

New Caney Sixth Grade Campus Student Handbook 2009-10

New Caney Sixth Grade Campus
ADMINISTRATION
Phone (281) 577-8860

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Jamie Dickinson	Assistant Principal
Jeff Hutchinson	Assistant Principal
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CENTRAL OFFICE STAFF

Superintendent's Office	(281) 577-8600
Child Nutrition Director	(281) 577-8690
District Website	www.newcaneyisd.org

PREFACE

To Students and Parents:

The New Caney Sixth Grade Campus 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 New Caney ISD 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 our website.

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/.

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.

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

Title IX – District Employees
Dr. Jon Kramer
Assistant Superintendent for Personnel
21580 Loop 494
New Caney, TX 77357
(281) 577-8600

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

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

6th GRADE PHILOSOPHY AND OBJECTIVES

The New Caney 6th Grade Campus 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. The 6th grade'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.

6th GRADE CAMPUS VISION

The official mascot of the New Caney 6th Grade Campus is the lion, a symbol of courage and strength. The Chinese characters for lion can be individually translated as "mentor" and "student" – an appropriate symbol for a school that prides itself on nurturing each student's potential.

6th GRADE CAMPUS MISSION STATEMENT

We believe that the focus of all our efforts must center on the personal, social, and academic needs of the student and that our purpose for being is to facilitate student achievement.

SCHOOL CALENDAR 2009-2010

August 24	First day of school for students
September 7	Labor Day Holiday – no school
October 2	End of the first six-weeks
October 8	Report cards
November 13	End of second six-weeks
November 19	Reports cards
November 23-27	Thanksgiving Holidays – no school
December 18	Early Dismissal
December 21 – January 1	Winter Holidays
January 4	Student holiday/staff development
January 15	End of third six-weeks
January 18	Student holiday/teacher preparation
January 19	First day of second semester
January 21	Report cards
February 26	End of fourth six-weeks
March 4	Report cards
March 15-19	Spring break – no school
March 26	Early release - UIL

April 2	Good Friday/Student holiday
April 23	End of fifth six-weeks
April 29	Report cards
May 31	Memorial Day/Student holiday
June 4	Last day of school/early dismissal
June 7	Weather Day
June 8	Weather Day

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

COMPULSORY ATTENDANCE

It is important that parents and the school work together to insure student success. 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.

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;
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.

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.

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.newcanevisd.org/community.html**](http://www.newcanevisd.org/community.html).

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 judgment, for the safety and welfare of the students.

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

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 the assistant principal for disciplinary action.

CLINIC SERVICES

The school nurse provides health care for students who become ill or injured at school. In the event of a sudden illness, injury, or medical emergency, a student should report to the clinic. In the event the student needs to go home, the nurse or another staff member will contact the parent/guardian or emergency contact person. In the event of a serious medical emergency, 911 will be called. The parent/guardian will be notified and the student may be transported to the nearest hospital.

All students visiting the clinic should bring a pass with them except in case of emergency. If a student reports to the clinic without a pass in a non-emergency situation, they may be required to return to class for a pass and will receive an un-excused tardy if they are late to class. In secondary schools, students who leave campus due to illness or injury without reporting to the clinic will be considered truant.

All accidents occurring at school, requiring the services of a physician and/or absence from school should be reported to the school nurse on the day of the accident or as soon as possible. The nurse will complete a Campus Incident Report. Parents are encouraged to take advantage of student insurance offered by the District. The District, by law, is not authorized to pay for student medical treatment.

The school nurse maintains a Health/Immunization Record on every student. Any special health needs of a student should be discussed with the school nurse. When your child receives additional vaccines, please send/bring a copy to the school nurse so records can be updated. An updated Emergency Card with parent/guardian contact information is also kept on file in the clinic. Please provide the school nurse with updates in address, phone numbers, and emergency contact information. Please be sure the back of the Emergency Card is read and signed by a parent/guardian. This gives the school nurse permission to conduct the state required vision, hearing, and spinal screening.

FEVER- Children 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. Parents will be contacted to pick up their child. Children should be fever/vomit/diarrhea free for 24 hours without the aid of medication before returning to school.

