

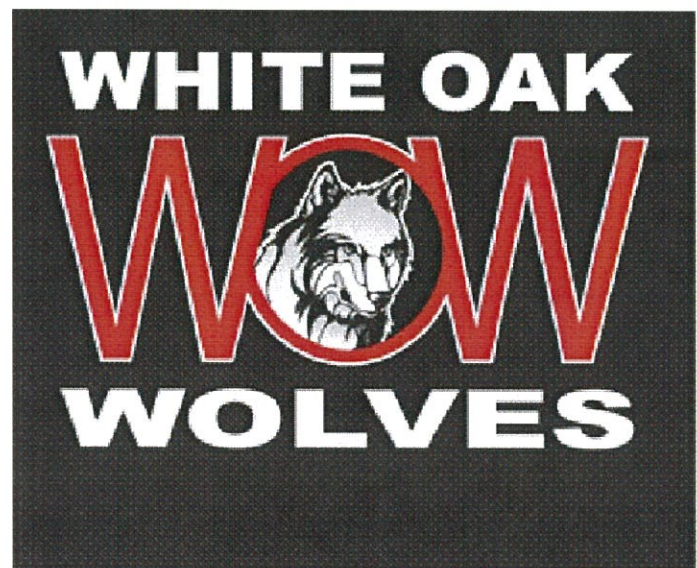
# NEW CANEY ISD

## MIDDLE SCHOOL Student Handbook

**KEEFER CROSSING**



*Cougar Country*



# 2011-2012

# NEW CANEY INDEPENDENT SCHOOL DISTRICT

21580 Loop 494  
New Caney, Texas 77357  
281-577-8600  
FAX 281-354-2639  
[www.newcaneyisd.org](http://www.newcaneyisd.org)



## BOARD OF TRUSTEES

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Curt Joslin, *Vice President*  
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Dr. Jon Kramer  
*Executive Director of Human Resources*

Dr. Delinda Neal  
*Executive Director of Elementary Instruction*

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*Executive Director of Finance*

# **New Caney Independent School District**

## **MOTTO**

*Educational Excellence for a Changing Tomorrow*

## **VISION**

*NCISD will be a place where all students excel in meeting the challenges of the 21st century.*

## **MISSION**

*New Caney ISD provides an exemplary educational experience in an environment that fosters positive and collaborative relationships between students, staff, families, and community members*

**ADMINISTRATION/STAFF**  
**Phone 281-577-8800**

Principal Paula Burk  
Assistant Principal Lorey Sunosky  
Assistant Principal Darrell Tompkins  
Counselor Denise Magee  
Nurse Rebecca Nicholds  
Librarian Jacqueline Higginbotham

**CENTRAL OFFICE STAFF**

Superintendent's Office	(281) 577-8600
Child Nutrition Director	(281) 577-8690
Athletic Director	(281) 577-8630
District Website	<a href="http://www.newcaneyisd.org">www.newcaneyisd.org</a>

## PREFACE

### To Students and Parents:

The middle school student handbook contains information that students and parents are likely to need during the school year. The handbook is organized alphabetically by topic. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the district Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found as a separate document sent home to parents and posted at [www.newcaneyisd.org](http://www.newcaneyisd.org).

The student handbook is designed to be in harmony with federal and state laws, board policy and the Student Code of Conduct adopted by the board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the district’s policy manual is available on-line at [www.tasb.org/policy/pol/private/170908/](http://www.tasb.org/policy/pol/private/170908/).

In case of conflict between board policy of the Student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

New Caney Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the

Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

New Caney Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

The following District staff members have been designated to coordinate compliance with these requirements:

Title IX - District Employees  
Title IX - Students  
Dr. Jon Kramer  
Executive Director of Human Resources  
21580 Loop 494  
New Caney, TX 77357  
(281) 577-8600

Gifted and Talented  
Special Education  
Section 504  
Sylvia Denzlinger  
21580 Loop 494  
New Caney, TX 77357  
(281)577-8600

## **MIDDLE SCHOOL PHILOSOPHY AND OBJECTIVES**

The middle school holds a unique transitional position in each child's educational career. It must continue to supervise closely his/her development in character and academic areas while preparing him/her for less structured conditions of high school and beyond. The middle school's responsibility is to aid each student in becoming a dependable citizen who has realized his/her own capacities to their fullest and is ready to take his/her place in a democratic society.

1. Each student will be exposed to an environment which is conducive to the development of respect and understanding in interpersonal behavior.
2. Each student will have experience in democratic processes and should know his rights and responsibilities as a citizen.
3. Each student will be able to develop an appreciation of his/her own creations and those of others.
4. Each student will know and exercise good habits of physical and mental health.
5. Each student will be exposed to career and college appreciation experiences.

## **MIDDLE SCHOOL VISION**

Middle school shall endeavor to provide a positive learning environment that will develop the skills needed for students to become responsible, productive members of an ever-changing world.

Middle school envisions an active, multi-cultural place for learning in an educational system which prepares all students to be life-long learners, productive and contributing citizens, and care takers of our ever-changing world.

## **MIDDLE SCHOOL MISSION STATEMENT**

We believe that the focus of all of our efforts must center on the personal, social and academic need of the student and that our purpose for being is to facilitate student achievement.
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## **ASBESTOS HAZARD NOTIFICATION**

The Management Plan for NCISD, as required by the Asbestos Hazard Emergency Response Act (AHERA) and submitted to the Texas Department of Health, is available for inspection during normal business hours at the Superintendent's office in the Administration Building, The Asbestos Program Manager's office in the Maintenance Center. Copies of the MANAGEMENT PLAN will be furnished for twenty-five cents (\$.25) per page within five (5) working days of a written request.

## ACTIVITIES AND SURVEYS

### OPTING OUT OF SURVEYS AND ACTIVITIES

As a parent/guardian, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

## ADMISSION

### ADMISSION TO A NEW CANEY ISD MIDDLE SCHOOL

Please see the New Caney ISD 2011-2012 Middle School Course Selection Guide for information on admission. [www.Newcaneyisd.org](http://www.Newcaneyisd.org)

### PUBLIC ACCESS TO DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that protects the privacy of student education records. It grants specific rights to parents with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA requires that schools obtain written permission from the parents or eligible students before releasing educational records.

FERPA does allow schools to disclose--without consent-- "directory information" to anyone who follows the procedures for requesting the information unless, the parent or guardian objects to the release of the directory information about the student. New Caney ISD has designated the following information as directory information: student's name, address, telephone number, date and place of birth, picture, grade level, major field of study, degrees, honors and awards, dates of attendance, email address, participation in officially recognized activities and sports, and height/weight of athletes.

The District uses this type of information about students in publications such as, but not limited to, school yearbooks, playbills, graduation programs, sports activity sheets and programs, New Caney ISD publications, the New Caney ISD website and its social networking sites, and news releases to the media. The District is proud to feature students and their accomplishments, and uses a variety of resources to publicize district events and school news. New Caney ISD may publish a child's name, photograph, and student work as well as allow a student to be interviewed and videotaped by the media. Please note that the media may include newspapers, newsletters, television stations, radio stations and websites.

