

# NEW CANEY I SD

## MIDDLE SCHOOL Student Handbook

**KEEPEE CROSSING**



*Cougar Country*



# 2009 – 2010

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**KEEFER CROSSING MIDDLE SCHOOL  
ADMINISTRATION/STAFF  
Phone (281) 577-8840**

Steve Freeman	Principal
Scott Castleberry	Assistant Principal
Laurie Perry	Assistant Principal
Jana McClane	Counselor
Virgie Thrasher	Nurse
Jo Martin	Librarian

**CENTRAL OFFICE STAFF**

Superintendent's Office	(281) 577-8600
Child Nutrition Director	(281) 577-8690
Athletic Director	(281) 577-2800
District Website	<a href="http://www.newcaneyisd.org">www.newcaneyisd.org</a>

**SCHOOL CALENDAR 2009-2010**

August 24	First day of school for students	January 21	Report cards
September 7	Labor Day Holiday – no school	February 9	Progress reports
September 15	Progress reports	February 26	End of fourth six weeks
October 2	End of the first six weeks	March 4	Report cards
October 8	Report cards	March 15-19	Spring Break – no school
October 27	Progress reports	March 30	Progress reports
November 13	End of second six weeks	April 2	Good Friday
November 19	Report cards	April 23	End of fifth six weeks
November 23-27	Thanksgiving Holidays – no school	April 29	Report cards
December 15	Progress reports	May 18	Progress reports
December 18	Early dismissal	May 31	Memorial Day – no school
Dec. 21 – Jan. 1	Winter Break – no school	June 4	End of sixth six weeks, last day of school, Early release
January 4	Teacher prep day	June 5	Teacher prep day
January 15	End of third six weeks	June 7	Weather day
January 18	Teacher prep day – no school	June 8	Weather day
January 19	First day of second semester		

**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.

Middle School 2009-2010 Student Handbook

Students and parents also need to be familiar with the Middle School 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 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  
Dr. Jon Kramer  
Executive Director of Human Resources  
21580 Loop 494  
New Caney, TX 77357  
(281) 577-8600

Title IX - Students  
Becky Atkinson  
Associate Superintendent for  
Curriculum & Instruction  
21580 Loop 494  
New Caney, TX 77357  
(281) 577-8600

Gifted and Talented  
John Emerich  
Executive Director of Instruction  
Support & Accountability  
21580 Loop 494  
New Caney, TX 77357  
(281) 577-8600

Special Education  
Section 504  
Sylvia Denzlinger  
20387 FM 1485  
New Caney, TX 77357  
(281) 577- 8670

## 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 own capacities to their fullest and is ready to take his 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

<p>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.</p>
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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 and Transportation Center, or at each individual school principal's office. Copies of the MANAGEMENT PLAN will be furnished for twenty-five cents (\$.25) per page within five (5) working days of a written request.

## ATTENDANCE

### Parents > Compulsory Attendance: It's the Law

One of the keys to student success is being in the classroom each and every day. As such, the State of Texas has in place compulsory attendance laws that require a student be in attendance each school day for the entire time instruction is provided. The law does provide consequences when this doesn't happen. Parents whose student is in violation of these laws are subject to prosecution under TEC 25.093, while the student is subject to prosecution under TEC 25.094.

### COMPULSORY ATTENDANCE

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. Students enrolled in PK and K classes are subject to the same attendance laws.

Truancy may result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate 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.

When a student has accumulated 10 **unexcused** absences in a six-month period, or on three or more days or parts of days in a four week period, a compulsory attendance notification will be sent to the parent.

The compulsory attendance letter, which is automatically generated by computer and sent by the district's attendance officer, gives the parent notice that their student has accumulated excessive unexcused absences. The parent is given a five-day grace period from receipt of the letter to correct any discrepancies. This letter is the parent's notification that there is a problem. Please contact the school if you question the absences cited in the letter.

### 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 may be referred to the attendance review committee.

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

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB]
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision 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.

### 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 or guardian
- Telephone number of parent

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 calendar 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;

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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.