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 confiscated item is damaged or lost, the school will compensate the student/parent. Items that are confiscated will be returned to the student's parent/guardian. If it is confiscated a 2nd time, it will be returned at the end of the year.

COUNSELING

A school counselor may be able to help students with a wide range of personal concerns. The counselor is familiar with community resources and may direct students to other sources of information and assistance.

CREDIT BY EXAM

Students may be advanced one grade level by passing the credit by exam with instruction with a score of 70 or more or the credit by exam without instruction with a score of 90 or more. Please refer to the campus counselor for more information.

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.

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.

EMERGENCY WARNING BELLS

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

- Fire alarm – Walk out of building in orderly manner.
- 2 bells – Walk back into room.

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 an administrator 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:

Stay in classroom with hands over head in crouched position next to a wall. Students in the cafeteria should proceed in an orderly fashion with cafeteria duty personnel to the nearest 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 advanced 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.

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, bandanas, 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 grade level subjects in grade 6 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 6th grade 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 70	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.

At the end of each grading period, no grade lower than a 50 will be recorded. The District shall record a 50 in the permanent cumulative record for any average numerical grade that is lower than 50.

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.

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 for electives will be optional.

Homework will make up 10% of the overall grade.

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 – During *first semester*, students may turn in late homework at the teacher's discretion for a full grade. During *second semester*, late homework earns a maximum of a 50.

Major Grades

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

Electives: a minimum of 6 daily grades, and 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 advanced classes, 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.

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, PASSING PERIODS, and TARDIES

Students are not to be in the halls during class periods without wearing an orange vest. There will be no loitering in the halls or around the building between classes. Students should not run in the halls. Students should report to class immediately via the shortest route. Otherwise, the student will be considered out-of-location. If a student receives three tardies for the same class during a six weeks period, he will receive one day of Saturday School.

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. In order to use the Internet, sites visited must be appropriate to the research topic. Library books will be due back two weeks after checkout. Students will be asked to limit themselves to two books at a time.

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 a staff member 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 / TEACHER CONFERENCES

These conferences may be scheduled during the teacher's planning period. 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.

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).

PROGRESS REPORTS / REPORT CARDS

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

Progress Reports

September 15, 2009
October 27, 2009
December 15, 2009
February 9, 2010
March 30, 2010
May 18, 2010

Report Cards

October 8, 2009
November 19, 2009
January 21, 2010
March 4, 2010
April 29, 2010
Last report card - mailed

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.

Teacher changes will be considered after the first two weeks of school.

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/principal should be scheduled.

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

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.

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.

STUDENT COMPLAINTS

Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the principal/assistant principal. If not satisfied at that level, they can request a conference with the Superintendent or designee, and ultimately, appear before the Board of Trustees, in accordance with board policy.

Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact the Superintendent at 281-577-8600. Complaints or concerns regarding handicapped students or the district's program for handicapped students should be brought to the attention of the Special Education Director at 281-577-8670.

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.

TOYS AND ELECTRONIC EQUIPMENT

Radios, cameras, skateboards, bicycles, collectibles, Ipods, PSPs and other electronic and electrical devices, gambling devices, toys, etc. are not allowed at school. These items will be taken up by the administrator and returned only to parents. The school will be responsible for such items that are lost or stolen while in the possession of an administrator.

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.

Students who violate this policy shall be subject to established disciplinary measures. District employees may confiscate any telecommunication device that is operable during the instructional day on school property or while attending during the instructional day, school-sponsored or school-related activities on or off school property or bus. **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. A picture ID is required to receive a visitor's badge. Siblings of a 6th grade student must be accompanied by a parent/guardian.

Receipt of Handbook:

I _____, have received and read the
(Student Name)

Student Handbook for the 2009– 2010 school year. I agree to abide by the guidelines set forth in this handbook.

Signed: _____
(Student's Signature)

I, _____, have read the Student
(Parent Name)

Handbook for the 2009– 2010 school year. I agree to work with my child to assure that he/she abides by the guidelines set forth in this handbook.

Signed: _____
(Parent's Signature)