A parent or guardian may not want some types of information within the definition of directory information to be subject to release. A parent or guardian has the right to instruct the District not to designate the information described above as directory information about the student by using the **Directory Information, Military Recruiters, and Institutions of Higher Education Acknowledgement/Release Form** provided at registration to notify the District by September 1, 2011. The District recognizes that a parent may want some directory information released, as in the case with awards and accomplishments, but may not want information to be made available for purposes that are not school-related. Therefore, the District has divided directory information consent into two categories on the form. "School Use" consent allows the directory information described above to be released for student publications, district publications, yearbooks, school/district websites and district-related websites including school sponsored social network sites. "Non-School Use" consent allows a student's directory information to be released to vendors, sales persons and in response to requests for records under the Texas Public Information Act.

Federal law requires district receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has requested that the information not be disclosed without their prior written consent. A parent or guardian should use the Acknowledgement/Release Form to instruct the District not to provide their student's information to a military recruiter or an institution of higher education.

A child may be videotaped/audio taped by the school for the purposes of safety, for co-curricular, extracurricular, or classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses to help ensure the safety of the students.

## **RESIDENCY**

Please see the New Caney ISD 2011-2012 Middle School Course Selection Guide for information on residency. [www.Newcaneyisd.org](http://www.Newcaneyisd.org)

## **ABSENCES/ATTENDANCE**

### **ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

### **COMPULSORY ATTENDANCE**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school for ten or more days or parts of days within a six-month period in the same school year, or
- Is absent for three or more days or parts of days within a four-week period.

### **EXEMPTIONS TO COMPULSARY ATTENDANCE**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **FAILURE TO COMPLY WITH COMPULSARY ATTENDANCE**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law. [See policy FEA(LLEGAL).]

### **ATTENDANCE FOR CREDIT**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit, will depend on whether the class is for a full semester or for a full year.

### **CREDIT APPEALS FOR EXCESSIVE ABSENCES**

At the end of each credit semester, parents and students will be notified regarding loss of credit due to excessive absences. Students may appeal the loss of credit by submitting a CREDIT APPEAL FORM within ten (10) days following the last day of the grading period. Forms are available in the assistant principals' offices. In order to assist in making up class hours missed due to absences, the attendance committee may provide alternative ways for students to make up work or regain credit due to absences.

### **EXCUSES**

Excuses for absence must be written on full sheets of paper and returned to school the day following the absence(s). The note must contain the following:

- Date excuse is written
- Full name of student
- Student I.D. number
- Dates absent
- Reason for absence on each date
- Signature of parent/guardian
- Telephone number of parent/guardian

Students should deposit excuse notes at the Attendance office before class begins on the day they return to school from an absence. The student's assistant principal may grant an extension of this deadline if there are extenuating circumstances. Time out of class used to clarify absences will not be permitted. If students do not bring a note on the day they return, they will have two additional days to complete this required documentation. All notes are filed in the student's attendance folder and become evidence in any Attendance Review and/or Court hearing. Excessive parent/guardian notes will be reviewed by the Attendance Committee.

### **EXCUSED ABSENCES**

1. Personal illness - parent note required;
2. Death of an immediate family member (immediate family is defined as parent, guardian, grandparent, sibling of the student or parent, or a person living in the home);
3. Emergency in immediate family (as defined at item #2);
4. Illness of the student's child with note;

5. School-imposed absence necessary to treat lice; Excused the day the student is sent home.
6. Religious holy days and activities: Any student of an established religious faith will be excused if his absence is for the purpose of observing a religious holy day that is consistent with his/her creed or belief. The student is counted as present in school according to state statute and is not considered absent. Written requests for such absences must be made to the attendance office prior to the absence.
7. Authorized school-sponsored activities: A student may receive excused absences for participating in off-campus school related activities. Without the permission of the student's assistant principal, a student will not be permitted to participate in activities that would result in the student's absence from any class more than ten (10) times a school year (Aug.-May).
8. Absences approved in advance: As defined earlier in this policy. These absences include college visits during a school day.
9. Ongoing medical or psychiatric treatment (chemotherapy, radiation, dialysis, etc. with a doctor note indicating specific timeframes and anticipated absences);
10. Olympic-caliber competition [with application approved by principal; up to ten (10) days per school year];
11. Removal by CPS/law enforcement and related days [including an arrest or incarceration for non-school related matters or incarceration beyond three (3) days for school-related matters (if not withdrawn)];
12. Homeland security and visa appointment (passport/INS/visa/residency; with documentation requiring appearance and proof of attendance);
13. Sounding taps for a military honor funeral;
14. Mandated court appearance with documentation of requirement (subpoena/court order) and attendance;
15. Appointment with health care professional such as a doctor, dentist, psychiatrist, or licensed professional psychologist:
  - Partial day, or
  - Full day;

An appointment with a health care professional would include a visit to a doctor or dental office, a speech therapist, a master's level social worker, a psychologist, or a professional under the order of a medical doctor. An appointment with a dietician, nutritionist, family therapist, family counselor, recreational therapist, etc. would not be considered a health care professional for excused absence purposes.

16. Mentorship absence required to complete DAP or high school graduation;
17. Homebound instruction (CEHI-approved, including PEP students);
18. Medicaid-eligible; participating in Early and Periodic Screening, Diagnosis, and Treatment Program (with documentation);
19. Nurse sent home from school;
20. Out-of-school suspension for disciplinary reason [including an arrest or incarceration for school-related matters for up to three (3) days];
21. Observance of a religious holy day of obligation including a maximum of one day travel to and one day travel from the site if applicable (requires all missed assignments to be successfully completed within the timeframe established by the teacher);
22. School-sponsored curricular or extracurricular activity that is NOT UIL related;
23. UIL activity (requires principal approval);
24. Activity required by a probation officer (other than court appearances) or Human Services activity required by a caseworker (with documentation; requires all missed assignments to be successfully completed within the timeframe established by the teacher).

## UNEXCUSED ABSENCES

An absence for any reason other than those listed above under "EXCUSED ABSENCES" shall be classified as unexcused. Absences that are initially classified as unexcused may be changed to excused if the parents send a note (stating the reason) within two school days after the absence. The campus administrators may review reasons of extenuating circumstances other than those above and determine that they, also, may be excused.

## TARDINESS

A student who is tardy to school or to class may be assigned disciplinary action according to the Tardy Policy. The student who is frequently tardy will be subject to further disciplinary action. Car trouble or missing the school bus is not an acceptable excuse for arriving on campus late. A student arriving on campus late must first report to the attendance office. A student who is more than fifteen minutes tardy will be treated as absent for that period.

### Tardy Policy

Tardy #	Action
1	Free
2	Free
3	Assign 1 Lunch Detention
4	Assign 2 Lunch Detentions
5	Assign 1 After School Detention- Parent Contacted-Thursday from 2:30-6:00
6	Assign 1 After School Detention- Parent Contacted-Thursday from 2:30-6:00
7	To be Determined by Administrator

**Note: Tardies roll over each 9 week grading period**

## PRE-ARRANGED ABSENCES

If a student (or the student's parents) notifies the school of an absence that will occur in the future, the principal shall notify the student/parent how the absence will be classified and explain ramifications of absences by completing the *Pre-arranged Absences -- Decision and Acknowledgment* form.

You may pick-up a copy of the form at the campus attendance clerk's office.