### College Visits

High school students who meet the following criteria will be allowed to have one (1) excused day of absence for a college visit during their junior year and one (2) excused day of absence for a college visit during their senior year:

1. The student must have passed the required parts of the TAKS test for the previous year.
2. The student must be on track to graduate on time.
3. The student is classified as a junior or senior based upon credits earned.
4. The student is passing all course work.

5. The student has no truancy or other attendance problems.
6. The student is not in a DAEP placement or assigned to a JJAEP.

Students must submit a written request at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved. If prior approval is granted, verification of the visit must be submitted in order for the absence to be recorded as excused and to not be counted against exam exemptions. If the college visit cannot be made on the date specified on the approved written request, a new request form must be submitted for consideration.

- **Excused Absence Request for a College Visit Form**

### **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.

- **Pre-arranged Absences – Decision and Acknowledgment Form**

## 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 and TV stations where information may be received to determine if school will be held in the event of inclement weather or disasters:

Channel KPRC 2 TV	KNWS Radio (AM 1140)
Channel KHOU 11 TV	KTRH (AM 740)
Channel KTRK 13 TV	KILT Radio (AM 610, FM 100)
	KPRC (AM 950)
	KKQV (FM 92.9)

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, we stay 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.

We are 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.

# KCMS 2009-2010 BELL SCHEDULE



1<sup>st</sup> period                      7:20 – 8:12

2<sup>nd</sup> period                      8:16 – 9:10

3<sup>rd</sup> period                      9:14 – 10:06

4<sup>th</sup> period                      10:10 – 11:02



5<sup>th</sup> period                      11:06 – 12:38

*A Lunch*    11:02 – 11:32

*B Lunch*    11:35 – 12:05

*C Lunch*    12:08 – 12:38



6<sup>th</sup> period                      12:42 – 1:34

7<sup>th</sup> period                      1:38 – 2:30

## CALENDAR AND HANDBOOK

The 2009 - 2010 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 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 NCISD 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 the student's parent/guardian.

## CORPORAL PUNISHMENT

Corporal punishment – spanking or paddling the student – may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual. However, the teacher and principal will honor a parent's request that discipline methods other than corporal punishment be used.

## 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 count as one seventh (1/7) of the semester average.

Grades earned in these classes will become part of the permanent high school transcript. Beginning with students entering grade 9 in the 2009-10 school year, 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.

### **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 2009-2010 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.]

### **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.

## DRESS CODE

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

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 may cause disruption of or interfere with normal school operations. This list is not intended to identify all possible situations. Campuses have the discretion to deal with fads and trends as they may appear.

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. Sideburns that extend lower than the earlobe or have exaggerated flares are prohibited.
4. Mustaches and beards are prohibited. Students are expected to shave as often as the situation dictates in order to maintain good grooming habits.
5. Skirts and shorts must extend beyond the length of the fingertips when arms hang loosely at the sides. Pants, skirts, and shorts must be properly hemmed and must fit at the waist. No cut-off pants, shirts, or sleeves are permitted, and undergarments should not be seen.
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. The midriff must not be exposed when a student goes through normal activities of a school day (bending, stretching, reaching, etc.).
8. Revealing garments are not permitted.
9. Inappropriate clothing includes: casual beach-like attire, including backless blouses, off-the-shoulder blouses/dresses, tank tops, tops with spaghetti straps or pajama pants.
10. Proper undergarments must be worn.
11. Clothing may not have holes or tears.

12. Any form of dress, jewelry, or hair that attracts undue attention, disrupts school, or distracts from the learning process is not acceptable.
13. Gang-related apparel is prohibited in school or at any school-related function.
14. Facial piercing will be limited to the student's ears only. Jewelry that is worn on the eyebrow, nose, lips or tongue is not allowed. Students may be asked to remove jewelry, earrings, etc. if the principal, assistant principal, or teachers feel they are a distraction in the classroom.
15. Full-length trench coats may not be worn.
16. Chains of any length or size (including wallet chains) are not allowed.
17. Inappropriate shorts include shorts that are higher than the extended fingertip of the individual. (Ex: running shorts, spandex, and shorts worn over shorts)
18. Only appropriate footwear intended for outside use shall be worn. Shower shoes or house shoes are not appropriate. Shoes with wheels, roller blades, skateboards, or scooters are prohibited.

