robert O. Townsend
Junior High

Student Exit #1

Student Exit #2

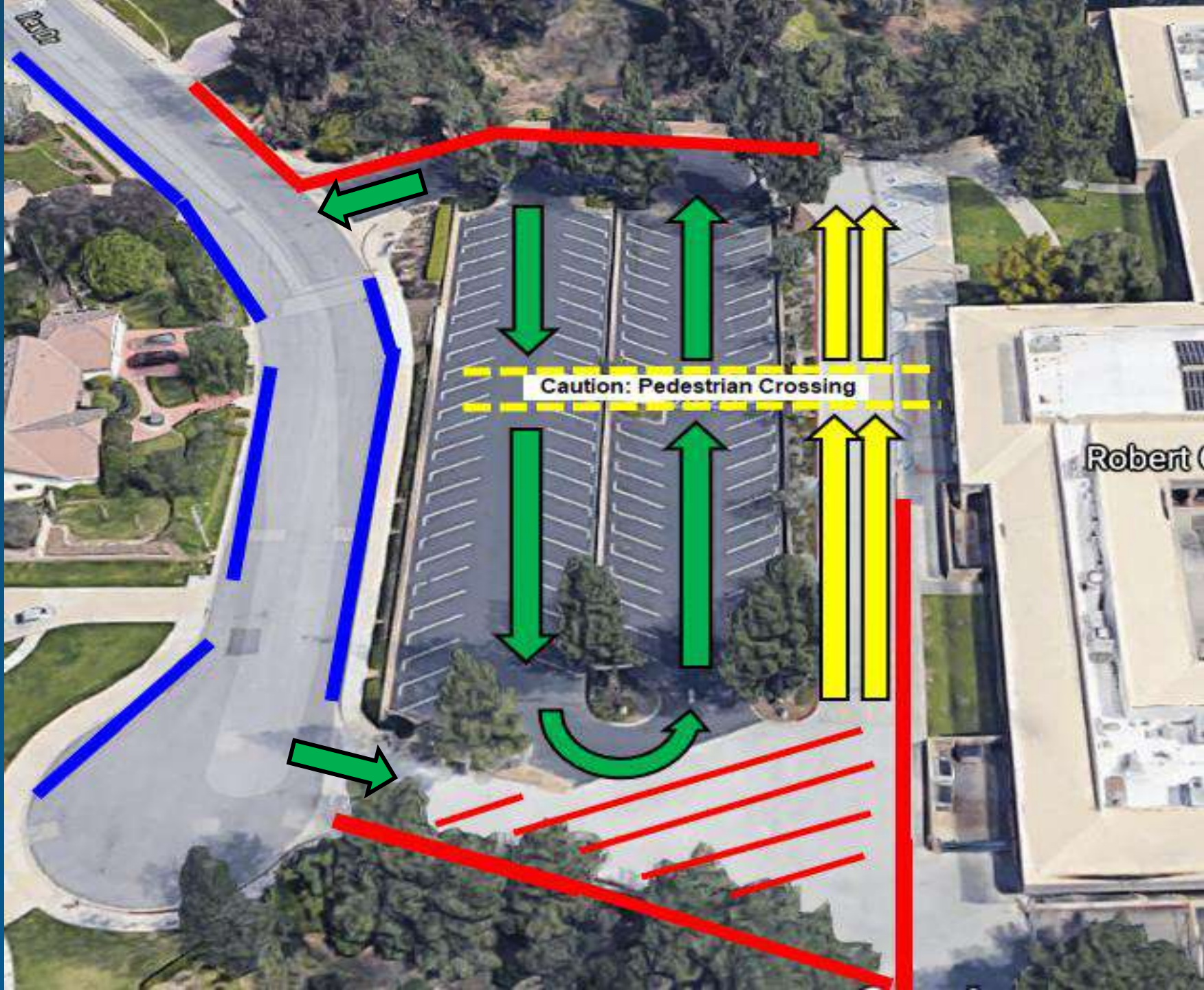
Student Exit #3

Ten St

BURKE AVE

Altura Ave

Google



Caution: Pedestrian Crossing

Robert C

DATA CONFIRMATION

- ▶ **Annual registration documents are completed electronically in Aeries Parent Portal**
- ▶ **Data Confirmation opens July 5 in Aeries Parent Portal**
- ▶ **6 items for parents to update**
 - ▶ **1. Family information**
 - ▶ **2. Student Information**
 - ▶ **3. Contacts, emergency contacts**
 - ▶ **4. Annual documents**
 - ▶ **a. Bullying/Harassment Procedures**
 - ▶ **b. Grounds for suspension/expulsion**
 - ▶ **c. CVUSD Parent & Student Handbook acknowledgement of Rights & Responsibilities**
 - ▶ **d. Student Health History (needs to be printed and filled out)**

DATA CONFIRMATION

- ▶ **5. Authorizations**

- ▶ **Demographic information, network use, photo consent, etc.**

- ▶ **6. Final Data Confirmation**

- ▶ **Print Emergency Card**

- ▶ **2 pages: Cover sheet and Signature Page**

****Parent brings the Emergency Card printout AND the completed Student Health History to the office during Summer Orientation**

IMPORTANT DATES:

- ▶ **August Orientation Dates:**
 - ▶ **Monday, August 1 8am-12pm (A-L)**
 - ▶ **Tuesday, August 2 8am-12pm (M-Z)**
- ▶ **August 8 - First day of school**
 - ▶ **9:12 start with dismissal at 3:15**
 - ▶ **Immunizations must be current**
 - ▶ **TDAP booster (on/after 7th birthday)**
 - ▶ **2 doses of Varicella (by 4-6 years old)**
- ▶ **School Portraits: August 15**
- ▶ **Minimum Day: August 16**
- ▶ **Back to School Night: August 31 (6-8pm)**

FRIENDLY REMINDERS

- ▶ **Concerns related to academics – Contact the Counselor**
 - ▶ **Mr. Hurtado – 7th & 8th Grade**
 - ▶ **Joseph_Hurtado@chino.k12.ca.us**
 - ▶ **Concerns related to student behavior – Contact the Assistant Principal**
 - ▶ **Mr. Anyanwu – 7th Grade**
 - ▶ **Onyema_Anyanwu@chino.k12.ca.us**
 - ▶ **Mrs. Bonnema – 8th Grade**
 - ▶ **Michelle_Bonnema@chino.k12.ca.us**
- 

Looking Forward to Next Year!