## FIELD TRIP ABSENCES

Students participating in a field trip during school hours will not be counted as absent. Work missed for such activities is eligible for make-up, as are days missed for UIL competitions. Prior approval must be given for all students participating in a field trip. Students who are failing any class or who have poor or unsatisfactory conduct/attendance may not participate in a field trip or UIL activity. It will be the responsibility of the teacher or coach sponsoring the field trip or UIL activity to check all forms and student eligibility prior to the trip. Students who are failing a class do not have permission to miss that class for a field trip or UIL activity during school hours.

## RELEASE OF STUDENTS FROM SCHOOL

Every attempt should be made to schedule appointments outside of the school day. There may be times, however, when an appointment must be scheduled during the school day. Before school on those days, the student must bring a note from a parent/guardian, containing:

1. A phone number where the parent or guardian can be reached for verification,
2. Name and phone number of the doctor or dentist.

Students will be given a release permit by the attendance office allowing them to leave class at the designated time. The student may not leave during a class period to get the note. The student should present the official permit to the teacher at the beginning of the period that is designated for his/her

appointment. The student keeps this official permit and should return it to the Attendance office signed by a representative of the physician's office. If a student leaves and returns to school during the same school day, the student is not considered absent for the day, only for those classes missed.

### **LEAVING SCHOOL EARLY DUE TO ILLNESS**

If a student becomes ill while at school, the student should get a permit from his/her classroom teacher to go to the clinic. Under no circumstances are students to leave school without proper authorization. A student leaving school for any reason must sign out in the attendance office. Failure to follow the procedure will warrant disciplinary action for truancy.

### **MAKE UP WORK FOR ABSENCES**

A student will be given the opportunity to make up work missed during absences and suspensions. It is the responsibility of the student to request and complete any assignments or tests missed because of absence. Students will be permitted one day for make-up work for each day of absence. Teachers may extend this time limit at their discretion. Make-up work is the responsibility of the student. If a student knows he/she is going to be absent for three or more days, a parent or guardian may contact the counselor prior to their absence for assignments. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed. Students must realize the importance of establishing credibility with their teachers. It is not fair to other students when a student asks for an excused absence because of the student's failure to complete his/her assignment on time.

If a student is absent, he/she has one (1) day for each day absent to turn in the work.

In the case of long-term assignment: Teachers may require long-term assignments i.e. research papers, projects, etc. (that were assigned prior to a student's absence) to be turned in on the day the student returns to school.

Requests for Assignments: On any three or more consecutive days of excused absences due to unforeseen reasons, a student may request assignments by contacting the attendance office. Please allow 24 hours to pick up requests for assignment sheets, textbooks and materials. Teachers may require long-term assignments (that were assigned prior to a student's absence) to be turned in on the day the student returns to school.

### **WITHDRAWAL FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent/guardian from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; to the cafeteria to clear any charges; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

### **CLOSED CAMPUS POLICY**

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's appointment, orthodontia, illness, etc.) other than a school-sponsored activity without checking out through the attendance office will be subject to disciplinary action. Checkout procedures must be followed even if the parents/guardians are aware that the student is leaving.

NCISD Board Policy prohibits students from leaving the campus during the school day (including lunch) without the permission of a parent or guardian.

### **STUDENT RECORDS**

A student's school records are private and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. School officials, including teachers, who have legitimate educational interests have access to personally identifiable information in education records. An administrator, nurse, or teacher is entitled to access to a student's medical records maintained by the District for reasons determined in District policy.

A student's educational record is an official record and must be maintained in the student's legal name, per the original birth certificate or court document. Falsification of a name on a legal document is a violation of the Texas Penal Code.

Requests to examine a student's personal information must be made in person and in writing by the eligible student or his parent or guardian to the registrar. The request shall identify the specific record(s) to be examined. Requests are honored within ten working days.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor, as do students who are 18 years of age or older. If the principal has reviewed and copied an original court order specifically terminating a parent's right to his child's educational records, that parent will be denied access to his child's records. Parents have the right to file a complaint regarding the Family Educational Rights and Privacy Act (FERPA) and the Family Compliance Act with the Department of Education.

### **RECORDS CORRECTIONS**

Students 18 years of age or older and parents of minor students may inspect records and request a correction if the records are inaccurate, misleading, or otherwise in violation of privacy or other rights. If the District refuses the request to amend the records, the person making the request has the right to a hearing and to place in the student's records a statement commenting on the information. Although improperly recorded grades may be challenged, the student or parents are not allowed to contest grades through this process. The student or parents have the right to file a complaint with the Superintendent if they feel the District is not in compliance with the law regarding student records.

### **COPY OF RECORDS**

Copies of student records on standard sized paper (8.5" x 11") may be obtained from the school for 10 cents per page. Oversized paper is 50 cents per page. In the event the records include more than 50 pages the cost will be higher.

A handwritten request from the student's parent/guardian should be submitted to the school office. Request from out of state will be handled on a case by case basis. The request shall identify the specific record(s) to be copied. Requests are fulfilled within 48 hours of receipt to allow preparation of necessary records.

## BAD WEATHER ADMINISTRATIVE PROCEDURES

### School Day Closings

Information on closings will reach the building principal through the Superintendent's office. Only the Superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day. Media will be notified by the Superintendent's office for public dissemination of school closings. Listed below are several radio/TV stations and newspaper where information may be received to determine if school will be held in the event of inclement weather or disasters:

<u>TV</u>	<u>Radio</u>	<u>Newspaper</u>
KPRC-TV Channel 2 KHOU-TV Channel 11 KTRK-TV Channel 13 KRIV-TV Channel 26 KIAH-TV Channel 39 Univision Channel 45 Telemundo Channel 47	KTRH 740 AM KPRC 950 AM KSBJ 89.3 FM KSTAR Country 99.7 FM	Houston Chronicle - chron.com

Our area is noted for severe, unpredictable weather conditions, especially heavy rains that cause flooding in some low-lying areas of the district. Information concerning the closing of schools can be found on the school district web page at [www.newcaneyisd.org](http://www.newcaneyisd.org).

The following procedures are to be taken in case of inclement weather:

1. If bad weather strikes at or near regular dismissal time, normal procedure will be to hold buses and keep students inside the building until the threat of severe weather has passed.
2. In cases of torrential rainfall, the district stays in close contact with the U. S. Weather Service. If the administration deems it necessary, school may be dismissed before floodwaters cover bridges and low-lying areas in the district. If early dismissal is required, parents will be notified by radio, television, etc., and, should a parent desire to come to school to pick up their child, they may do so.
3. It shall be the responsibility of each building principal to take whatever measures are necessary to protect students within the buildings.

Any deviations from the procedure will be left to the discretion of each campus principal, and shall be based on what is best, in his/her judgement, for the safety and welfare of the students.

The chief concern of all principals and administrators is the welfare of our students.

The district is responsible for transporting your child(ren) to and from the closest bus stop near your house. Please refrain from asking us to transport children to work, baby-sitter, ball practice, to spend the night with a friend, etc. In extreme emergencies, send a note or call your building principal or the transportation department. With your help and cooperation, we will have a very successful school year.