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.

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

### **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.

### **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.

**Inclement Weather** - Student dismissal will be according to bus runs (Porter – New Caney). Students are to be held in the classrooms.

### 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 or gang activity, including but not limited to:

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- 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

## Reporting Grades

Grading Scale -	Letter Grade	Numerical Grade	Progress
	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

Grades will be communicated to parents at progress report time (half way through each six week grading period). Documentation of parent 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 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.

The weight of the semester exam is 1/7. Semester grades are determined by taking the average of the three grading periods multiplied by two (2), adding the final exam grade and dividing by seven (7).

## Computation of Grades

### Daily Grades

Daily grades will make up 40% of the overall grade.  
A minimum of ten (10) daily grades will be taken each grading period.  
Electives: A minimum of 6 daily grades.  
Daily work is any assignment other than major grades and homework – e.g., class work, notebooks, quizzes, etc.

### Homework

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the student's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignment need to be clearly communicated and should be preceded by instruction that adequately prepares the student to do the task independently and successfully.

Homework will make up 10% of the overall grade.  
Electives: Homework will be optional.  
If no homework is given, 10% will be added to the daily grades.

There must be a minimum of one (1) assignment weekly for each core subject and a maximum of one (1) assignment nightly for Monday – Thursday. Long term or special assignments may be made for weekends as needed.

#### Late Homework:

##### Category 1

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

##### Category 2

**7th grade** – *During first semester*, students may turn in late homework for a maximum of a 50. *During second semester*, NO late homework will be accepted.

**8th grade** – No late homework will be accepted.

#### Major Grades

A minimum of two (2) major tests, projects, presentations will make up 50% of the overall grade. Accelerated Reading grades should count as one (1) test grade per grading period.

Electives: A minimum of 1 major test, project, or presentation.

#### 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 (TAKS), 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

#### Assessments for State Assessments

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.**

## 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.

## 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.

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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.

### **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.

### **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.

### **PEST CONTROL**

This school periodically applies pesticides. Information concerning these applications may be obtained from New Caney ISD at 281-577-8600.

### **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 TAKS in order to promote to high school.

### **PROGRESS REPORTS / REPORT CARDS**

Progress reports and Report cards will be given to students on the following dates:

<u>Progress Reports</u>	<u>Report Cards</u>
September 15	October 8
October 27	November 19
December 15	January 21
February 9	March 4
March 30	April 29
May 18	

The final 2009-2010 report card will be mailed approximately one week after school is out.

### **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 TRIP

**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.

## 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.

## TAKS

Seventh grade students who obtain 85% or higher on the TAKS 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 TAKS in Reading and Math before they can be promoted to the ninth grade.

## 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.

### 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.**

### VISITORS ON CAMPUS

Parents/Guardians are welcome to eat lunch with their child after they attain a visitor's badge in the front office. Siblings of a middle school student must be accompanied by a parent/guardian.

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

New TEA correspondence has been posted at:  
<http://www.tea.state.tx.us/taa>

## Receipt of Handbook:

I \_\_\_\_\_, have received and read the Student Handbook for the 2009 – 2010 school  
(Student Name)

year. I agree to abide by the guidelines set forth in this handbook.

Signed: \_\_\_\_\_  
(Student's Signature)

I, \_\_\_\_\_, have read the student handbook for the 2009– 2010 school year. I  
(Parent Name)

agree to work with my child to assure that he/she abides by the guidelines set forth in  
this handbook.

Signed: \_\_\_\_\_  
(Parent's Signature)

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I do / do not give consent for my child to receive corporal punishment (swats).

Signed: \_\_\_\_\_  
(Parent's Signature)