# 2011-2012 BELL SCHEDULE

White Oak Middle School

7:08 1st bell

7:15 – 8:09 1st period

8:13 – 9:07 2nd period

9:11 – 10:07 3rd period -

Announcements

10:11 – 11:05 4th period

11:09 – 12:33 5th period

• *A Lunch* 11:05 – 11:35

*Class* 11:39 – 12:33

• *B Lunch* 12:03 – 12:33

*Class* 11:09 – 12:03

12:37 – 1:31 6th period

1:35 – 2:29 7th period

## **BULLYING OR TAUNTING**

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- results in harm to the student or the student's property,
- places a student in fear of physical harm or of damage to the student's property, or
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

## **CALENDAR AND HANDBOOK**

The 2011 - 2012 school calendar can be found at the front of this handbook. A form requesting the parent's signature of the receipt of the student handbook, calendar and discipline management plan will be provided for all students. Parents should sign the forms found in the back of this handbook and have their students return the forms to their homeroom teacher.

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the district has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (found in the Student Code of Conduct) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

## **CONFISCATED ITEMS**

Items that are brought to school and are creating a disturbance or are in violation with the policies and procedures for the school will be confiscated. If the item is damaged or lost, the school will not compensate the student/parent. The student will be held responsible for the item. Items that are confiscated will be returned to only the student's parent/guardian.

## **CORPORAL PUNISHMENT**

Corporal punishment is permitted as a corrective action to certain rule infractions in order to preserve an effective and orderly educational environment. Factors of student size and age, and the physical, mental and emotional condition of the student shall be considered before the administration of any corporal punishment.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

- The student will be informed of the reason(s) for corporal punishment.
- Corporal punishment shall be administered only by the principal or designee.

- The instrument to be used in administering corporal punishment shall be approved by the principal or designee.
- The administration of corporal punishment shall be performed in the presence of one other professional employee of the District, and in a designated place out of view of other students.
- If the parent does not want their child to receive corporal punishment, they must indicate this in writing to their child's principal or designee. The parent may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent request that this method be used on the student.

A record shall be maintained on each administration of corporal punishment [See Policy FO Local].

### **COUNSELING CENTER**

The counseling center is available to parents and students needing assistance in academic, personal, or social situations. The following is a list of services offered by the counseling center.

- Academic counseling
- Short term crisis counseling
- Scheduling/facilitating conferences and staffing
- Referrals to appropriate school and/or community programs and agencies
- Small group presentations
- Parent information
- Student information
- Referral to special education, 504, and Gifted and Talented.

### **COURSES TAKEN FOR HIGH SCHOOL CREDIT**

Students taking high school courses while enrolled in the eighth grade may earn credits toward the requirements for high school graduation. The semester exams in these courses will match those of the high school courses.

**Grades earned in these classes will become part of the permanent high school transcript. Grades earned in middle school courses taken for high school credit in English, math, science, social studies, and languages other than English shall be included in the calculation of the weighted grade average for high school class rank. Students will also be required to take the End-of-Course examinations that are required for graduation.**

### **CREDIT BY EXAM - If a Student Has Taken the Course**

A student who has received prior instruction in a course or subject - but did not receive credit for it - may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the district administration will determine whether any opportunity for credit by exam will be offered.

The Attendance Review Committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

### **CREDIT BY EXAM - If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2011-2012 school year can be obtained from the counselors. The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

### **CRISIS PLAN-POSTED IN EACH CLASSROOM**

In the event of a threatening situation, students are to follow the teacher's lockdown directions for precautionary measures. There are two levels: Code Red, highest level, Code Yellow, precautionary level. Code Green is the All Clear Signal given over the intercom when the classes can resume normal classroom activities.

### **CURRICULUM-RELATED INFORMATION**

#### **ACADEMIC PROGRAMS**

The school counselor, principal, and teaching staff provide students and their parents information regarding academic programs to prepare for higher education and career choices.

To meet the diverse interests and needs of New Caney students, the district offers a challenging and comprehensive curriculum. Several academic levels and content areas are available so that a student can mix and match course content and level to individual goals, interests and abilities.

The New Caney Independent School District provides quality instruction for each student in the District. Attention is given to the student's performance in previous courses; the difficulty level of the courses; and any special learning needs. The NCHS curriculum is designed for students who plan to attend colleges or universities, technical schools or the work place upon graduation.

The regular curriculum is college/university preparatory and includes challenging content material, study skills, critical-thinking skills and problem solving utilizing state adopted textbooks, media, and computer technology. Teachers have high expectations for student performance in all courses.

For the student who must have a modified curriculum, courses are developed around the state mandated curriculum stressing mastery of specific essential knowledge and skills. Specific criteria exist for placing a student in a modified curriculum. These courses are designed for the student who has not satisfactorily achieved learning and requires special assistance. Students whose academic needs are addressed through special education classes earn credits based on the specifications in the student's Individual Education Plan (IEP).

Tutorial sessions are available for the student who is having difficulty in a particular class, or is making a grade of 70 or below, or simply wishes help in certain areas. These sessions may be offered before or after school. The student will be notified of the location and times. Students are encouraged to seek assistance from their regular teachers.

## **HOMEBOUND INSTRUCTION**

Students unable to attend school due to injury or extended illness may qualify for hospital/homebound instruction. If a student's physician states in writing that the student will be unable to attend classes for at least four weeks for the reasons above, the student may qualify. Contact the counselor to begin the process.

## **STUDENTS WITH DISABILITIES**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP). For more information, see your child's school counselor.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental, instrument maintenance fees and uniform maintenance fees, when provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Fees for elective courses not required for graduation (i.e. cosmetology)
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.
- Transcript Fee to be assessed after 5<sup>th</sup> complimentary transcript
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

## **WAIVER OF FEES**

The District is authorized to charge fees or require deposits for some materials and activities. Upon receipt by the District of reliable proof that a student and his parent or guardian are unable to pay a fee or deposit required by the school or to pay for a lost or damaged textbooks, such fee or deposit or payment shall be waived. Such student and his parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver or for an installment payment plan for a lost or damaged textbook.

## **ADVANCED PROGRAM (Pre-AP)**

The advanced program offers courses that are accelerated and enriched in content. These courses are designed to prepare students to enter college with a sound background in subject content, learning strategies, thinking skills and work ethics. Advanced level courses are offered in English, Mathematics, Social Studies, and Science.

Classes are provided to offer more flexibility, greater acceleration of subject matter, and better provision for independent study. Quality of work and the opportunity for creativity and imagination are primary objectives of courses of this type. By their depth and breadth, the courses challenge the students' minds and satisfy their curiosity and desire for learning. For the purpose of class rank, core pre-AP and AP courses in grades 9-12 shall be weighted according to the formula in effect when the student entered ninth grade. (See the Course Catalog.)

The Advanced Placement (AP) program, which is sponsored by the College Board, enables students to complete college-level studies while they are in high school and to obtain college placement and/or credit on the basis of their superior performance on the Advanced Placement examinations. Classes that are designated "AP" follow specific curricula developed by the College Board and differ from the "regular" classes in those same subjects. The examinations for all Advanced Placement courses are given at the student's high school on designated national test dates in May of each school year. Each college or university establishes its own policy regarding the awarding of credit, placement, and grades on the basis of Advanced Placement exam scores. Pre-AP classes taken in middle school are building blocks for success in high school AP courses.

### **GIFTED AND TALENTED PROGRAM**

The nomination period for the New Caney ISD Gifted/Talented Program is open in January each year. Parents, students, teachers or administrators may make nominations. The state requires the district to use assessment measurements collected from multiple sources to qualify students for the program. Included in these are parent/guardian and teacher checklists, tests for mental abilities, academic achievement, aptitude and creativity, and/or student interviews.

All students take some tests automatically as part of their educational process. Students nominated for the GT program will take additional tests. A campus identification committee evaluates all information from the measurements named above to determine if a student qualifies for the program. Parents/Guardians will be notified in writing about their child's status.

### **CUSTODY**

Separated/divorced parents have equal access to a student and their records, under the law, unless legal custody papers stating otherwise are on file in the school office.

### **DELIVERIES / MESSAGES TO STUDENTS**

Deliveries such as flowers, balloon bouquets, etc. intended for students will not be accepted. All other items to be delivered to students during the school day may be brought to the office. Messages will be delivered to students only in emergency situations.

### **DISRUPTIONS**

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person - student or non-student who:

- Interferes with the movement of people in an exit, an entrance, or a hallway of a district building without authorization from an administrator.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disrupts classes while on district property or on public property that is within 500 feet of district property. Class disruption includes, but not limited to: loud noises || trying to entice a student away

from, or to prevent a student from attending, a required class or activity (entering a classroom without authorization and disrupting the activity with profane language or any misconduct.

- Interferes with the transportation of students in district vehicles.

## **DISTRICT ALTERNATIVE EDUCATION PLACEMENT**

### **SHORT -TERM DAEP**

Short-Term DAEP (District Alternative Education Placement) is an assignment to The Learning Center campus. This assignment may be made for violations of the Student Code of Conduct. It is the student and parent's/guardian's responsibility to arrange transportation to and from the DAEP campus. For more detailed information, see the Student Code of Conduct.

### **LONG-TERM DAEP**

Long-Term DAEP (District Alternative Education Placement) is an assignment to The Learning Center campus. This assignment may be made for the remainder of the school year (with periodic review) for serious or persistent violations of the Student Code of Conduct. It is the student's and parent's/guardian's responsibility to arrange transportation to and from the DAEP campus. For more detailed information, see the Student Code of Conduct.

## **DRESS CODE**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and prepare students for the workforce in the global economy.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health hazard or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment is not appropriate for school, and the Principal's determination as to the appropriateness of all dress shall be final. This list is the minimum requirement for dress regulations, and does not address all possible situations. This list is set as a guideline for the campus dress code policies. Please refer to the campus student handbook for any additional requirements.

1. Clothing, jewelry, patches, tattoos, (body art) or designs on clothing must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliations, violence, death or satanic ideology.
2. Hairstyles must be neat, clean, and well groomed. No head coverings, curlers, sweatbands, caps, or hats shall be worn in the building. Bandanas are prohibited on campus.
3. Hair coloring must be natural and extreme hairstyles such as; Mohawks, un-natural hair colors, or shaved designs are not permitted.
4. Mustaches or beards are prohibited. Sideburns must not extend below the bottom of the earlobe. Students are expected to be clean-shaven at all times. Designs or notches in eyebrows are prohibited.
5. The length of any shorts, skirts, or dresses may be no shorter than three inches as measured from the top of the knee. Any slits in garments are subject to the same limitations. Skirts and shorts must extend beyond the length of fingertips when arms hang loosely at the sides. Pants, skirts, and shorts must be properly hemmed and must fit at the waist. Undergarments should not be seen. Pajamas are not allowed.
6. Excessively oversized or excessively tight garments shall not be worn including sagging or baggy pants.
7. Tank tops shall only be worn in conjunction with a sleeved garment. Revealing garments are not permitted. Examples are: Tops that reveal cleavage, stomach, back or chest when standing, sitting, or bending; clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without over shirts, spaghetti strap garments without over shirts, bare midriff outfits, or shirts tied at the

- midriff. The midriff must not be exposed when a student goes through normal activities of a school day (bending, stretching, reaching, etc.)
8. Proper undergarments must be worn.
  9. Only appropriate footwear intended for outdoor use shall be worn. Slippers or house shoes are prohibited. Shoes with wheels, rollerblades, skateboards, or scooters are also prohibited.
  10. Clothing may not have holes or tears above fingertip length.
  11. Any form of dress, jewelry or hair that attracts undue attention, disrupts school, or distracts from the learning process is not acceptable.
  12. Gang-related apparel is prohibited in school or at any school-related function.
  13. Facial piercing will be limited to the student's ears only. Students may be asked to remove jewelry, earrings, etc. if the principal, assistant principal, or teachers feel they are a distraction in the classroom.

Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the parent will be notified to have someone bring him/her proper attire. If the violation is not corrected, the student will not be allowed to go to class. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code rules shall apply through the last day of school and also to summer school sessions.

The dress code is part of the District Student Code of Conduct.

### **EMERGENCY WARNING BELLS**

**Fire** - The following bell signals are to be used in case of fire:

- 3 bells - Walk out of building in orderly manner.
- 1 bell -- Halt and stand at attention.
- 2 bells - Walk back into room.

Students are expected to be quiet, orderly and to move at a safe speed during a fire drill.

Students are expected to know the route for a fire drill for each of their classes.

Teachers are to take their roll sheets with them and check roll as soon as they reach a safe distance from the building. If a student is missing, the teacher shall report this to the assistant principal immediately. Each teacher is to stay with his/her class at all times while a fire drill is being conducted.

**Tornado Drill Instructions** - The following procedures are to be followed for tornado drills:

Open all windows and doors when leaving the room.

Have the students proceed to the hall and place their backs to the lockers and put their heads between their legs placing their hands over their heads.

Teachers in portable buildings are to move students into the hall in the main building.

### **EXTRA-CURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL) - a statewide association of participating districts - eligibility for participation in many of these activities is governed by state law as well as UIL rules:

- A student who receives a grade below 70 at the end of a grading period in any academic class, other than a class identified as advance by either the State Board of Education or by the local board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.
- Students who have been placed in ISS (In-School Suspension) or suspended shall be ineligible from participating in extra-curricular activities until completion of the assigned consequence.

**Please note: Student clubs and performing groups such as band, choir, drill, cheerleading and athletic teams may establish standards of behavior - including consequences for misbehavior - that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. [For further information, see policy FM.]**

## **GANGS**

The presence of any gang and/or gang activities can cause a substantial disruption to the educational process. Therefore, the following is prohibited: gang membership, and gang-related involvement and activities at school, during school-related functions, or on any school district property. The following has been identified as gang activity and/or involvement:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership in or affiliation with a gang.
2. Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership in or affiliation with a gang.
3. Using any speech or committing any act to further the interest of any gang activity, including but not limited to:
  - Soliciting and/or initiating others for membership in any gang.
  - Requesting any person to pay for protection or otherwise intimidating or threatening any person.
  - Committing any illegal act or violation of school district policies.
  - Inciting other students to act with physical violence upon any other person.
  - Engaging in concert with others in intimidating, fighting, assaulting, and threatening to assault others.

The following gang-related apparel has been prohibited in school or any school-related function:

- Oversized apparel, including pants which are worn low on the waist; overalls with one strap unfastened; pants that are cut off below the knees and worn with knee socks. (Pants and shorts should fit at the waist and have properly sewn hems.)
- Baseball caps, hairnets, bandannas, and sweatbands.
- Garments designated as a uniform or common dress.
- Oversized apparel is identified as clothing that is more than one size larger than the student's body size.

### **GRADING PROCEDURES**

Grades should represent the level of mastery of an instructional objective. The instructional objectives for 7<sup>th</sup> and 8<sup>th</sup> grade level subjects are aligned with the Texas Essential Knowledge and Skills (TEKS). The objectives address the skills required for successful performance in the next grade or in a sequence of courses. Assignments, tests, projects, classroom activities, homework, and other activities are designed to allow a student's performance to indicate the level of mastery of the designated objective.

### **COURSE SYLLABUS**

All secondary teachers will prepare, post, and distribute a course syllabus for students during the first two weeks of the course and/or semester. The syllabus is designed to give students and parents/guardians an overview of the course's major themes and approximate dates of major course projects, exams, or papers. The following elements should be included:

- Teacher name
- Course name
- Conference period
- School phone
- Outline or scope and sequence of major course units, themes, or projects
- Approximate timeline including due dates of long-term projects
- Teacher's grading criteria (in compliance with NCISD Grading Procedures)
- Late work policy
- Average amount of homework

### **GRADE BREAKDOWN**

<b>Grading Scale -</b>	<b>Letter Grade</b>	<b>Numerical Grade</b>	<b>Progress</b>
	A	90 - 100	Excellent
	B	80 - 89	Good
	C	75 - 79	Satisfactory/average
	D	70 - 74	Minimal
	F	Below 69	Unsatisfactory
	I	Incomplete	

## **PROGRESS REPORTS**

Progress reports will be sent home with students following the end of the third week and sixth week of each nine-week grading period. Documentation of parent/guardian notification will be maintained when a Student's average falls below 70. If a student receives a grade of less than 70 in any class or subject on a progress report, parents/guardians are encouraged to contact the appropriate teacher. If a student's grade is below a 50 at progress report time, the actual grade will be recorded.

## **REPORT CARDS**

Report cards are sent home at the end of each grading period. If a parent or guardian has a question about the student's grade, please contact the student's teacher by telephone or e-mail. A parent conference may be arranged, if necessary.

## **FINAL EXAMS**

Please see the district grading guidelines for information on final exams.

## **COMPUTATION OF GRADES**

In accordance with law, the actual grades earned by a student on assignments (includes all grades used to determine a student's grade) are to be used in determining six weeks and semester grades.

While NCISD does not require the giving of a minimum grade, teachers have discretion over grading within the grading guidelines.

Students may be allowed a reasonable opportunity to make up or redo a class assignment or examination for which the student received a failing grade.

Please see the district's grading guidelines or contact the school administration.

## **PARENT/ GUARDIAN ONLINE ACCESS TO GRADES/ ATTENDANCE**

Parents/Legal guardians can request online access to view student grades and attendance. In order to request access please visit the district webpage @ [www.newcaneyisd.org](http://www.newcaneyisd.org) and complete the application under the Parent link. Access is limited to the parent/ legal guardian identified in the permanent records of NCISD students.

## **SPECIAL PROGRAMS**

Students with individual education plans, enrolled in English as a Second Language, or participating in a gifted or pre-advanced program, will have grades that are reflected in those programs.

Students for whom an ARD requires a standard state assessment (STAAR), the only modifications allowed when benchmarking for that assessment will be those allowed by their individual Modification Sheets and also allowed by the state. e.g., - extended time

## **DISTRICT ASSESSMENTS FOR STATE TESTING**

For assessments that are designed for diagnostic purposes only and used to determine student progress and needs, no grades should be recorded in the grade book. Check Point /Benchmark Assessments are used to determine student mastery of targeted objectives taught during a specific instructional period. Departments will determine how a grade for these benchmarks will be recorded. Although it is the individual department's discretion as to the weight of the grade, no grade should be taken on material not previously taught.

## **CHEATING/PLAGIARISM**

Cheating shall be defined as giving or receiving information on a test or submitting duplicate work for outside assignments. Using technology (e.g., computer, internet, cell phone, PDA, or calculator) to cheat or copy the work of another is prohibited. The penalty for a student found guilty of cheating is a grade of zero for the test or assignment. Plagiarism consists of using another person's ideas or writing

as one's own. Plagiarism is a form of cheating and the penalty shall be a zero on the assignment. Students caught cheating will be referred to their respective assistant principal for disciplinary action.

### **GUARDIANSHIP**

Persons residing within the NCISD who wish to assume school guardianship of a child shall attain the Power of Attorney form and a transfer application from the student's home campus. The Power of Attorney form must be notarized.

### **HALLWAYS AND PASSING PERIODS**

Students are not to be in the halls during class periods without written permission from a staff member. There will be no loitering in the halls or around the building between classes. Students should not run in the halls. Students should then report to that class immediately via the shortest route. Otherwise, the student will be considered out-of-location. Students are not to use vending machines during passing periods - **ONLY AFTER SCHOOL.**

### **HARASSMENT**

**HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY**  
Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The district encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in these areas with a teacher, counselor, or principal/designee.

A student who believes he or she has been harassed by another student or by a district employee is encouraged to report the incident to the principal or designee. The allegations will be investigated and addressed. A substantiated complaint against a student will result in a disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent/guardian may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL).

### **PARENT/GUARDIAN AND STUDENT RIGHTS REGARDING SEXUAL HARASSMENT/SEXUAL ABUSE**

Every student has the right to attend district schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse is defined as “illegal sex acts performed against a minor.” It may include, but is not limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

Sexual harassment of students may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

The district will notify parents/guardians of students involved in sexual harassment by students when the allegations are not minor, or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

When a principal or designee receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene. The district will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense and the guidelines set forth in the Student Code of Conduct.

A student or parent/guardian who has a complaint alleging sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee, or the district's Title IX Coordinator. The conference will be scheduled and held as soon as possible but within five school days. The principal or Title IX Coordinator will coordinate an investigation, which ordinarily will be completed within ten school days. The parent/guardian will be informed if extenuating circumstances delay the investigation. All complaints should be submitted in writing. A complaint may also be filed separately with the Office of Civil Rights:

Regional Director  
Office of Civil Rights, Region VI  
1200 Main Tower Building & Room 1935  
Dallas, Texas 75202 (214) 767-3959

## **HEALTH AND SAFETY**

### **ACCIDENT INSURANCE**

Soon after school opens, parents/guardians will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. The school encourages parents to purchase this insurance.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the district, under state law, cannot pay for medical expenses associated with a student's injury.

### **ACCIDENT PREVENTION**

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

## BACTERIAL MENINGITIS

State law requires the district to provide the following information:

What is meningitis?

*Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.*

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

*If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.*

How is bacterial meningitis spread?

*Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).*

*The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.*

How can bacterial meningitis be prevented?

*Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease.*

*Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.*

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

*Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.*

## **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent/guardian cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, etc. Therefore, parents/guardians are asked each year to complete an emergency care consent form. Parent/Guardians should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

## **FEVER**

Students with a temperature of 100.4 degrees or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100.4 or above will be sent home. Students who become ill with a fever or vomiting will not be allowed to ride the bus home. Parent/Guardians will be contacted to pick up their child. Students should be fever/vomit/diarrhea free for 24 hours without the aid of medication before returning to school.

## **FOOD ALLERGIES**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

## **MEDICATIONS**

Medication should be brought directly to the school clinic by the parent/guardian or student. Students are not to have medication in their possession during the school day unless specified by their physician and cleared in writing by the principal or his designee. If the medication is a controlled substance, i.e., a narcotic-based medication, it must be delivered to the nurse by the parent or guardian. All long-term medication administration requests must be accompanied by a physician's order.

The parent or guardian must send a written request to administer any medication (prescription or nonprescription). Prescription drugs that are to be administered the entire year must have a physician's written request as well.

All medication must be in the original container: prescription label must contain physician's name, date of prescription, name of drug or Rx number, and dosage directions. Nonprescription drugs must be sent in their original container.

Arrangements should be made with the principal and/or nurse prior to trip or school sponsored activity during which the administration of medication is required. If the above guidelines are not followed, the student may run the risk of not having needed medications administered. Students found in possession of either prescription or non-prescription drugs may be subject to disciplinary action.

## **SCHOOL NURSE**

The school nurse provides health care for students who become ill or injured at school. Any special health needs of the student should be discussed with the school nurse. State required hearing, vision, and spinal screenings are conducted by the school nurse. In the event of a sudden illness or medical emergency, a student should report to the clinic. A student is allowed in the clinic only with a pass and student ID except in emergencies. If a student reports to the clinic without a pass in a non-emergency situation, he will be required to return to class and will receive an unexcused tardy if he is late to class.

If the student needs to go home due to sudden illness or injury, the nurse or assistant principal will contact the parent, guardian, or emergency contact person. Please continue to provide the school nurse

with all current phone numbers. A student who leaves the campus due to illness or injury without reporting to the clinic will be considered truant. In the event of a serious medical emergency, parent or guardian will be notified and the student may be transported to the nearest hospital.

All accidents occurring at school and requiring the services of a physician and/or absence from school must be reported to the clinic the day of the accident. The nurse completes accident reports. Parents/Guardians are encouraged to take advantage of student insurance offered because the district, by law, is not authorized to pay for student medical treatment.

### **IDENTIFICATION CARDS**

Every student in middle school will be issued his or her ID card. One ID card is provided at no charge to the student. ID cards are the property of the school and will be turned in when a student transfers or withdraws from school. If the ID card has come apart or has been mutilated or altered in any way, it is no longer valid and must be replaced. If a student loses the card, the student should immediately notify the main office. The cost for replacement of the ID card is \$3.00.

### **LAW ENFORCEMENT AGENCIES**

#### **QUESTIONING OF STUDENTS**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The principal or designee will make reasonable efforts to notify the parents/guardians unless the interviewer raises what the principal considers a valid objection.
3. The principal or designee ordinarily will be present unless the interviewer raises what the principal or designee considers a valid objection.
4. The principal or designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

#### **STUDENTS TAKEN INTO CUSTODY**

State law requires the district to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal or designee will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal or designee will immediately notify the Superintendent. Because the principal or designee does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **NOTIFICATION OF LAW VIOLATIONS**

The district is also required by state law to notify:

1. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
2. All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated or delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policy GRA.]

## **LEAVING CAMPUS**

Students will not be allowed to leave campus without parental consent. We will not check students out to brothers, sisters, etc., unless approved by parents in writing and approved by an administrator. This is for our students' safety.

## **LIBRARY**

Students are encouraged to visit the library to do research and to check out books for reading. Each student will be provided with an ID card that is also used as a library card. Library books will be due back two weeks after checkout. Students will be asked to limit themselves to two books at a time. Fines for overdue books are five cents a day, not including weekends or school holidays or vacations.

## **LUNCHROOM GUIDELINES**

The following guidelines are provided so that each student may receive the maximum benefit and enjoyment from his/her lunch period:

1. All students will report to the lunchroom at the beginning of lunch and will remain in the lunchroom area until dismissed by an administrator.
2. Students will report to the lunchroom in a quiet and orderly manner.
3. Students will eat their lunch in the designated area in a quiet and orderly manner.
4. Students will not leave the lunchroom at any time without permission from an administrator on duty.
5. Students are responsible for cleaning up after themselves before dismissal.
6. Students may not leave the lunchroom with food or drink. In addition, food and beverages are not permitted in the classrooms or halls.
7. **NO** open containers will be allowed except in the cafeteria.

## **MANDATORY DRUG TESTING FOR ATHLETES**

The New Caney Independent School District has implemented a mandatory drug testing policy for all of its middle and high school athletes. Each student will receive a copy of the drug testing policy that contains specific information about the purpose and scope of the program from the head coach of his/her sport.

## **PARENT INVOLVEMENT**

As a Title I campus, parent involvement is a centerpiece to the success of our students. Parent involvement should be a regular, two-way and meaningful communication involving student academics, learning and other school activities ensuring:

- that parents play an integral role in assisting their child's learning;
- that parents are encouraged to be actively involved in their child's education at school;
- that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- that other activities are carried out that will build the capacity of all parents.

### **Volunteer Information and Application**

The New Caney Independent School District values the contributions made by its many volunteers who diligently work to support our outstanding students, teachers, and programs. It is our goal to provide a safe environment for our students and visitors. If you are interested in volunteering on one of our campuses, please complete the Volunteer Application. Volunteers who complete this form will be invited to the district orientation meeting.

All volunteers must attend a district volunteer orientation meeting. All volunteers including parents, grandparents or guardians who wish to participate in field trips, field day, carnivals, etc., must be a designated volunteer. Parents, grandparents or guardians who wish to attend student performances, assemblies, or conferences with teachers or administrators are not considered volunteers.

The District will obtain the criminal history record of all prospective volunteers who will be working with students and will have access to student information. The background check is strictly confidential and will be processed through the NCISD Police Department. Volunteers should expect a criminal history check at both the state and national level.

When volunteers have attended the district orientation and passed the criminal history check, principals will be notified of their eligibility to serve as volunteers. During the district orientation, volunteers will have a district volunteer photo badge created.

## **PARENT / TEACHER CONFERENCES**

These conferences may be scheduled during the teacher's planning period or between 7:00 and 7:15 a.m. The office secretary will notify teachers of the parent's request. A meeting with more than one of a student's teachers may be scheduled through the counselor or assistant principal.

## **PEST CONTROL**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Jim Grant, Executive Director of Operations, New Caney Independent School District, 21580 Loop 494, New Caney, Texas, 77357; 281-577-8650.

## **PHONES**

Students may use the school phones only with permission by an administrator and only for emergencies. Students are not to receive phone calls except in cases of extreme emergencies.

## **PICTURES**

Pictures will be taken during the year. The date will be announced in advance. Students are not required to purchase the pictures, but may do so if they desire. It is requested that each student have his/her picture taken so that it may be used in the school yearbook. Permission to have re-takes is granted by the principal.

## **PLEDGES/MOMENT OF SILENCE**

**Pledges to the United States and Texas Flags** - School districts are now required by law to have the students recite pledges to the United States and Texas flags during each school day at each school in the district. Students may be excused from saying the pledges if the student's parent or guardian provides a written request to the campus principal.

**Mandatory Moment of Silence** - Law also requires school districts to provide for the observance of one minute of silence at each school in the district following the pledges to the flags. The students may reflect, pray, meditate, or engage in any other silent activity that will not interfere with or distract another student.

## **PROMOTION POLICY**

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, mathematics, and in either science or social studies, as per school board policy (EIE local). Middle school students will have to pass the Math and Reading portions of the 8<sup>th</sup> grade STAAR in order to be promoted to high school.

## **REPORTING PERIODS - 2011-2012 School Year**

### **First Semester**

1st nine weeks (August 22—October 21)  
2nd nine weeks (October 24—January 13)  
Instruction Days 86 days

### **Second Semester**

3rd nine weeks (January 17– March 23)  
4th nine weeks (March 26 - June 1)  
Instruction Days 89 days

Total Days of Instruction 175 days

The final 2011-2012 report card will be mailed approximately one week after school is out.

## **PUBLICATIONS**

### **STUDENT PUBLICATIONS**

All publications edited, printed, or distributed on campuses shall be under the control of the principal. A faculty sponsor shall supervise all school publications, and reflect the high ideals and expectations of the citizens of the New Caney school community and strive to meet high journalistic standards.

### **SCHOOL MATERIALS**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

### **STUDENT NON-SCHOOL MATERIALS**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. The principal has designated the library as the location for approved non-school materials to be placed for voluntary viewing by other students. See FNAA. The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **NON-STUDENT NON-SCHOOL MATERIALS**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the Superintendent or designee for specific prior review. The Superintendent or designee will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policy DGBA, FNG, or GF.] Prior review will not be required for:

- Distribution of materials of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by a community group meeting held after school hours in accordance with policy GKD (LOCAL).
- Distribution for election purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed

### **OUTSIDE ADVERTISEMENT**

Advertising shall be accepted solely for the purpose of covering the cost of providing materials and equipment, not for the purpose of establishing a forum for communication. The district retains final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment.

## **SCHEDULE CHANGES**

**Schedule changes** will be considered only under the following conditions:

1. A level change in an academic area
2. Overcrowding in a class
3. Extenuating circumstances approved by the assistant principal or principal
4. All requests have been submitted to the counselor before the end of the tenth school day.

## **CHANGING TEACHERS**

The following steps should be taken before requesting a teacher change:

1. Conference with teacher and student and/or parents.
2. Conference with counselor, teacher, student and/or parents.
3. If concerns are not resolved, a conference including the assistant principal should be scheduled.
4. The final step would be a conference with the principal.

Every effort should be made to resolve concerns and avoid teacher changes. This process should help students reach their full potential while achieving academic success.

## **SCHOOL FACILITIES**

### **Vandalism**

The taxpayers of the community have made a substantial financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended - both this year and in the coming years - littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the Student Code of Conduct.

## **SCHOOL TRIPS**

Eighth grade students must meet requirements for promotion to ninth grade to attend the school-sponsored trip. Also, eighth grade students may not be allowed to attend the school-sponsored trip if any of the following occur:

1. Assigned to Alternative School of JJAEP during the semester.
2. Suspended from school.
3. No more than two ISS assignments.
4. Absences in excess of the requirement by law for attendance.

## **SEARCHES**

### **STUDENT DESKS AND LOCKERS**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy, whether or not a student is present. The parent/guardian will be notified if any prohibited items are found in the student's desk or locker.

## **TRAINED DOGS**

The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF (LEGAL), and alcohol. This program is implemented in response to drug and alcohol related problems in district schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used to search students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. Searches of vehicles shall be conducted as described above.

## **SELLING**

Students may not sell any items without permission from the principal. Normally the only fund raising projects that will be approved are school-sponsored fundraisers.

## **STAAR**

Seventh grade students who obtain 85% or higher on the STAAR reading test will not be required to take reading in the eighth grade. In the Texas Student Success Initiative eighth grade students must meet the passing standard on STAAR in Reading and Math before they can be promoted to the ninth grade.

## **STADIUM REGULATIONS AND PROCEDURES**

All students who attend athletic events are subject to NCISD rules and regulations and must present a valid NCISD student id to enter at the student price and in order to gain access to the student seating areas. Students who do not follow the Student Code of Conduct for behavior may be asked to leave the event. Students are not allowed to loiter under the stands/bleachers at any time. Students who leave the stadium may not return. Students are to remain on the home side of the field and shall not go to the visitor's side for any reason. Unless they have paid for a reserve seat, students are to sit in the student section.

## **TEXTBOOKS**

State approved textbooks are provided free of charge for each subject or class. Students are asked to use books carefully. Books will be covered by students, as directed by their teachers. Students who receive damaged books should report that fact to the teacher. Students who damage books may be assessed a fee. Any student failing to return a book issued to him/her shall lose the right to have free textbooks until the book is returned or paid for. Students in this situation shall be given textbooks for use at school during the school day.

## **TITLE IX**

New Caney ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Any grievances should be lodged through the principal's office to the Superintendent of Schools, New Caney ISD, 21580 Loop 494, New Caney, Texas 77357. Phone (281) 577-8600.

## **TOBACCO USE**

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. Students are forbidden to possess matches and/or lighters. Citations may be issued.

## **TOYS AND ELECTRONIC EQUIPMENT**

Tape cassettes, radios, cameras, skateboards, bicycles, collectibles and other electronic and electrical devices, gambling devices, toys, etc. are not allowed at school. These items will be taken up by the principal and returned only to parents. The school will not be responsible for such items that are lost or stolen.

The district allows students to possess telecommunication devices during the instructional day, or while attending school-sponsored or school-related activities, on or off school property {including the bus} as long as the devices are concealed and not operable during the instructional day, extra or co-curricular events, or while aboard a district vehicle. Phones are to be turned off during school hours.

Students who violate this policy shall be subject to established disciplinary measures. District employees may confiscate any telecommunication device that is operable on school property during the instructional day or while attending school-sponsored/school-related activities. **Parents shall be notified within two school days after the telecommunication device is confiscated.**

## **TRANSPORTATION**

### **BUSING**

Riding the bus is a privilege that the district extends to students in good standing. Bus drivers are responsible for disciplinary issues on the bus. A student may be suspended from riding the bus for misbehavior on the bus.

### **BUS TRANSFERS**

Students who wish to ride home with another student on the bus must submit a note with a parent's/guardian's signature and contact number to the front office prior to 10:00 a.m. on the day the transfer is requested. Parents/Guardians must be contacted by a school official prior to the transfer being granted.

### **SCHOOL-SPONSORED TRANSPORTATION**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or designee, however, may make an exception if the parent/guardian makes a written request prior to the event that the student be released to the parent/guardian or to another adult designated by the parent/guardian.

## **VISITORS ON CAMPUS**

### **VISITORS**

Parents/Guardians and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office in order to provide identification and secure a visitor's pass. Students may not have guests at any time during the school year. Special administrative approval will be granted only in rare and unusual circumstances. Students' visitors/guests are subject to all school rules and regulations.

### **VISITORS DURING STUDENT LUNCHES**

Parents and Legal Guardians are welcome to visit during student lunches. For the safety of those within the school all visitors must first report to the main office in order to provide identification and secure a visitor's pass. Students'

visitors/guests are subject to all school rules and regulations. Parents and Legal Guardians are NOT allowed to provide food for ANY student other than their own. Students may not provide food for other students.

**ALL VISTORS MUST SIGN IN AT THE FRONT OFFICE.**